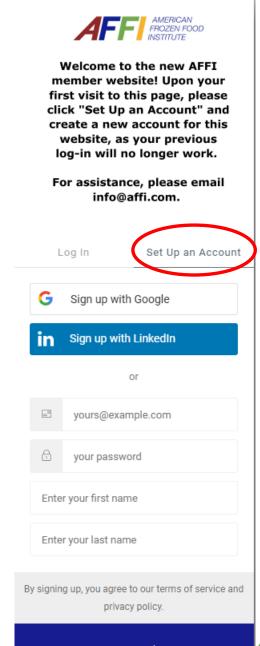


- 1. If you have not set up a login with AFFI (after August 1, 2024), go to http://member.affi.org and select the Set Up An Account. The system will send you a verification e-mail that you will need to reference and click on the link to verify your profile.
- 2. To group register after the verification process, go to https://affi-con
 2026.events.affi.org/registration/group
- 3. Select the **START A NEW REGISTRATION GROUP** button and name your group
- 4. Click **REGISTER ATTENDEE** and use the drop down arrow to select team members to register. You may also use the "Add someone not on this list" if you do not see the team member listed
- 5. Verify or complete indiviaual information for the registrant
- 6. The next three screens will ask you confirm information for the selected registrant, RSVP for networking receptions and education session that are included in your registration fee and provide an option to purchase tickets to the Dueling Piano Bash and Supply Chain Forum.
- 7. Click **SAVE CHANGES** on the Dueling Piano Bash ticket page and then click **REGISTER ATTENDEE** to add additional team members or **COMPLETE GROUP PURCHASE** when you had added all registrants to submit payment
- 8. Verify Company Information through the AFFI-CON Portal. Click My Company Information then the Update my Organization's Profile
- 9. Your confirmation e-mail will include important details and access links to the AFFI-CON Portal which includes the online attendee directory, hotel booking link, meeting space request system (hotel suite or meeting room) and meeting space purchase system (company showcases, negotiation nooks and semi-private tables).

1. Step 1: If you have not set up a login with AFFI (after August 1, 2024), Select the Set Up An Account. The system will send you a verification e-mail that you will need to reference and click on the link to verify your profile.





Step 2: Select the **START A NEW REGISTRATION GROUP** button and name your group

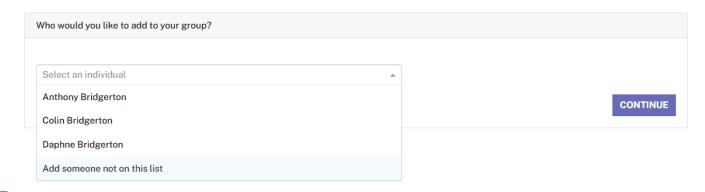
Group Registration

+ START A NEW REGISTRATION GROUP

You are an administrator of multiple groups. Select a group below:

Step 3: Click **REGISTER ATTENDEE** and use the drop down arrow to select team members to register. You may also use the "Add someone not on this list" if you do not see the team member listed

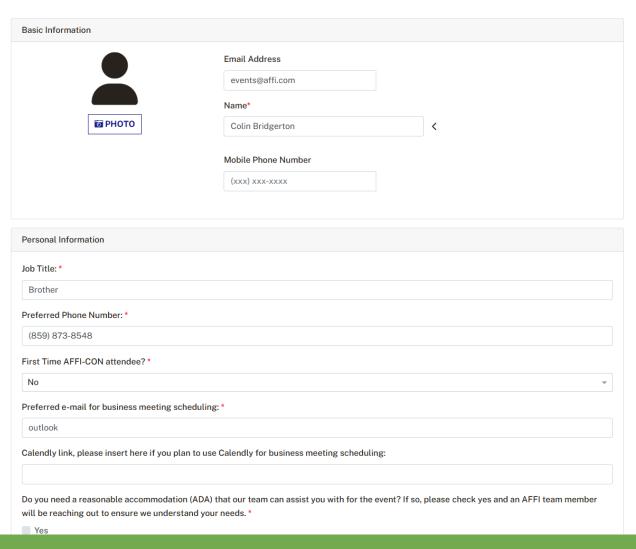
Group Registration





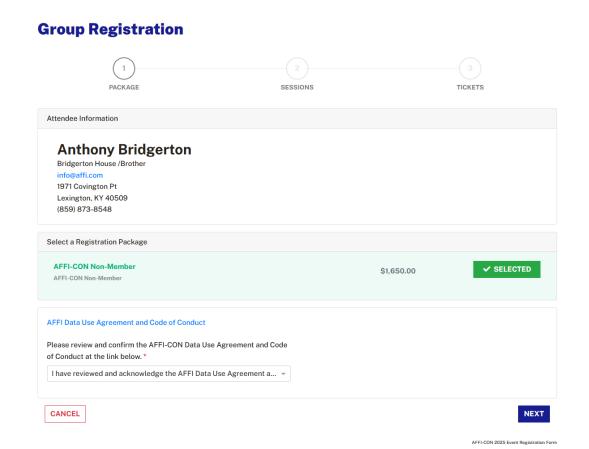
Step 4: Verify or complete individual information for the registrant

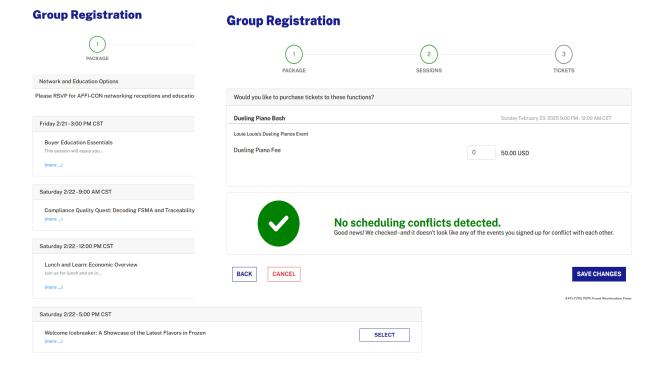
Group Registration





Step 5: The next three screens will ask you confirm information for the selected registrant, RSVP for networking receptions and education session that are included in your registration fee and provide an option to purchase tickets to the Dueling Piano Bash







Step 6: Click **SAVE CHANGES** on the Dueling Piano Bash ticket page and then click **REGISTER ATTENDEE** to add additional team members or **COMPLETE GROUP PURCHASE** when you had added all registrants to submit payment

Group Registration

Bridgerton House

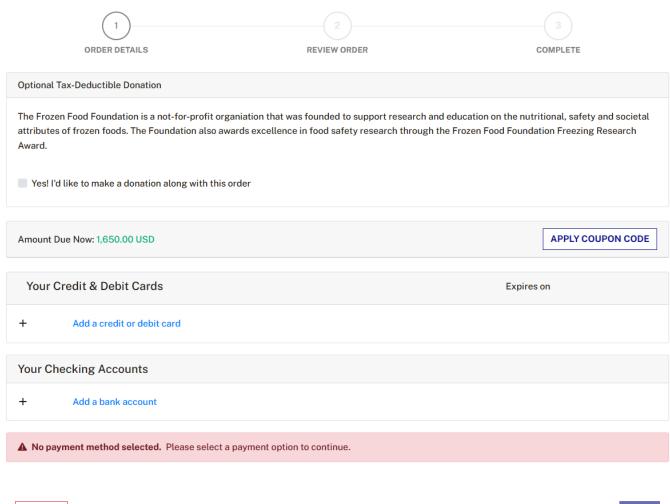
← back to my groups

		REGISTER ATTENDEE	COMPLETE GROUP PURCHASE
Heads up! The 1 pending registration will not be complete until you click Complete Group Purchase above and complete the checkout and payment process.			
Pending Registrations			
Name Anthony Bridgerton	Registration Type/Package Non-Member/ AFFI-CON Non-Member		
Completed Registrations			
There are no completed registrations in this group.			



Checkout and Submit Payment

Group Registration



Verify Company Information through the AFFI-CON Portal. Click My Company Information then the Update my Organization's Profile.

Update My Organization's Profile

