

Registration Process for new or non-members

Step by step instructions are below -

First time users/returning users need an account - <http://www2.apwa.net/Login/CreateAccount.asp>

All people registering, must follow these steps.

Step 1 - From the event list <http://utah.apwa.net/AllEventList> select your event.

Step 2 - Click Read More....

Step 3 - Click Register Now

The screenshot shows the APWA Utah Chapter website. The header includes the APWA logo, 'UTAH CHAPTER', a 'JOIN APWA NOW' button, a search bar, and a 'Sign Out | Control Panel' link. A navigation menu contains 'ABOUT US', 'EVENTS', 'NEWS', 'LEADERSHIP', 'COMMITTEES', and 'RESOURCES'. The main content area features a banner for the 'FALL CONFERENCE & STORM WATER EXPO' with a 'Register Now' button. Below the banner, event details are provided: 'Fall Conference & Storm Water Expo', 'Event Start Date & Time: 9/30/2014 12:00 AM', and 'Event End Date & Time: 10/1/2014 12:00 AM'. A table lists contact information for the venue, contact person (Angela Richey), and payment send-to (Keyvn Smeltzer). A 'Description' section lists seminar topics, and a 'Registration Items' section lists attendee categories with 'Details' links.

Venue :	Contact Person :	Payment Send to :
South Towne Expo Center 9575 South State Street Sandy , UT , 84070	Angela Richey Email : richeyangela@stanleygroup.com Phone : (801) 209-1051 Company : Title : Chapter Secretary	Keyvn Smeltzer 604 West 6960 South Midvale , UT , 84047

Description :	Registration Items :
Registration includes entrance into the Conference where you will enjoy keynote presentations, all seminars and exhibits, breakfast, lunch, and breaks. Some of the many seminars scheduled are as follows: Effective Bridge Management Requesting a Proposal – Apples and Oranges Maximizing project value through Risk Management CUWCD's CWP Wells, A new State record. Effective Use of Flumes for Wastewater Metering	For Attendees: Non Member and Private Agencies Details Member and Public Agencies Details

Step 4 - Add Myself or Add Someone Else

The screenshot shows the APWA Utah Chapter website. The header includes the APWA logo, 'UTAH CHAPTER', a 'JOIN APWA NOW' button, and a search bar. A navigation menu contains 'ABOUT US', 'EVENTS', 'NEWS', 'LEADERSHIP', 'COMMITTEES', and 'RESOURCES'. The breadcrumb trail reads 'Home > Fall Conference & Storm Water Expo > Event Registration'. The main heading is 'EVENT REGISTRATION'. Below it, the event title 'Fall Conference & Storm Water Expo' is displayed. There are radio buttons for 'Attendee' (selected) and 'Exhibitors'. Two buttons, 'Add Myself' and 'Add Someone Else', are visible on the right.

Step 5 – Type in name, and search, click the appropriate box on the right. If the person is not found, you will need to ‘create a new account’ this provides information related to their attendance.

The screenshot shows the 'ADD SOMEONE ELSE' registration page. The breadcrumb trail is 'Home > Fall Conference & Storm Water Expo > Add Someone Else'. The main heading is 'ADD SOMEONE ELSE'. The form includes input fields for 'First Name' and 'Last Name' (containing 'buehler'), a 'Search' button, and a 'Create New Account' button. Below this, a table displays user information: Full Name: Mr. Christian Gerhard Buehler, Company: University of Utah, Email: christian.buehler@ehs.utah.edu, and Phone: (empty). A table titled 'Registration Items' lists two options: 'Non Member and Private Agencies' with a quantity of 1 and price of 275.00, and 'Member and Public Agencies' with a quantity of 1 and price of 175.00. 'Cancel' and 'Save' buttons are at the bottom right.

Registration Items	Quantity	Price
<input type="checkbox"/> Non Member and Private Agencies	1	275.00
<input type="checkbox"/> Member and Public Agencies	1	175.00