ATTENDEE REGISTRATION

GETTING STARTED
Visit iddba.org/registration and click the ‘Register’ button under the Attendee Badge section.

REGISTER GROUP OR GROUP AND YOURSELF

• Click ‘Register Online’ button, then sign in using your IDDBA member credentials. If you need assistance logging in, choose an option to the right of the sign in fields.
• Choose ‘Register Others’ and click ‘Start Registration for this Registrant’
• Select if you’d like to register yourself as part of the group and then choose which people from your company you’d like to register. You can also ‘Add New Contact’ if you need to add someone not listed. Click ‘Next Step’ when complete.
• Here you can edit each person’s contact information. Once complete, click ‘Next Steps’.
• Choose which type of badge for each person from the drop down menu then click ‘Next Steps’.
• If you haven’t booked a hotel, you can choose to book your hotel room now, otherwise review the Registration Summary and click the ‘Checkout’ button.
• Review the billing and cart items, then click ‘Complete Purchase’ button and enter your payment information or choose ‘Bill Me’ to complete your transaction.

QUESTIONS?
Contact IDDBA at 608-310-5000 or reg@iddba.org