Attendee Online Registration Tutorial

What do I need to register?

- WEF account login information
- A unique email address is required for each registrant
- A credit card (Visa, MasterCard or American Express)
Log in and Register

Log in and Register  If the embedded hyperlink doesn’t work, copy & paste:
https://registration.experientevent.com/ShowWEF221/Flow/ATT in your browser.

- WEF Members can login with their Username and Password (email address and password)
- Nonmembers can create a free user account if you do not already have one.
- After logging in, you will be redirected to Maritz Global Events, WEF’s official registration provider.

TIPS:

- Your Username is the email address used when you created your WEF account.
- Click “Forgot your password?” to reset it.
- Click “Not a member?” to create a new user account.
- Need help logging in? Email WEF Customer Service at csc@wef.org
Choose your Registration Type

- Enter Promocode and click “Apply Code” or leave it blank if you do not have one.
- Choose Registration Type (click + for more information)
- Click “Next” to Proceed
Add Your Events

- Click “Add” to select or remove an event.
- Click the buttons to filter your selections.
- Click on the same button to de-select that specific filter group.
- Click the title of the Event for more information
- Click “Next” to continue.

Events are not included with conference registration. Additional fees may apply.
Complete Your Profile

- Enter your profile and contact information
- Educational credit licensing information
- Emergency contact information
- SMS Alerts
- Review and Accept Terms and Waiver
Review and Sign the Assumption of Risk Waiver

Tell us about yourself

Click on the arrows to view the drop down menus and make your selection(s).
Sustainability at WEFTEC

Select your contribution and click “Next” to continue.
Review and Check Out

- Click the drop down menu arrows to review information.
- You may add a Non-Industry Guest (Expo Only), fees apply before checking out.
- Click payment box to authorize payment.
- At the bottom of the page, click “Pay Now” to proceed.
Payment

- Review Summary of Charges
- Fill out credit card and billing information. Visa, Mastercard or American Express are accepted
- Click the green submit button

_Not Accepted:_ Checks, Wire Transfers and Purchase Orders
Questions?

Registration Live Chat Help: Click on “Live Chat” button at bottom right corner of each section

Registration Service Care:

• Email Maritz Global Events (MGE)
• Globally: +1-864-208-3376
  Monday – Friday, 9:00 AM – 5:00 PM Eastern

WEF Membership or Login Questions:

• csc@wef.org
• Toll Free: 1-800-666-0206
• Globally: +1-571-830-1545
  Monday – Friday, 8:30 AM – 5:00 PM Eastern