

Attendee Online Registration Tutorial

How to Add Events to an existing registration

What do I need to add events to my registration?

- You will need your WEFTEC email confirmation to link to your registration record.
- A credit card (Visa, MasterCard or American Express), if payment is required for an event.

Welcome Back! Here is how you access your registration

- Click the link in your email confirmation that you received after registering.

Attendee Confirmation



Access Your Registration

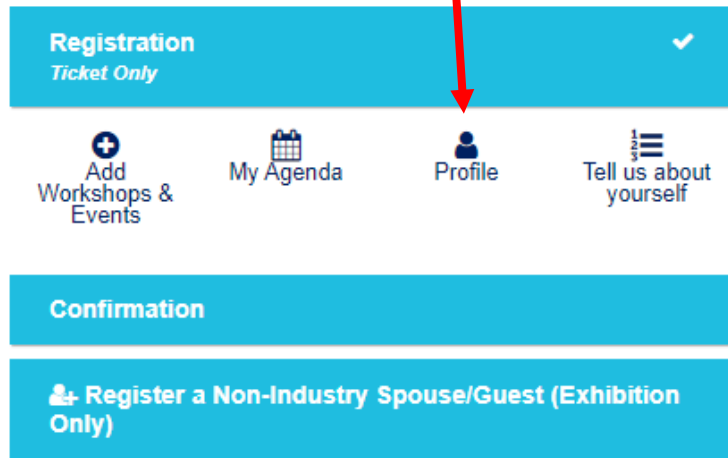
[Click here](#) to access registration (*view registration details, modify your profile or demographic information, or make payment*).

Don't have your email confirmation? Contact registration@wef.org or call 1-864-208-3376.

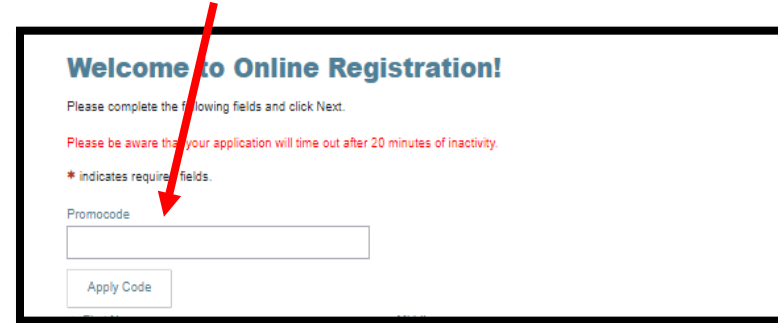
Your Dashboard

1. On your Dashboard **Click Profile**.
2. Enter your **Promocode** on the “Welcome” page. *Leave it blank if you do not have one.*

1 Dashboard

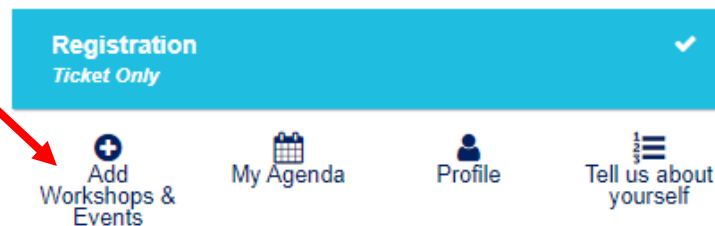


2 Enter Promocode



3 Click Add Workshops & Events

Dashboard



Add Workshops and Events

- Click “Add” to select or remove an event.
- Click the buttons to filter your selections.
- Click on the same button to de-select that specific filter group.
- Click the title of the Event for more information.

Events are not included with conference registration. Fees may apply.

Your Events

Please note times list below are Central Standard time.

Click the buttons below to filter your selections.
Click on the same button to de-select that specific filter group.
Click the title of the Event for more information.

Workshops Community Service Learning Exchange Jammin'4 Water

Type to search

14 of 14 items

Quick Search: Learning Exchange

View	Mon Oct 11	Tue Oct 12	Wed Oct 13	Sat Oct 16	Sun Oct 17	Mon Oct 18	Tue Oct 19
All							
MONDAY, OCTOBER 11, 2021 3:00 PM - 4:00 PM						Super Saver By Aug 6	Standard After Aug 6
Add	Public Officials					\$0.00	\$0.00

Review and Check Out

- Click the drop down menu arrows to review information
- You may add a Non-Industry Guest (Expo Only), fees apply before checking out.
- At the bottom of the page, click “Pay Now” to proceed (if applicable).

Review and Check Out

Test Test's Cart [Add Items](#)

Registration (Full Conference Expo)	\$1,095.00
Balance Due	\$1,095.00

- Profile & Badge
- Assumption of Risk
- Tell us about yourself

[Register a Non-Industry Spouse/Guest \(Exhibition Only\)](#)

Payment

* I authorize Water Environment Federation to charge my credit card for the total amount above.

Selecting "Pay Now" below will redirect you to our SecuRemit Payment site where you may enter your credit card information. Completing the payment process will return you to this website.

[Pay Now →](#)

Payment (if applicable)

- Review Summary of Charges
- Fill out credit card and billing information. Visa, Mastercard or American Express are accepted
- Click the green submit button


Not Accepted: Checks, Wire Transfers and Purchase Orders

WEFTEC 2021

Please enter your credit card information below and press the "Submit" button.

Summary of Charges	
Registration Total	\$1,095.00
Total Amount Due:	\$1,095.00

Cards Accepted:



Credit Card Information

Test Test

You may optionally select a payor to automatically populate your billing information.

Credit Card # * Exp Month * Exp Year * CVV # [View Info](#) *

Credit Card Number 01 Jan 2021 CVV #

First Name * Last Name * Company

Test Test Test

Billing Address * Billing Address2

123 Test Street Address 2

Billing Postal Code * Billing City *

22314 Alexandria

Billing State / Province Billing Country *

Virginia United States

Email

Cancel **Submit**

About SecuRemit™

The security of our customers' personal information is a priority at Experient. To protect this information, we have created a PCI DSS compliant environment named SecuRemit™.

Companies who conform to the guidelines set forth in the Payment Card Industry Data Security Standard (PCI DSS) have taken the rigorous steps necessary to provide customers with protection against credit card fraud and other security threats involving credit card payments and data storage.

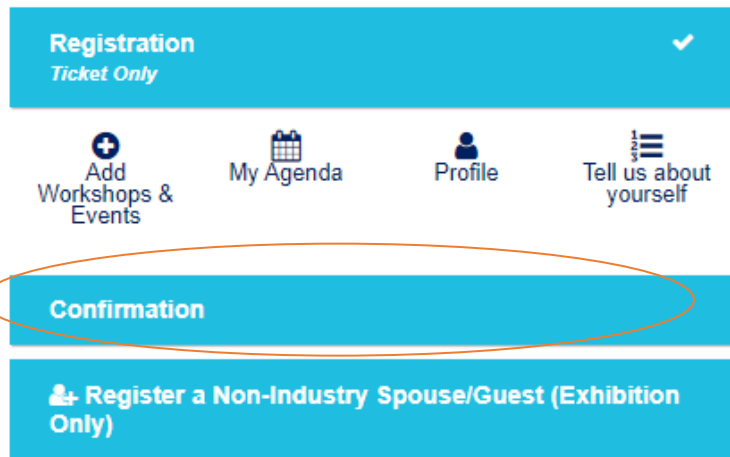
©2008 - 2021 Experient, Inc.

Resend your Confirmation

To resend your confirmation to the email already in the registration record:

1. On your Dashboard Click the Confirmation tab
2. Click Send via Email

Dashboard



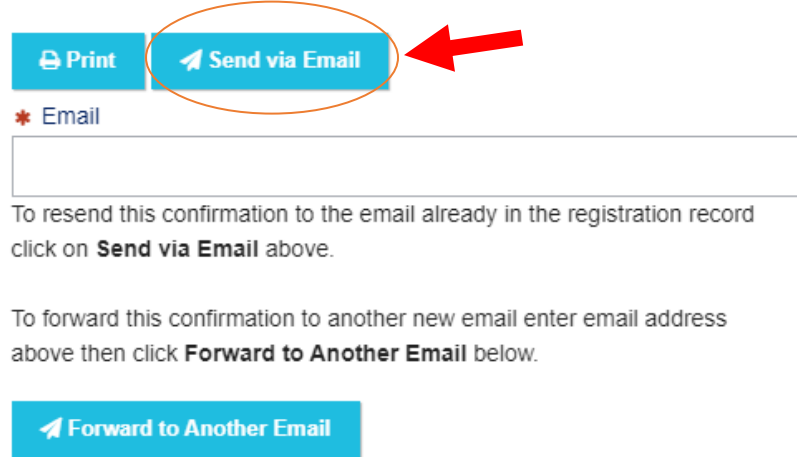
The dashboard features a top navigation bar with the following items:

- Registration** (Ticket Only) with a checkmark icon.
- Confirmation** (highlighted with a red arrow and an orange oval).
- Register a Non-Industry Spouse/Guest (Exhibition Only)** with a person icon.

Below the navigation bar are four icons with labels:

- Add Workshops & Events** (plus icon)
- My Agenda** (calendar icon)
- Profile** (person icon)
- Tell us about yourself** (list icon)

View Confirmation Letter



The 'View Confirmation Letter' page includes the following elements:

- Print** and **Send via Email** buttons (the latter is highlighted with a red arrow and an orange oval).
- * Email** section with an empty text input field.
- Text: "To resend this confirmation to the email already in the registration record click on **Send via Email** above."
- Text: "To forward this confirmation to another new email enter email address above then click **Forward to Another Email** below."
- Forward to Another Email** button.

Questions?

Registration Live Chat Help: Click on “*Live Chat*” button at bottom right corner of each section

Registration Customer Care:

- [Email](#)
- Globally: +1-864-208-3376
Monday – Friday, 9:00 AM – 5:00 PM Eastern

WEF Membership or Login Questions:

- csc@wef.org
- Toll Free: 1-800-666-0206
- Globally: +1-571-830-1545
Monday – Friday, 8:30 AM – 5:00 PM Eastern