

2019 ANNUAL CONFERENCE

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Hydraulic Institute Annual Conference 2019 Registration Step- By- Step Guide

**This User-Friendly Guide Provides a Step- By- Step Process to Register on the NEW
Conference Registration System**

Section I: How to Register Yourself

Section II: How to Register Another Attendee

Section III: How to Register Yourself & Another Attendee

**For an Optimal User Experience, please allow images and turn off pop-up blocker if
applicable**

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Registration Step-By-Step



Section I: How to Register Yourself

Step 1: Click the link provided www.pumps.org/19annual, This will take you to an Event Overview page which will reveal the activities & events to come at the 2019 Annual Conference.

- o To Begin the registration process, click 'Login' at the to pright corner of the Event Overview page.



Login

Event Overview

Hydraulic Institute looks forward to your participation at the 2019 Annual Conference taking place in St. Petersburg, Florida from February 24-28, 2019. Our 2019 conference program will continue to focus on expanding our communities, engaging in new partnership building and evolving our industry together. Bringing in over 300 pump industry professionals to network, share thought leadership and expertise across energy efficiency programs, Government Affairs updates and more. Our general sessions will feature highly regarded economist and Keynote Speaker, Alan Beaulieu, who will share the state of the economic conditions impacting the pump industry as well as a panel of representatives across Engineering Procurement Consulting (EPC) and Engineering Consulting Design (ED) firms.

There are many great programs to look forward to at this year's Annual Conference. Hydraulic Institute is also excited to bring back our CEO Roundtable, our popular Tabletop Reception, Women in Pump Industry Group Dinner, and social activities such as the Golf Scramble Tournament and Kayak Mangrove Tour. The program will also feature social networking activities for Spouses and Guests.

Here's a snapshot of highlights:

- o Tabletop Exhibit and Reception
- o Government Affairs
- o Energy Efficiency Program
- o Over 4H Technical, Educational, & Marketing Committee Meetings
- o Golf Scramble Tournament
- o Annual Gala
- o Guest Program & Social Activities
- o And more...

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Step 2: 'Register as Guest' and type in your information.

- o Select the 'Create A User Account' box as it is necessary to create a new account as this is your first time registering on our NEW Conference Registration System.

Please create a password of at least 8 character that includes the following: 1 uppercase letter, 1 lowercase letter, a number, and a symbol

- o Click 'Register', at the bottom of the page as this will redirect you back to the Event Overview Page.

Register

Step 3: You are now ready to register! Click the blue 'Register Now' button at the top of the page.

Register Now

Event Overview

Hydraulic Institute looks forward to your participation at the 2019 Annual Conference taking place in St. Petersburg, Florida from February 24-28, 2019. Our 2019 conference program will continue to focus on expanding our communities, engaging in new partnership building and evolving our industry together. Bringing in over 200 pump industry professionals to network, share thought leadership and expertise across energy efficiency programs, Government Affairs updates and more. Our general sessions will feature highly regarded economist and keynote speaker, Alan Bazant, who will share the state of the economic conditions impacting the pump industry as well as a panel of representatives across Engineering Procurement Consulting (EPC) and Engineering Consulting Design (EED) firms.

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Step 4: Select your Ticket Type Quantity in its respective drop-down and click the blue 'Add' button.

Ticket Type	Price
Conference Registration	\$900.00
PILOT Program	\$550.00
Spouse/Guest Registration	Free
Standards Partner or Young Engineer	\$625.00
Table Top Exhibit Registration	\$495.00

Step 5: Under **Attendee* type in your last name until your full name pops-up, then select your name and click the green *Add to Order* button.

Please Note: If registering for HI for the first time, a new user profile needs to be created as the name of the attendee will not yet be in our system.

Select your attendee and fill out any additional information required.

*Attendee

No additional information required.

Close Add to Order

← Add to Order

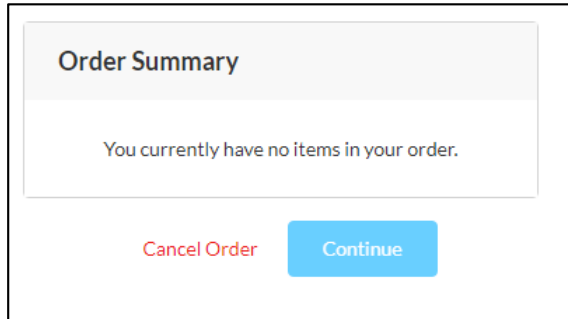
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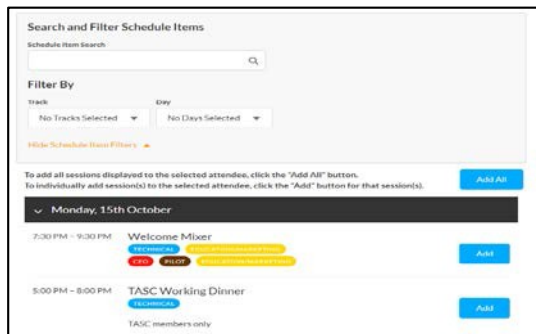


Step 6: If all information in the Order Summary is correct, click the blue 'Continue' button.



Step 7: Click the blue 'Add' button on the sessions you plan to attend.

o **Please Note:** there is a 'Schedule Item Search' option, and an option to filter by 'Track' and/or 'Day.'



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Step 8: If information listed under 'Order Summary' is correct, click the blue 'Continue' button.

- **Please Note:** If the items are not correct, 'Add' or 'Remove' sessions accordingly.

Order Summary

You currently have no items in your order.

Cancel Order Continue

Step 9: Under 'Choose a Payment Method', enter your 'Card Number', the 'Exp Month', and 'Exp Year',

- Enter a 'New Address' under Billing Address.
- Review the Payment Information and click the blue 'Process Payment' button at the bottom of the page.

1. Choose a Payment Method

CREDIT CARD

* Card Holder Name
Mary, Testing

* Card Number

* Exp Month * Exp Year
01 2018

Would you like to save this payment method for future use?

Billing Address

+ Create Address

Address is optional.

Process Payment

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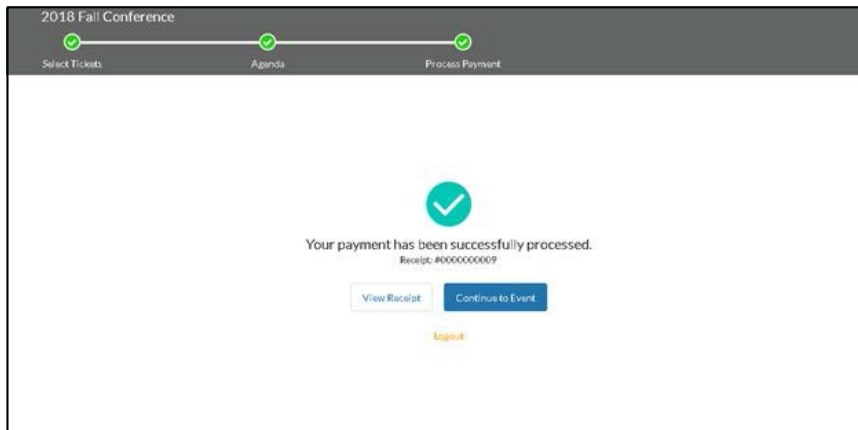
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Step 10: You are now one step closer to St. Petersburg! Click *'View Receipt'* and print for your own records.

- You will receive a brief confirmation email shortly after the payment is processed.



Please Note: Re-Login is permitted at any time with the new account that has been created to review the schedule and/or make any necessary changes.

- Registration information can be accessed through the *'Manage Registration'* button, which will appear at the top right corner of the Event Overview Page once you have a confirmed login.

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Section II: How to Register Another Attendee

Follow Steps 1-3 Provided in Section I.

Step 4: Select the Attendee's Ticket Type Quantity in its respective drop-down and click the blue 'Add' button.

	Conference Registration <small>10 Standards, Associate Members & Partner rates will be applied at checkout.</small>	Standard \$900.00
<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="button" value="Add"/>
	PILOT Program <small>Must be an HI Member or Standards Partner to qualify for this special program.</small>	\$550.00
<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="button" value="Add"/>
	Spouse/Guest Registration <small>All Inclusive or A La Carte options available. Total fee will be calculated once options are selected.</small>	Free
<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="button" value="Add"/>
	Standards Partner or Young Engineer <small>Must be an HI member or Standards Partner to qualify for this special rate.</small>	Standard \$625.00
<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="button" value="Add"/>
	Table Top Exhibit Registration	\$495.00

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Step 5: Under **Attendee* type in the attendee's last name until the full name pops-up, then select the name and click the green *'Add to Order'* button.

A screenshot of a web interface for selecting an attendee. At the top, it says "Select your attendee and fill out any additional information required." Below that is a search bar labeled "*Attendee" with a magnifying glass icon. Underneath the search bar, it says "No additional information required." At the bottom of the interface, there are two buttons: a light blue "Close" button and a green "Add to Order" button. A blue arrow points from the text "Add to Order" to the green button.

Please Note: If registering for HI for the first time, a new user profile needs to be created as the name of the attendee will not yet be in our system.

Step 6: If all information in the Order Summary is correct, click the blue *'Continue'* button.

A screenshot of the "Order Summary" page. The title "Order Summary" is at the top. Below the title, it says "You currently have no items in your order." At the bottom of the page, there are two buttons: a red "Cancel Order" button and a blue "Continue" button.

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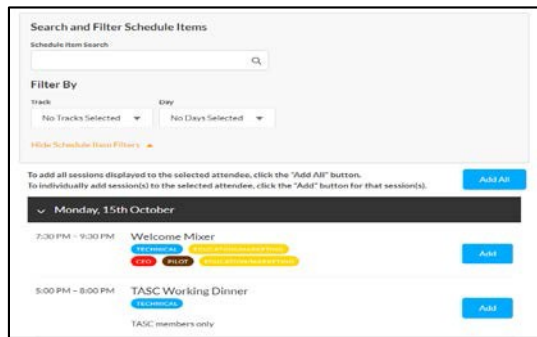
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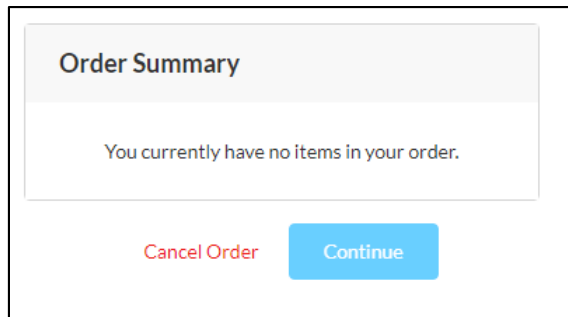
Step 7: Click the blue 'Add' button on the sessions the attendee plans to attend.

- **Please Note:** there is a 'Schedule Item Search' option, and an option to filter by 'Track' and/or 'Day.'



Step 8: If information listed under 'Order Summary' is correct, click the blue 'Continue' button.

- **Please Note:** If the items are not correct, 'Add' or 'Remove' sessions accordingly.



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Step 9: Under 'Choose a Payment Method,' enter the attendee's 'Card Number,' the 'Exp Month,' and 'Exp Year,'

- Enter a 'New Address' under Billing Address.
- Review the Payment Information and click the blue 'Process Payment' button at the bottom of the page.

1. Choose a Payment Method

CREDIT CARD

*Card Holder Name
Mary Testling

*Card Number

*Exp Month *Exp Year
01 2018

Would you like to save this payment method for future use?

Billing Address

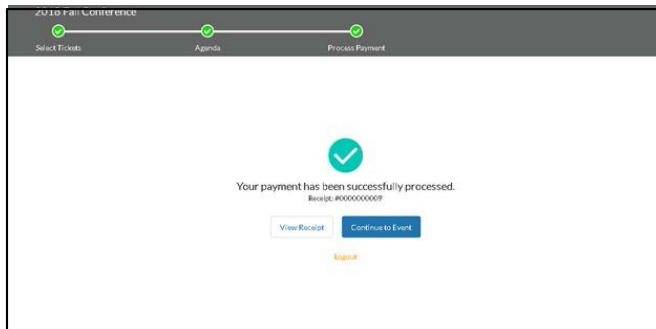
Create Address

Address is optional.

Process Payment

Step 10: Click 'View Receipt' and print for the attendee's records.

- You will receive a brief confirmation email shortly after the payment is processed.



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Please Note: Re-Login is permitted at any time with the new account that has been created to review the schedule and/or make any necessary changes.

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Section III: How to Register Yourself & Another Attendee

** Please Note: There is only one transaction permitted at the end of the registration process – only one card may be used for payment*

Follow Steps 1-3 Provided in Section I.

Step 4: Select your Ticket Type Quantity & click the blue 'Add' button

Ticket Type	Price
Conference Registration	\$900.00
PILOT Program	\$550.00
Spouse/Guest Registration	Free
Standards Partner or Young Engineer	\$625.00
Table Top Exhibit Registration	\$495.00

Under *'*Attendee'* type in your last name until the full name pops-up, then select the name and click the green *'Add to Order'* button.

Select your attendee and fill out any additional information required.

*Attendee

No additional information required.

Close Add to Order

Please Note: If registering for HI for the first time, a new user profile needs to be created as your name or that of the attendee will not yet be in our system.

← Add to Order

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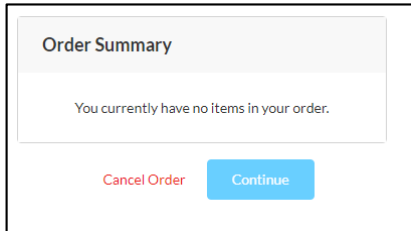
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Repeat Step 4 for the other Attendee as well.

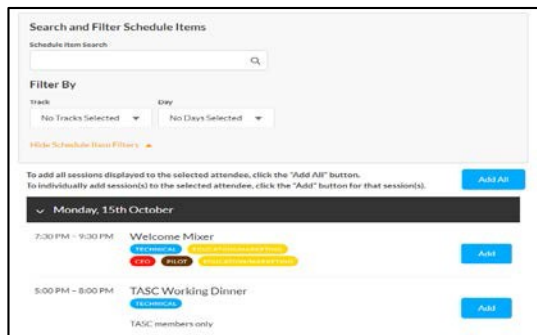
Step 5: If all information in the Order Summary is correct, click the blue 'Continue' button.



Step 6: Under 'Search and Filter Schedule Items,' below the Attendees drop-down choose the attendee you plan on adding events to first – whether it be yourself or the other attendee in which you are registering

- Click the blue 'Add' button on the sessions the first selected attendee plans to attend.

Please Note: there is a 'Schedule Item Search' option, and an option to filter by 'Track' and/or 'Day.'



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Repeat Step 6 for the second selected Attendee as well.

Step 8: If information listed under 'Order Summary' is correct, click the blue 'Continue' button.

- **Please Note:** If the items are not correct, 'Add' or 'Remove' sessions accordingly.

A screenshot of a web interface titled "Order Summary". The main content area contains the text "You currently have no items in your order." Below this text are two buttons: "Cancel Order" in red text and "Continue" in a blue button.

Step 9: Under 'Choose a Payment Method', enter a 'Card Number', the 'Exp Month', and 'Exp Year',

- Enter a 'New Address' under Billing Address.
- Review the Payment Information and click the blue 'Process Payment' button at the bottom of the page.

A screenshot of a web form titled "1. Choose a Payment Method". The form is for a credit card payment. It includes fields for "Card Holder Name" (with "Mary Testling" entered), "Card Number", "Exp Month" (with "01" selected), and "Exp Year" (with "2018" selected). There is a checkbox for "Would you like to save this payment method for future use?". Below these fields is a "Billing Address" section with a "Create Address" button. At the bottom of the form is a "Process Payment" button.

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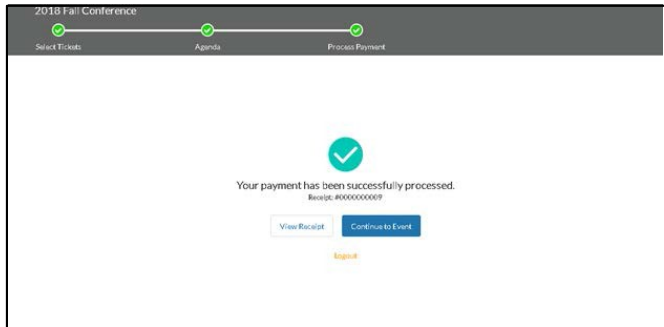
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Step 10: Click *'View Receipt'* and print for the attendee's records.

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