REGISTER IN
TEN EASY STEPS
2018 BEYA STEM CONFERENCE

1 Let's Start

Click on the **Register** menu item or button to review the registration options. Select the option that best describes how you will participate in the conference.

2 Review Fees

On each page, you will find the applicable fees for your participation level. For individual ticket fees, click on the **Registration** tab on the website.

3 The Portal

Click the **Start** button to search for your record in our database. If you're in, select your name and continue. If you're not, Select **Start a Registration** and then **Continue**.

4 Update or Add

Your contact information is very important. We use this to prepare your name badge. This data is also used as the billing address for your credit card transactions. So fill in the items in red at a minimum and you'll be good to go.

5 Select a Fee

The survey questions will direct you to the fee options. At a minimum, answer the required questions, marked in red. Select your fee and continue.

6 Activities

On the next few pages you can select your general and education sessions to create your conference agenda.

7 Award Events

Select the recognition events that you will be attending. Some are included in Full Registration offers. others are not. Those that are not included can be added as additional banquet events.

8 Seating

For every banquet event you select, you will need to select your seats. When seats are gone, they appear as gray. Toggle between different seat levels to see if other level of seats are available.

9 Add a Guest

Review your current registration and select **Go Back** to make changes. Add guests before you complete the registration, but apply any discount codes before you add a guest.

10 Review & Pay

When you've added your guests or you are done, review your choices, and make adjustments before you finish up. Click on **Continue** to finish up with your payment.

Note: An invoice link is included in your email confirmation. You can also login to the portal and retrieve one.