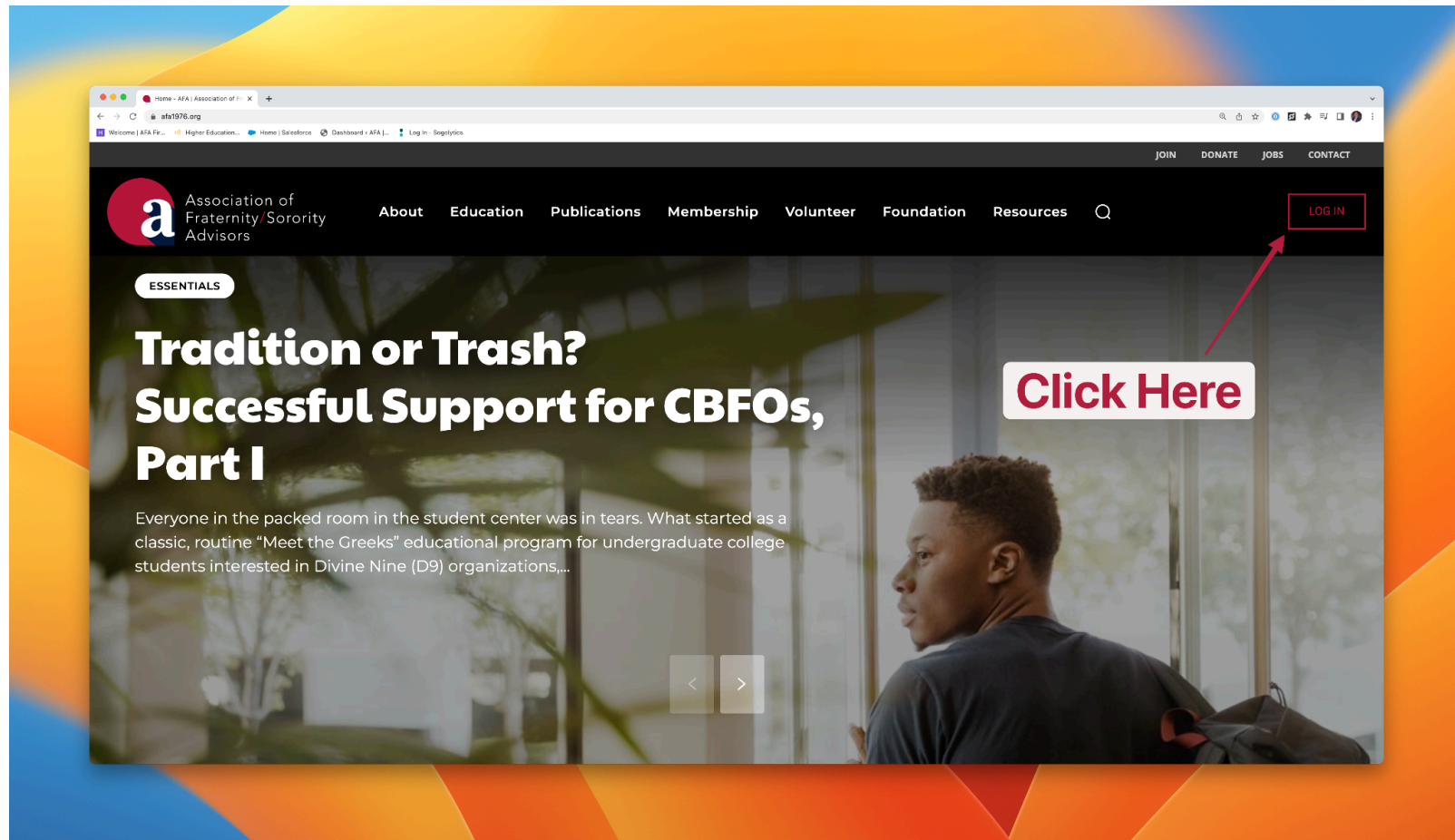


AFA Annual Meeting Registration Instructions

NOTE: Please have your method of payment ready before beginning the AFA Annual Meeting Registration process.

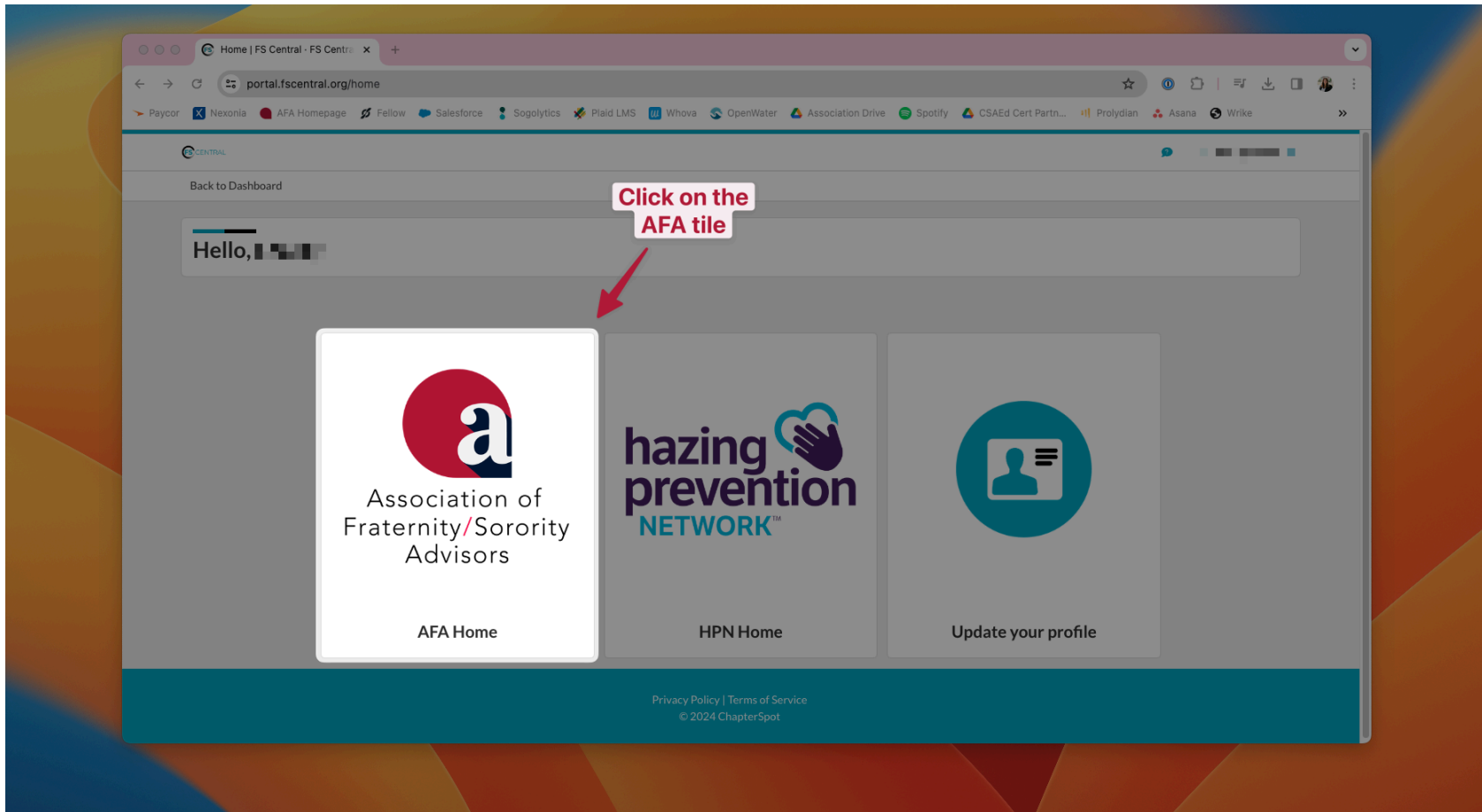
Step 1. Members and Non-members should log in/create an account in [FS Central](#). If you have not logged in before or renewed your membership, you can find instructions for that [here](#).

Step 2. Visit afa1976.org and click on 'LOG IN' in the top right corner of our page.



AFA Annual Meeting Registration Instructions

Step 3. Log in to FSCentral using your FSID login. Once you have logged in, click on the tile with the AFA logo.



AFA Annual Meeting Registration Instructions

Step 4. Find the Annual Meeting Event in the AFA Events section. Click on the Register button to be taken to the registration form for the event.

The screenshot shows a web browser window with the URL `portal.fscentral.org/afa_home`. The page displays a user greeting "Hello, [user name]" and two main sections: "AFA Membership History" and "AFA Events". The "AFA Events" section is expanded, showing a table with one record. A red arrow points from the text "Find the event in the AFA Events section." to the "AFA Events" section header. Another red arrow points from the text "Click to register for the event." to the "Register" button in the table row.

Find the event in the AFA Events section.

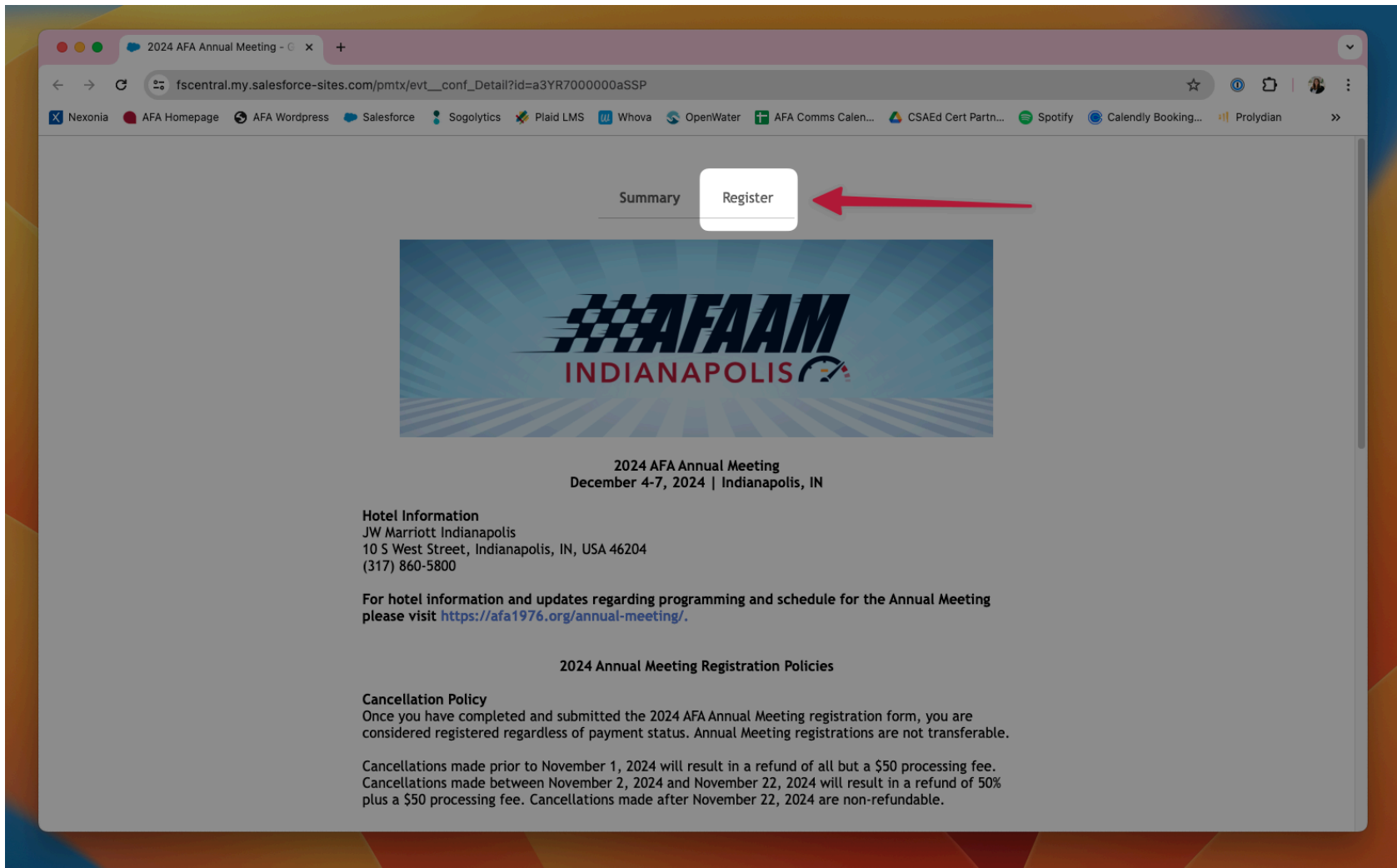
Click to register for the event.

Event Name	Event Dates	Registration Deadline	Register	Register multiple attendees	Description
Spring 2024 AFA Legal & Legislative Update-NonMember	04-10-2024 - 04-10-2024	04-08-2024	Register	Not enabled for this event.	In the rise of campus conflict and campus protests, this session will foc

Follow the instructions on the registration page to register for the event.

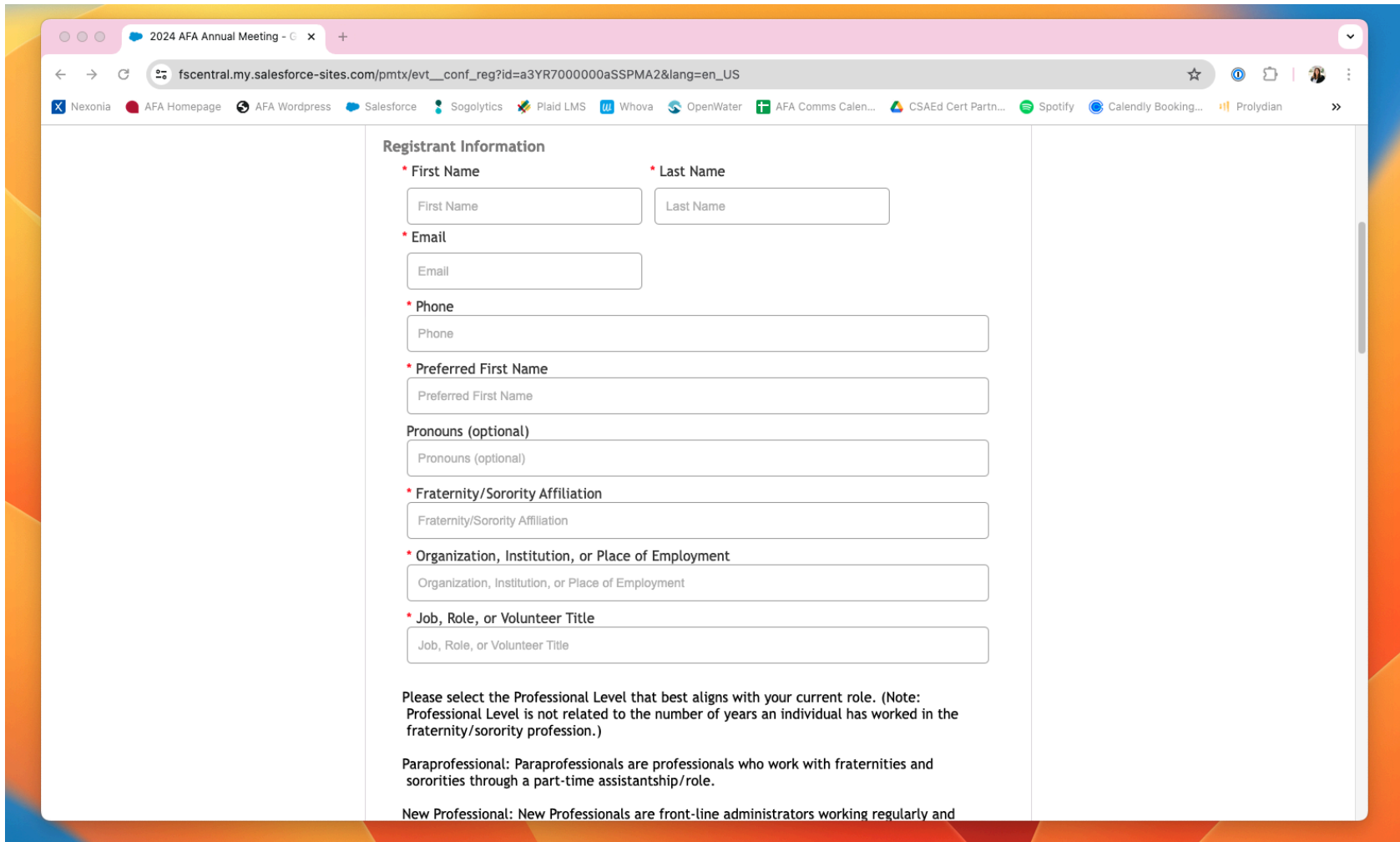
AFA Annual Meeting Registration Instructions

Step 5. Please read the summary page for important information regarding registration. Then, click on the Register tab at the top.



AFA Annual Meeting Registration Instructions

Step 6. Fill out all required questions on the registration page.



The screenshot shows a web browser window with the URL `fscentral.my.salesforce-sites.com/pmtx/evt__conf_reg?id=a3YR7000000aSSPMA2&lang=en_US`. The browser's address bar and tabs are visible at the top. The main content area displays the "Registrant Information" form, which includes the following fields and sections:

- First Name** (required): A text input field with a placeholder "First Name".
- Last Name** (required): A text input field with a placeholder "Last Name".
- Email** (required): A text input field with a placeholder "Email".
- Phone** (required): A text input field with a placeholder "Phone".
- Preferred First Name**: A text input field with a placeholder "Preferred First Name".
- Pronouns (optional)**: A text input field with a placeholder "Pronouns (optional)".
- Fraternity/Sorority Affiliation** (required): A text input field with a placeholder "Fraternity/Sorority Affiliation".
- Organization, Institution, or Place of Employment** (required): A text input field with a placeholder "Organization, Institution, or Place of Employment".
- Job, Role, or Volunteer Title** (required): A text input field with a placeholder "Job, Role, or Volunteer Title".

Below the form fields, there is a note: "Please select the Professional Level that best aligns with your current role. (Note: Professional Level is not related to the number of years an individual has worked in the fraternity/sorority profession.)"

Two professional levels are listed:

- Paraprofessional:** Paraprofessionals are professionals who work with fraternities and sororities through a part-time assistantship/role.
- New Professional:** New Professionals are front-line administrators working regularly and

AFA Annual Meeting Registration Instructions

Step 7. If using a discount/coupon code, enter it at the bottom of the registration form. If paying by credit card, you will be directed to the payment site. Select Pay by Check/Invoice if you will not be paying by credit card.

Discount Code

Apply Code

Cart Total: \$315.00 USD

Payment Options

☐ Pay Online

☒ Pay via Invoice/Check

Submit Registration

Powered by Linvio & ChapterSpot

Confirm Purchase

Please review and confirm your purchase and payment due date below:

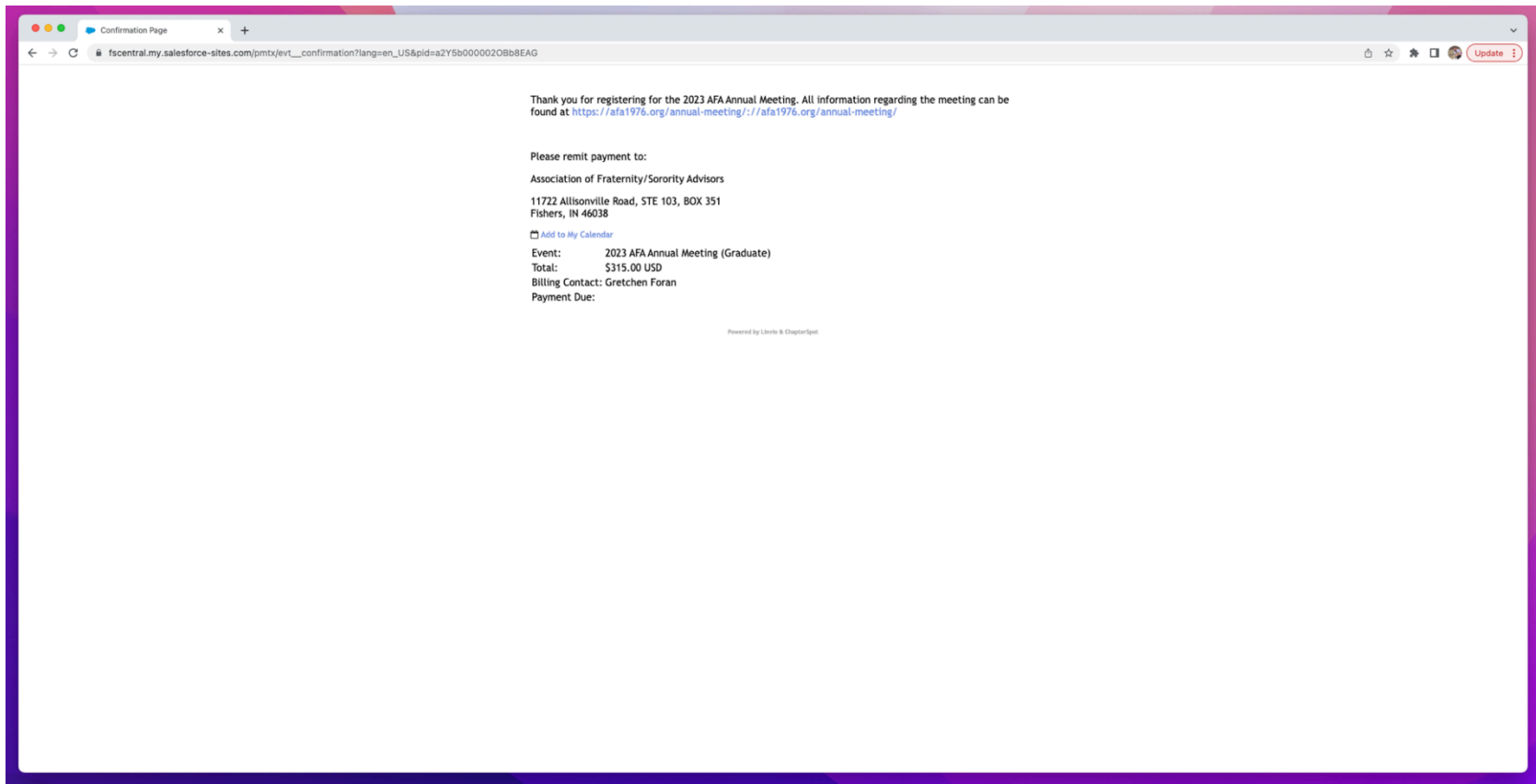
Item Name	Quantity	Unit Price	Total
Graduate Member Registration Early: Gret	1	\$315.00	\$315.00
		Total	\$315.00 USD

Payment Due:

Powered by Linvio & ChapterSpot

AFA Annual Meeting Registration Instructions

Step 8. If paying by check/invoice, screenshot or print the final page for payment remission details/proof. An invoice will arrive in your email but there will be a delay. If you pay with a credit card, a receipt will be sent to the email used in your registration form (but it is recommended you print or screenshot the confirmation page for your records).



Questions? For questions regarding the event, please email info@afa1976.org. For questions regarding registration, canceling your registration, or to complete bulk registration for 5 or more individuals from your organization, please email Gretchen Foran at gretchen.foran@fraternalexcellence.org.