



2024 IAFE Convention Online Registration Details

**To register online you must have a Member Portal set up on the IAFE website.
Email registration@fairsandexpos.com if you need set-up instructions**

If you are registering someone who is not on your member list, the Primary or Billing Contact for your fair can set up the individual using the Membership Module in their Member Portal on the IAFE Website, or you can contact the IAFE Office, and they can assist you in adding them.

Read Before You Begin Your Registration

There are separate instructions for registering a Group for the IAFE Convention found below. You should use these when registering someone other than yourself or a group of people.

All Attendees are required to provide the following information: Cell Phone Number, Email Address, Emergency Contact Name, and the Emergency Contact's Cell Phone Number.

You can use the back or cancel buttons at the bottom of the screen at any time during the registration process.

Registering Yourself?

From the IAFE Convention website (www.iafeconvention.com) select **Register Now**.
You will be prompted to log onto our IAFE Portal.

1. If this is your first time logging in, an Attendee Information screen may pop up. If it does pop up, verify the information, and update as needed. Then click "Save Changes" or "cancel".
2. On the Registration Screen, choose the Registration Type that fits you. In most cases that will be a General Attendee.
3. Click "Next".
4. Next, you will be asked to select a Registration Package. Your choices are a full conference or one or two-day passes.
5. Click "Next".
6. Next you can add Sessions to your registration. These include the IFM Course-Board Governance and the Consumer Protection Program. Select next to one or both sessions if you plan to attend.
7. Click "Next".
8. If you want to purchase tickets for the Raising for a Reason Foundation Fundraiser you can do it on the next screen. Click on the up or down arrows beside your ticket preference to select the number of tickets you want to add to your registration.
9. Click "Next".
10. There are no Registration Add-ons available currently so skip this section for now.
NOTE: We will be adding Educational Experiences, and you will be contacted when they are available.
11. You are required to enter your cell phone number and the name and cell phone of your emergency contact. Most people use their spouse, significant other, or a close relative as their emergency contact.
12. Answer the questions about whether this is your first time attending the convention or if you will be under 40 at the time of the convention or if you are the CEO of a Member Fair. All options will get you invitations to special sessions.
13. There is an option to answer the question, "What keeps you up at night thinking about your Fair?"
14. Read the legal release at the bottom of the screen carefully. You agree to these terms when you register for the Convention.
15. Click "Next".
16. Your next question asks if you would be interested in donating to the IAFE Education Fund.
 - a. If yes, the \$50 donation box is already checked for you. If you want to change the amount, click on the appropriate box.

- b. If you do not wish to donate, you need to uncheck the box next to “Yes? I’d like to donate along with this order”.

17. Also on this screen, you will see your total amount due in a gray box. Verify that it matches what you were expecting your registration fee to be.
18. If you added a session or tickets, you may use two different payment methods. Check the box just under this gray box mentioned in #16 that says: “I want to pay for this order using two different payment methods”. To complete the transaction using multiple payment methods follow the instructions on the screen. You will be asked to enter the two payment methods and choose the items you want charged to each card.
19. If you are using one card for payment, you need to add your credit card or bank account information. Click the plus sign beside the payment you want to use. Then enter the information requested on the screen.
NOTE: If you have saved your credit card information in the past, you will need to enter it again for payment.
20. Click next.
21. The next screen allows you to review choices and gives a warning that this transaction is not complete. Click process at the bottom of the screen once you have reviewed the registration.
22. **If you do not complete the payment process for some reason, your registration will not be complete. Please call Kathy Hartley at 417-862-5771 for help in completing your registration.**

Email Confirmations for an Individual

- If your email address is in our database, you will receive two confirmation emails:
 - Purchase Confirmation is your receipt for the credit card purchase and will be received by the person making the registration.
 - Registration Confirmation from the IAFE Registrar’s Office that contains information regarding your participation at the Convention.
- If you do not receive these emails, please contact the Registrar at registration@fairsandexpos.com

Registering someone other than yourself or a group

1. From the IAFE Convention website (www.iafeconvention.com) select **Register Now**. You will be prompted to **log onto our IAFE Portal**. You will need to choose the Group Registration Option.
2. On the Group Registration screen, click on the blue letters “Start new Registration Group”.
Note: If you need to go back to the group, it will appear on this screen. Click on the name and you will be back in the group registration.
3. The system defaults to the organization’s name as the Group Name.
4. Click “Save Changes”.
5. Since you are creating the group, our system recognizes you are the group administrator.
6. Click “Next”.
7. On the next screen, select the Register Attendee button. It is gold and on the right side of the screen.
8. Click “Next”.
9. Use the drop-down list to select the attendees you want to register from the list of contacts within your organization. Click “Continue”.
10. An Attendee Information screen may pop up. This screen contains contact information that may need to be updated. If it does pop up, verify the Attendees’ information and update as needed.
11. Then click “Save Changes” or “Cancel”.

12. Next, select a Registration Type for the attendee. This will usually be a General Attendee. But if the Attendee has a special role in the convention an alternative option may appear. If that happens, you should select that "special" type.

Registering someone other than yourself or a group (cont.)

13. Now choose the Attendee's preferred Registration Package. This will either be a Full Conference or a One- or Two-Day Pass.

14. Click "Next".

Note: If you are purchasing multiple-day passes, choose the option for days the Attendee wants to attend. Not a single day passes for each day.

15. The Attendee has two Session options to choose from. This includes the IFM Course-Board Governance and the Consumer Protection Program. Select one or both sessions.

16. Click "Next".

Note: If you are unsure if an Attendee wants to attend these sessions, just click next. You can email registration@fairsandexpos.com to add a session later.

17. The next option is to purchase tickets to Raisin for a Reason. That is the IAFE Foundation Fundraiser held each year during the Convention. The ticket options are individual, individual reserved, and table for 10. Use the up/down arrows by the option wanted.

18. Click "Next".

Note: We will be adding Educational Experiences, and you will be notified when they are available.

19. There are no Registration Add-ons available currently so skip this section for now.

20. Enter the Attendee's cell phone number and the name and cell phone of their emergency contact. Most people use their spouse, significant other, or a close relative as their emergency contact.

21. Check the box beside the questions: "Is this your first time attending the convention" "Will you be under 40 at the time of the convention" or "Are you a CEO of a Member Fair". If any of these are checked, more information about special onsite events will be sent later.

22. There is an option to answer the question, "What keeps you up at night thinking about your fair?"

23. The attendees should be aware that they agree to abide by the release shown here if they are registered for the convention.

24. Click "Next".

25. You will receive a heads-up on the next screen letting you know that the group registration will not be complete until you click "complete group purchase" after you enter all your attendees' registrations.

26. Click the register attendee button to add more people to your group.

27. Each time you complete the registration process for a contact, a pending registration will be added to the group.

28. Go through this process again until you have completed drafts for all the Attendees for the group.

29. Once all your Attendees have been entered, select the "Complete Group Purchase" button.

30. Your next question asks if you would be interested in donating to the IAFE Education Fund.

a. If yes, the \$50 donation box is already checked for you. You can choose the other options by clicking on the box of the amount you wish to donate.

31. If you do not wish to donate, you need to uncheck the box next to "Yes? I'd like to make a donation".

32. Just below the donation section is a gray box that shows your total amount due. Then you will need to enter payment information:

33. Just below this gray box is an option to use two different payment methods. Check the box to use this option.

1. First, select the primary payment method.

2. Then, check off the items in this order that you'd like to pay with the primary method.

3. Lastly, select the secondary payment method.

4. Note: whatever items are not selected to be paid for with the primary method will automatically be paid using the secondary method.
5. Click next when the payment information is entered
34. You can add your credit card or bank account information for payment. Just click the plus sign beside the type of payment you want to use for payment.
NOTE: If you have saved your credit card information in the past, you will need to enter it again for payment.
35. The next screen allows for a review of the registration and gives a warning that this transaction is not complete.
36. Click "Process" at the bottom of the screen to complete the order

You will be taken to the **Group Registration Overview** page where you can view your group and their registration status. Be sure to complete the process. You will receive a popup that says the transaction is complete.

**If you need to make any changes to the registrations,
email registration@fairsandexpos.com with the changes.**

Email Confirmations for a Group Registration

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**NEED HELP? Call the IAFE office and ask for the Registrar at 417-862-5771
or email registration@fairsandexpos.com**