

Registration Steps

After clicking on the registration link, please follow these steps to register

1. Click on the green “Register Now” button:
2. Enter your email address and click continue.

NOTE: If you are an AAOMP member already, click on the “prefer to login using your account” and click continue. If you forgot your password, click on forgot password and follow directions. Do not use a different email address, you need to use the one we have on file.

3. Fill-in all of your contact information, click continue.
4. Choose the correct registration fee category that applies to you and any guests by clicking on the dropdown arrow and choosing the quantity for each registration category. Click “Continue to Step 2”
5. Click on the green “Assign Ticket”, one at a time if you have multiple registrants. A pop-up box will appear. You need to fill-in your First and Last name only at the top and proceed below to the “Workshops” area. **Make sure you scroll down through the entire list of all courses and events (there are 22 of them) and click on all that you plan on attending.** If you need a description of the course/event, click on “view details”.

If you have any dietary needs, click on the options that apply. Click SAVE. Repeat above for any additional guests. Then click the green “Continue” button.

NOTE: The system will not let you proceed if you don't assign your tickets.

6. Fill-in your billing address information and click on the green “Proceed to checkout” button.

NOTE: When you get to the phone number field, click on the dropdown arrow to pick your country so it will accept the right phone number format that applies to you.

7. The next page is a summary of all of the courses/events you plan on attending. Scroll through the list to make sure it is correct. You will see a total for what you owe for registration.

NOTE: If you are missing anything you can click on the blue “Back” button twice to get back to where you can click on “select ticket options”.

Continue to scroll down after fee summary and you will see four “Disclaimers”. These are more like “Notifications/Informational” in nature. Tick all four boxes to indicate you have read and understood these notifications. To read each of them, click on the words.

NOTE: For International attendees, please make sure you read the “Foreign Credit Card Payments” and “Multiple Methods of Payment” disclaimers/notifications.

Next click on your payment method, check or credit card. Click “Process Payment”. If you choose credit card, you will be taken to the page where you enter in your credit card information and you will click “Confirm Payment” when you are done. You will see a pdf receipt link you can click on to download for your records.

If you choose check, the next screen will take you to a confirmation page and a pdf of your invoice so you can pay it by check.

NOTE: ALL CHECKS MUST BE IN U.S. DOLLARS.