



# How to Register for the Conference

## A STEP-BY-STEP GUIDE

### HERE'S A COMPREHENSIVE GUIDE TO WALK YOU THROUGH THE PROCESS:

*LGA's conference registration system empowers a member's support staff to register on behalf of others with just a last name and email address. Although traditional invoicing is not provided, LGA staff can assist with your invoice needs on a case by case basis.*

#### 1. Access the Registration Page

Navigate to the LGA conference registration page. You'll see various registration options and pricing details displayed. *TIP: Ignore any mentions of "on-site registration" - this is not actually offered for LGA conferences.*

#### 2. Select Your Registration Type

Determine which category you fall under:

- Active or Associate Member (most common)
- Non-member
- Individual Member
- Daily Registration

Choose the appropriate option for full registration or daily attendance. *TIP: If you do not plan to attend MCLE sessions and want to register for social events only, contact LGA staff for assistance in registering.*

#### 3. Verify Your Membership

For Active or Associate members:

- Enter your last name (not case sensitive)
- Enter the email address associated with your LGA account
- Click "Verify my membership"

If you encounter any errors, contact the LGA office for assistance.

#### 4. Enter Personal Information

Fill out the required personal details. For members, much of this information may be pre-filled.

#### 5. Select Education Sessions

You'll see a list of available education sessions. While not mandatory, it's helpful to indicate which ones you plan to attend. This assists with room allocation and planning. Check the boxes for sessions you intend to join, or leave them blank if unsure.

#### 6. Confirm Event Attendance

This step is crucial for meal planning.

- **Full registrants:** Check boxes for the Opening Night Party and Anniversary Banquet if you plan to attend (these are included in your registration). Even as a full registrant, you must check these boxes to ensure a meal is prepared for you.
- **Daily registrants:** Select the "Daily Registrant" option to add social event fees to your invoice.
- **Guests:** Guests may be added for the Opening Night Party and the Banquet. Please include yourself in the maximum count and type both your name and your guest's name in the fields provided.
- **Social Events Only:** If you do not plan to attend MCLE sessions and want to register for social events only, contact LGA staff for assistance in registering.

Any associated fees for social events will be added to your registration invoice.

#### 7. Review Your Registration

Carefully look over the summary of your selections and the total amount due.

#### 8. Add Additional Registrant (if applicable)

- To register additional colleagues, click "Add another registrant."
- Select the appropriate registration type (e.g., guest for social events).
- Enter their information (you can use your own details, but must use a unique email address for each registration).
- Repeat steps 5-7 for the additional registrant

#### 9. Process Payment

Choose your payment method:

- **Credit Card:** Enter your details to pay immediately
- **Invoice/Check:** Contact the LGA office to arrange alternative payment.
- If you have a discount/coupon code, enter it at this stage.

#### 10. Confirmation

Once payment is processed, you'll receive a confirmation of your registration.

**Remember:** If you encounter any issues or have questions during the process, don't hesitate to reach out to Christy Jenkins at [christy.jenkins@easterassociates.com](mailto:christy.jenkins@easterassociates.com).