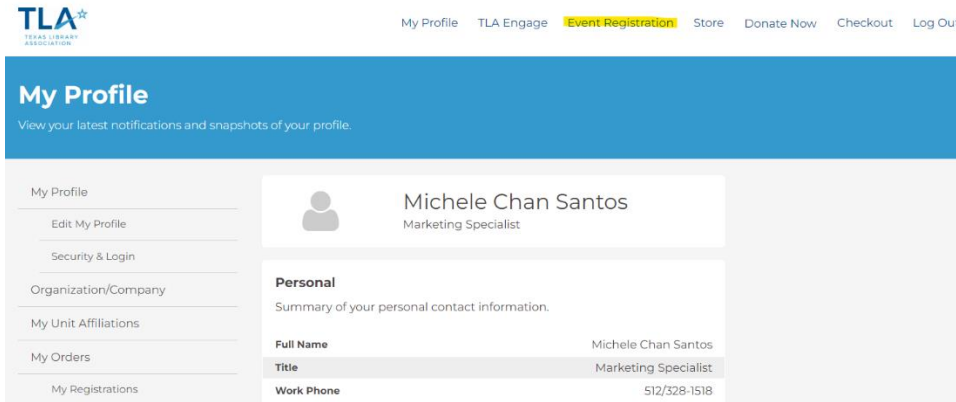


## How to Register for an Event as an Attendee

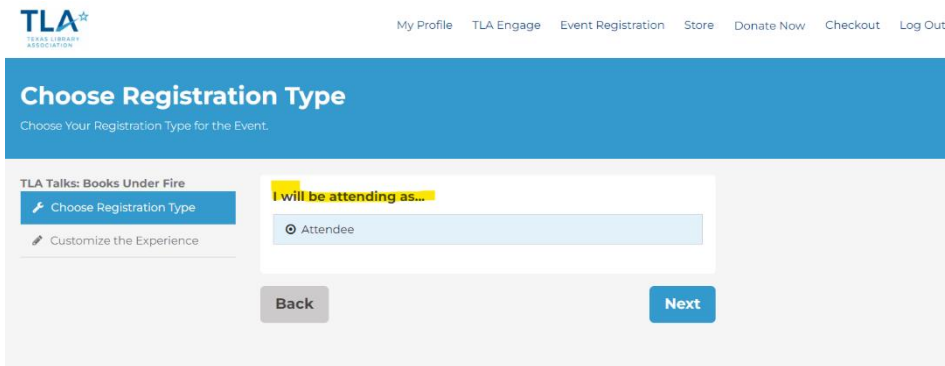
### Step 1 Login and Update

- 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**