

# IDDBA | 2020

MAY 31 - JUNE 2 • INDIANAPOLIS, IN

## ATTENDEE REGISTRATION

### GETTING STARTED

Visit [iddba.org/registration](https://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](mailto:reg@iddba.org)