Instructions for Registering an Attendee

Personal Information Page

1. Email Address - Please enter the email address that is associated with the attendee's iMIS record. It is important to provide a unique email address for each attendee you are registering. If the attendee shares an email address with their spouse or if they have multiple iMIS records with the same email address, their information will not automatically populate on the next page.

2. First Name – Enter the attendee's first name.

3. Last Name – Enter the attendee's last name.

4. Click Next

