

# Registration Quick Start Guide

## Setup a MyAPTA web account to Register for an APTA Event

To register for an APTA event, individuals must have a MyAPTA web account (a MyAPTA web account is simply a member or nonmember who has to setup a user account on [www.APTA.com](http://www.APTA.com) using their email address.)

## Setup MyAPTA web account on [www.APTA.com](http://www.APTA.com)

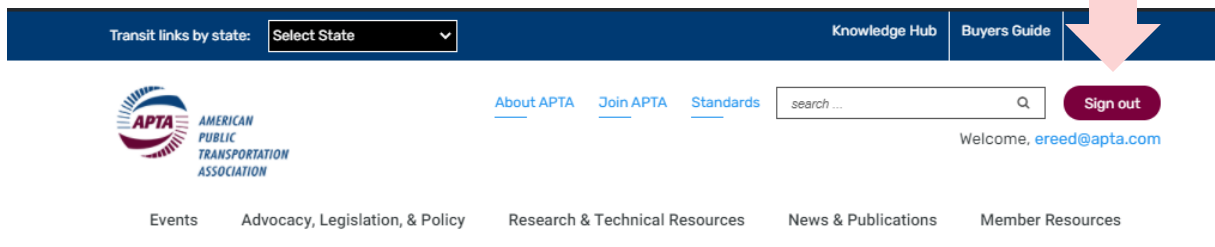
### Existing User

1. Go to [www.apta.com](http://www.apta.com)
2. Click on the “Sign in” button
3. Type email address in the username dialog box
4. Type your password
5. Select the checkbox Remember my login credentials
6. If you do not remember your password, click on “Lost Your Password” at the bottom of the page and follow remaining promotes

### New User

1. Go to [www.apta.com](http://www.apta.com)
2. Click on the “Sign in” button
3. Click the link “Create new account”
4. Type your last name in the space provided
5. Type your email address
6. Click the search icon (magnifying glass)
7. Click the link “create account” and follow remaining promotes

Start here.



### Existing Users.

Type email address in the username dialog box  
Type your password

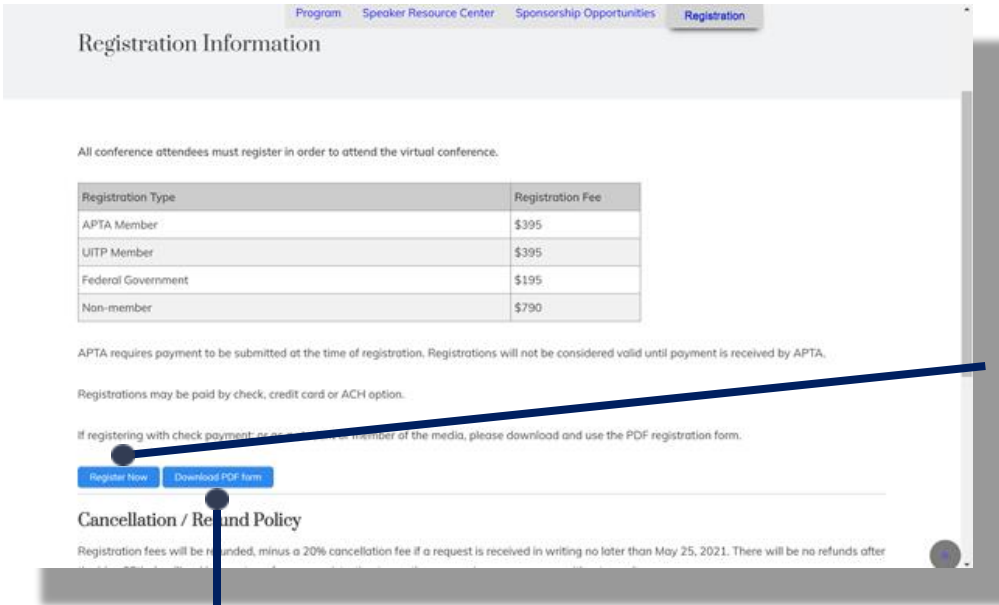
### New Users.

Click the link “Create new account”

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## Register Individual Online for an APTA Event

1. Sign in at <https://www.apta.com> using your username and password.
2. Click on the “Events” in the main navigation menu located at the top of the page
3. Scroll down to “events open for registration”
4. Select the meeting of your choice.
5. Select the “register now” button or click on the “registration” picture box.



Registration Information

All conference attendees must register in order to attend the virtual conference.

Registration Type	Registration Fee
APTA Member	\$395
UITP Member	\$395
Federal Government	\$195
Non-member	\$790

APTA requires payment to be submitted at the time of registration. Registrations will not be considered valid until payment is received by APTA.

Registrations may be paid by check, credit card or ACH option.

If registering with check payment, attendees who are a member of the media, please download and use the PDF registration form.

[Register Now](#) [Download PDF form](#)

Cancellation / Refund Policy

Registration fees will be refunded, minus a 20% cancellation fee if a request is received in writing no later than May 25, 2021. There will be no refunds after...

**TIP: Review Registration Types and Fees.**

Review registration fees prior to starting the online registration process.

**TIP: Pay by Credit Card.**

Select “Register Now” button to start the online registration process using a credit card for payment. Be sure to have you credit card handy.

**TIP: Pay by Check.**

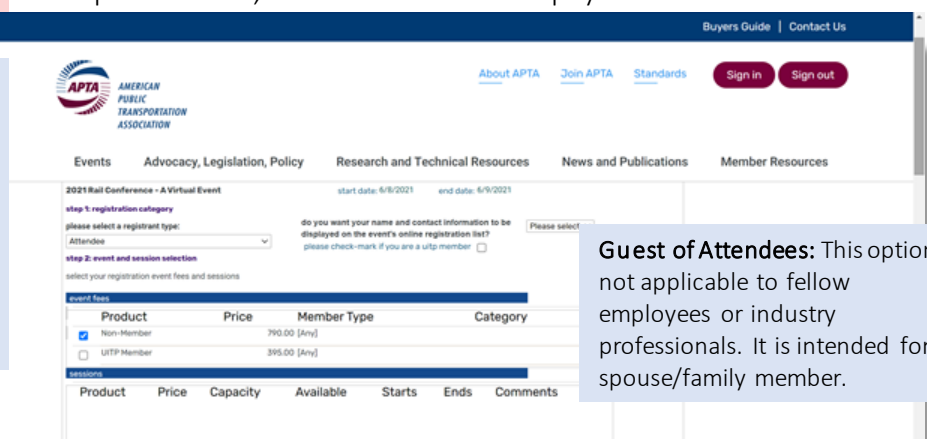
Select “Download PDF form” button to register by mail using a check for payment.

**TIP: Cancellation/Refund Policy and Special Accommodations.**

Be sure to review these policies as they are unique to each event.

6. For Step 1, select “attendee” as the “registration type”, unless employed at a federal agency.
7. For Step 2, select the checkbox with your registration fee.
8. Using the drop-down menu please indicate if you want your name and contact info to be displayed on the event’s online registration list, then click continue to payment.
9. (OPTIONAL) Provide the first and last name of any guests, then click continue to payment
10. (OPTIONAL) In the space provided detail any accessibility or other special needs, then click continue to payment.

**Warning:** APTA DOES NOT SELL its attendee lists to any vendors or other third parties. Anyone attempting to sell you this information should be considered fraudulent. APTA strongly recommends that all conference registrants disregard such emails.



2021 Fall Conference - A Virtual Event

start date: 6/8/2021 end date: 6/9/2021

step 1: registration category

please select a registrant type:

Attendee

do you want your name and contact information to be displayed on the event's online registration list? Please select

step 2: event and session selection

select your registration event fees and sessions

Product	Price	Member Type	Category
<input checked="" type="checkbox"/> Non-Member	790.00 [Any]		
<input type="checkbox"/> UITP Member	395.00 [Any]		

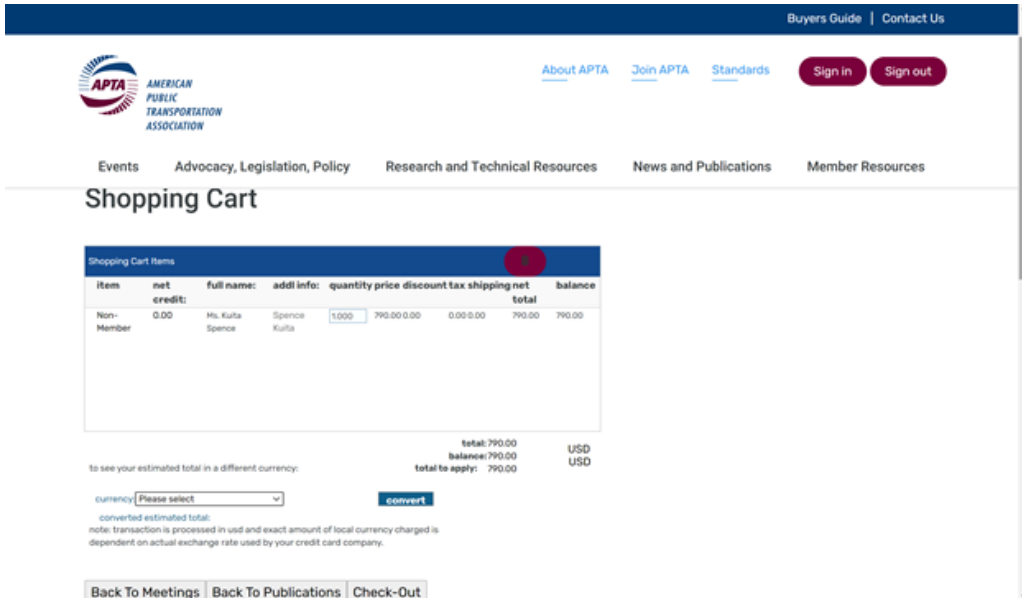
Product	Price	Capacity	Available	Starts	Ends	Comments

**Guest of Attendees:** This option is not applicable to fellow employees or industry professionals. It is intended for spouse/family member.


# Registration Quick Start Guide

## Register Individual Online for an APTA Event –Continued.

11. Review shopping cart items, skip “currency” drop down menu, then select “checkout”.
12. Enter credit card payment information, click continue.
13. Review registration information and click “finish” to complete online registration process.
14. A confirmation email will be sent for your records.



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### Shopping Cart

item	net credit:	full name:	add info:	quantity	price	discount	tax	shipping	net total	balance
Non-Member	0.00	Ms. Kulta Spence	Spence Kulta	1,000	790.00	0.00	0.00	0.00	790.00	790.00

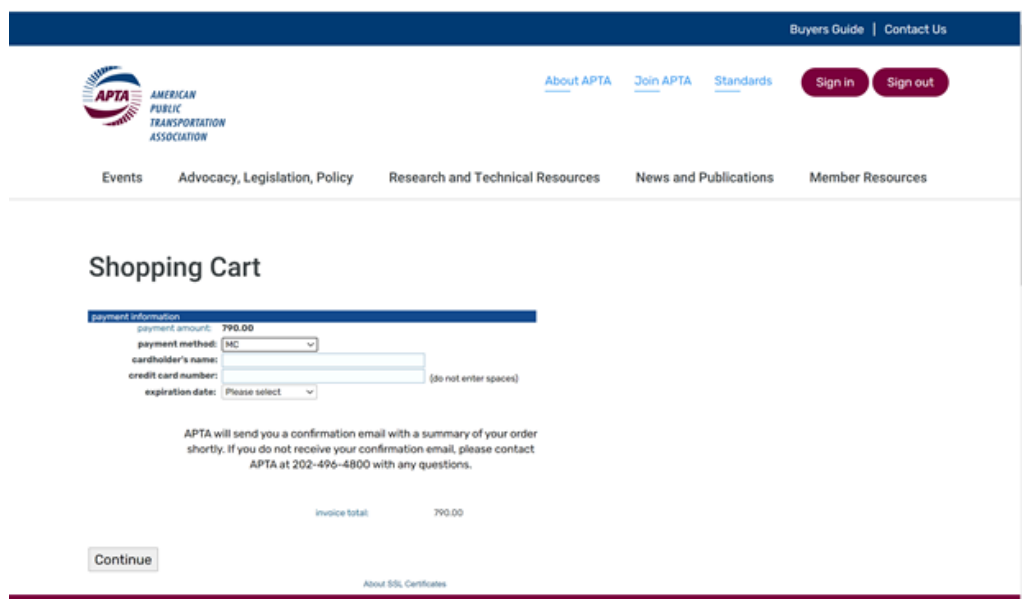
total: 790.00 USD  
balance: 790.00 USD  
total to apply: 790.00 USD

to see your estimated total in a different currency:


currency:  [convert](#)

converted estimated total:  
note: transaction is processed in usd and exact amount of local currency charged is dependent on actual exchange rate used by your credit card company.

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### Shopping Cart

payment information

payment amount: 790.00

payment method:

cardholder's name:

credit card number:  (do not enter spaces)

expiration date:

APTA will send you a confirmation email with a summary of your order shortly. If you do not receive your confirmation email, please contact APTA at 202-496-4800 with any questions.

invoice total: 790.00

[Continue](#)

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