

## Register for a VGFOA Conference Sponsorship

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.
    - You must be the primary contact for your organization to Register for a Booth or Sponsorship or register others in your organization to attend the conference.
    - See contact info below if you need to be changed to the primary contact.\*
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.
  - Your organization will not be listed in the dropdown if you are not the primary contact.
4. Click **“Go to Shopping”**
5. Click on **“[VGFOA 2023 Spring Conference - Sponsorship](#)”**
6. Select which sponsorship you would like to purchase in the **dropdown menu next to “Contract Fee:”**  
↓  
Select the person you would like to pay if paying online and/or who will be communicating about the sponsorship in the **dropdown menu next to “Primary Contact:”**  
↓  
Click **“Add to Cart”**
7. Click **“Check Out”** if everything on this screen looks correct
8. Click **“Check Out”**
9. 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.***

\* Please email [vgfoa@valocalfinance.org](mailto:vgfoa@valocalfinance.org) or call 804-249-4525, with any questions regarding the website, registration, payment or to be made the primary contact for your organization.