

INSTRUCTIONS FOR ONLINE REGISTRATION

- Registrations will not be accepted via any other method. You **MUST** register through the online system.
- Go to www.acca-online.org
- Click on the Conferences and Events tab on the top left hand side of the menu bar. Scroll down click on the event that you would like to register for. Click on the tab to register online. (This will bring you to a welcome page.)
- Your first step is to login. You must be logged in to register for an event. Click on Login on the left hand side of the page.
- Enter your primary email address. If you have never registered before, your default password is **Password1**. After you login for the first time it will prompt you to change to password to something else. After you change your password click on Click Here to Continue. This will bring up all of your current account information.
- *If it says incorrect email or password* we must not have you in the system. Go up to New Visitor Registration to create an account. You'll need to enter your contact information and hit Create Account. From there continue on to the next step.
- Next click on Upcoming Events on the left hand side of the page. This will bring up a list of all upcoming events. Scroll down to find the event you would like to register for.
- Click on event. Scroll down and click Register for this Event. Look over the badge information provided. From there click on Add to Cart.
- When you click on Add to Cart you might see a button at the bottom of the page that says Group Registration. Click on this to register multiple people from your county at once.
- When you are ready, hit the Checkout button in the shopping cart. Enter your billing information if necessary. Click next. Then choose your payment option. You have the option of being billed for the event or paying with a credit card. If you choose Bill Me, please print your receipt and use that as an invoice for payment.
- Once you complete your registration you will receive a confirmation email detailing your purchase.
- If you have any problems at all, please call or email Jennifer or Donna in the ACCA Office.
 - Jennifer Datcher - jdatcher@acca-online.org
 - Donna Key - dkey@acca-online.org
 - (334) 263-7594