How to Register for an Event as an Attendee

Step 1 Login and Update
- Log in to your TLA account with your username and password
- You will want to “Edit Profile” to update any personal or contact information first.
- If no updates are needed, click “Event Registration” at the top of the page

Step 2 Select Registration Type
- Click “View” next to the event you are registering for
- Click the big blue “Register” button
- Choose the “Attendee” from the Registrant Types and click Next

Step 3 Add Registration and Ticketed Events
- Choose the registration rate if needed (i.e.: Full Week, Single Day, Event Only)
- Choose any ticketed events, if needed**
- Click Next

Step 4 Badge Preferences
- Complete any Badge Preferences information (Name and institution), if required
- Answer all event required questions (dietary preferences and emergency contact), if needed
- Click Checkout
Step 5 Checkout

- Add another registration if needed (i.e.: youth registration or guest)
- Enter payment details
- Click **Submit**