

## Exhibitor Instructions for Registering for the VGFOA Conference

You can register yourself, or if you are the primary contact for your organization, you can register others within your organization using the instructions below. After registration is complete the person you registered and anyone else's email you entered when checking out should receive an automatic email with a link for the discounted hotel room rate.

1. Visit [vgfoa.org](http://vgfoa.org) and click on the blue **"Login"** button at the top of the page
  - Log in with your email address and password.
  - You can reset your password if you have forgotten it.
2. Click on **"Membership & Register"** on the left side of the page
3. Next to **"Shop For:"** select your locality or organization if you are registering for someone other than just yourself
4. Click **"Go to Shopping"**
5. Click what you would like to add to your cart **"2023 VGFOA Spring Conference"** for registering attendees OR **"VGFOA 2023 Spring Conference - Exhibit Booths"**
  - It may say \$0. Don't worry about what prices say until you get to step 11 or 12. It should populate the shopping cart with the correct price. \*
  - Be sure to let Kara know which booth(s) you prefer. She will work with you if the one you chose has already been reserved.
6. Click **"Group"** if you are registering for someone other than just yourself
7. Select **"Vendor 1<sup>st</sup> Attendee"** for your first included attendee. For all additional attendees for your organization, you can select **"Vendor Additional Attendee"**
8. Click "Next"
9. Click the **box next to your/their name and click "Next"**
  - If there are several people in the group you may need to look above the names to go to the next page of names.
10. Check badge name and edit if needed, select whether you/they plan to attend the Thursday lunch and if you/they have any dietary restrictions
11. Click **"Register Now"**
12. Click **"Check Out"**
13. Pay with a credit/debit card or select bill me and send a check or pay online later.

***Note that all payments must be received prior to the conference.***

\* Feel free to reach out to Kara Rothman, [krothman@valocalfinance.org](mailto:krothman@valocalfinance.org), 804-249-4525, with any questions.