



How to Register for the Conference

A STEP-BY-STEP GUIDE

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

The new registration system simplifies the process, especially for support staff registering on behalf of others. With just a last name and email address, it's now much easier to manage conference registrations for your organization.

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
- Guest Registration

Choose the appropriate option for full registration or daily attendance.

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 Awards Luncheon 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 and pay for social events you wish to join.

The associated fee 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 guests or 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 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.