

PLEASE PRINT THESE DIRECTIONS TO FOLLOW AS YOU REGISTER ON-LINE

STEP-BY-STEP INSTRUCTIONS FOR IAFE'S NEW ON-LINE REGISTRATION PROCESS

1. Click on "Register Online" (top or left navigation bar)
2. Because the 2009 IAFE Convention is the only open meeting at this time, it will automatically appear. "Your Cost" is the basic delegate registration fee that your membership type qualifies.
 - If your company or fair is a member the delegate price should appear.
 - If you are an alumni member or honorary member, the price for alumni should appear.
 - ***If you do not think the price showing for a single delegate on your screen is correct, STOP now and call the IAFE office at 800/516-0313. We want to make sure that all your membership information is correct.***
3. If the price is right, click on "2009 IAFE Annual Convention".
4. In the next screen, your membership information is listed at the top. Please review all information.
 - If you are not the primary contact for your fair/company, you are unable to make changes to the company membership; however you will be able to make changes to your personal membership by clicking on the "Update My Profile" (left navigation bar).
 - If any updates are needed (and you are the primary contact) click "Update" on the right side of the blue bar above your name.
 - After updates have been made you will need to click "Save My Changes" and then "Register Online" be returned to the screen which shows your registration price and "2009 IAFE Annual Convention". Click on that line again.
5. Your updated information should now appear!
6. The lower part of this screen lists all the options for additional events at the convention – you'll select these on the next screen. The delegate price for your membership type again appears in the center section, click on the red check mark "Register Now" to continue the process.
7. The next screen is for additional events:
 - If you do not want any additional events, go to the bottom of the page and click "Continue Registration."
 - Choose additional events for yourself only (you will be given the opportunity later to register additional delegates and purchase additional tickets for each delegate.) Please note that only the Ag Breakfast will allow you to purchase multiple tickets on one registration. After making your selections click "Continue Registration" at the bottom of the page.
 - The Delegates Only questions found on the registration form (1. Are you 40 or under (for inclusion in the YPI events) and 2. As a first time attendee do you want a mentor?) are included as additional events. Please register if you want to be included in these events. There is no charge for either event.
 - If you are participating in the Golf Tournament please send the requested partner information to janh@fairsandexpos.com. If you are participating in the Fun Walk/Run please send your t-shirt size to janh@fairsandexpos.com.

8. To register a spouse for “spouse-social functions only.”
 - Any spouse that is going to be registered as a full delegate to take advantage of the workshops and educational offerings, please see the additional registrant notes below.
 - Click “Add a Guest” that is close to the bottom of the page.
 - You will again see the additional events screen. Please select the event(s) your spouse/guest will be attending. Please note: Spouses/Guests are not eligible for the “Marketing in a Down Economy” Workshop.
 - If everything is correct, click “Complete Registration.”

 - 8. The next page will be a summary of your purchases. It will show your initial delegate registration, and any additional event fees with a total due. ***Please note on this page there is mention of a “Convention Directory” – disregard this item, the default is “yes”, but it is not an IAFE product.*** If everything is correct, click “Complete Registration.”

9. Additional registrants – spouses as a full delegate or others from your organization:
 - (A) Register another delegate from your fair/company for the convention; click the second button “Register another attendee for the 2009 IAFE Annual Convention.”
 - A screen with all people from your fair/company that the IAFE has on file will appear for you to select from.
 - Make your selection and repeat the process of selecting their events.
 - Then click complete the registration.
 - You will repeat this process until you are finished with your delegates.
 - You will also repeat this process for any spouses that want to register with full delegate privileges so they can attend any workshops and educational offerings.
 - If you want to register a spouse for “spouse-social functions only” for any of these additional delegates, please use the guest registration feature as discussed above.
 - ***If the person you want to register does not appear, you are not able to register that person online. Please fill out the registration form (for that person only) and fax to the IAFE office at 417/862-0156 or email to katet@fairsandexpos.com***

10. The next screen will summarize what you have done so far and give a total due, with several button options at the bottom.
 - If you are finished registering, click “Continue with Checkout.” The next screen only has the words “Proceed to Secure Payment Processing” – you must click on the words to proceed to the payment screen.

11. Payment Processing -- you will have to enter your credit card information to finalize your registrations. Click “Continue with Checkout” after the credit card information has been completed. You will immediately get a confirmation with transaction number. This confirmation will be sent to your email address as well.

If you have any questions, please do not hesitate to contact the IAFE office at (800) 516-0313.