How to Register for an AFIA event

STEP 1 - Click the registration button at the top right of the page.  
*Note: The look of the webpages will vary depending on the event.*

STEP 2 - Enter first name, last name, and work email address. Please select the appropriate registration type to move forward in the process (Member or Non-Member).
If you are registering on behalf of someone else, please select the box under the registration type drop-down menu.

*Click Next.*

*If the system doesn’t allow you to proceed, please contact register@afia.org*
STEP 3- Continue entering personal contact information;

Personal Information
- First Name: Connie
- Last Name: Samuels
- Email Address: csmuels@afia.org
- *Company:
- *Title:

Contact Information
- Work Address:
  - *Address:
  - *City:
  - State/Province: [Dropdown]
  - *ZIP/Postal Code:
  - *Country: USA
For specific events, registrants will be allowed to register a guest; an additional fee may apply. You will enter his/her information on this page.

*Click Next.*

**Please Note: Guests are considered spouses or significant others.**
Additional employees or colleagues are considered an additional registrant, who can be added later during the registration process.

If you have any questions, please email register@afia.org
**STEP 4**- If applicable, please select any optional items here (i.e., tickets, golf tournament, IFEEDER donation).
STEP 5 - Review all information entered; if you need to add an additional person, please do so on this page. You will be prompted to enter the contact information for the additional registrant.

*Please Note: An additional registrant is an employee or colleague from your company; they should be registered/added here.

After you have entered all additional registrants, Click ‘Finished Adding People’
**STEP 6** - After you have thoroughly reviewed your registration for all registrants (including guests); enter payment information at the bottom of the page.

Review to make sure all information entered is correct.

*Please note: Only members will be allowed to request invoices for payment.*
If applicable, select the box to agree to the terms and conditions.

Click Finish.

Once your registration payment is submitted, you will be sent an email confirmation:

For members requesting an invoice—AFIA will follow-up with a separate email indicating the invoice number and next steps.

If you have any questions regarding registration, please email register@afia.org or (703) 558-3573.