INAWWA

Create Your Indiana Section, AWWA Profile First!

This makes everything so much easier now, and for future event registration.

You will only need to input the information once, and you can update your profile at any time!!

To create your new login, follow the instructions below.

- Follow this link.
- Enter your email and follow the prompts:
    - If the email entered is connected to your profile, you'll be prompted to set your new password.
    - If we do not have the email on file in our new system, you'll be prompted to create a new account.

Once you've logged in, you'll be taken to your *Member Compass* - our new portal for you to update your profile, see events that you are registered for, pay invoices, and more. **Be sure to update your profile!**

Please register each of your attendees, including guests, and remember to make your meal choices for each.

Step 1: Log In / Create a Profile for your organization and this process is very much simplified. Click here if you haven't already taken this step. We recommend you **do this first**, then come back to register for an event.

Step 2: Add Attendees by name - the drop down menu is populated now, with your name and also those you added to your profile earlier. Choose one name, or as many as needed to register for this event. Each attendee will require an individual email be provided.

(BONUS: Your profile will autofill this information.)

Step 3: New names not included automatically on the drop down menu, may be added in the line below. Make sure the hit 'enter' after each additional name/email combo added.

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Step 4: With all those selected or added in Steps 2 and 3, you will continue to choose from the different categories - for your booth, choose days you'll attend, meals and any RSVPs etc. You'll need to assign each ticket to the name associated with it.

Fee information for all conference offerings is available on the Price List 'tab' on the main event page for reference.

As always, we're just a phone call away if you need any help. 866.213.2796

Thank you!

Indiana Section, AWWA