

# INSTRUCTIONS FOR ONLINE REGISTRATION

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- Registrations will not be accepted via any other method. You **MUST** register through the online system.
- Go to [www.acca-online.org](http://www.acca-online.org).
- Click on the Conferences and Events tab on the top left hand side of the menu bar. Scroll down and find the Gulf States Hurricane Conference. From there click on “Click here to register online for this event”. This will open a separate window and bring you to a welcome page.
- Your first step is to login or create an account. You must be logged in to register for an event. If you already have an account, click on Login on the left hand side of the page and enter your email and password.
- If you do not have an account, click on Login and then click on New Visitor Registration. You'll need to enter your contact information and hit Create Account.
- Next click on Upcoming Events on the left hand side of the page. This will bring up a list of all upcoming events. There may be several pages. Scroll through to find the Gulf States Hurricane Conference. There will be several events associated with the Hurricane Conference, so be sure you are choosing the correct event you want to register for (attendee, sponsor, exhibitor, etc.)
- Click on the event. Scroll down and click Register for this Event. From there click on Add to Cart.
- When you are ready, hit the Checkout button in the shopping cart. Enter your billing information if necessary. Click next. Then choose your payment option. You have the option of being billed for the event or paying with a credit card. If you choose Bill Me, please print your receipt and use that as an invoice for payment.
- Once you complete your registration you will receive a confirmation email detailing your purchase.
- If you have any problems at all, please call or email Jennifer or Donna in the ACCA Office.
  - Jennifer Datcher - [jdatcher@acca-online.org](mailto:jdatcher@acca-online.org)
  - Donna Key - [dkey@acca-online.org](mailto:dkey@acca-online.org)
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