

# How to Register: AMM-WFM 2021 Virtual Conference

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## REGISTRATION PROCESS

### 1) Create or Log into Registration Account

- To create your account, enter your first and last name, email address, and desired password in the fields shown.
- To log into your existing account, click “login” at the top of the page, and then enter your email address and password in the fields shown.

### 2) Once logged in, you can now begin registering for the conference.

- **Page 1, Attendee Information** - Enter your contact information, discount code, preferences, and other information as shown. (NOTE: We have added a few questions this year, to help us better serve participants and connect you with other attendees with similar interests. Our goal is to provide an invaluable virtual conference experience.)
  - Discount codes will be emailed to applicable participants, such as sponsors, exhibitors, volunteers, presenters, and committee members.
- **Page 2, Program Selection** - Select from the registration options available.
  - If you choose the “All-Inclusive” option, events taking place will appear in the list of available options. Please RSVP for the networking activities you plan to attend. (It’s OK if you change your mind later. Your RSVP will help us make final plans for the event.)
  - If you choose the “Breakout Session Library Only” option, you will only see the options to donate or purchase AMM Proud Museum Person products.
  - You may also choose to make a donation to AMM & WFM or purchase Proud Museum Person products, which contribute to the AMM Annual Fund and will be shipped to the address provided during registration within 30 days.

*NOTE: Individuals with a credit available from 2020 may use their credit toward a donation or the purchase of additional items.*

- **Page 3, Registration, Photo, and Conduct Policy** - Review the terms and conditions of your registration before proceeding.
- **Page 4, Confirm Selection** - Review the items in your cart before proceeding to Checkout, the payment page. You can remove an item from your cart by clicking

“Remove” (red text that appears as you hover over an item). Example Views of Confirm Selection Page:

PLEASE CONFIRM YOUR REGISTRATION ORDER.

**MEMBER FEES** ✓

Member | All-Inclusive Package \$100  
Mon, Jun 14th, 2021 > Sun, Oct 31st, 2021  
Ordered on: July 4th 2021

Includes access to Session Library, Virtual Expo, live virtual sessions and networking events November 1-5, and AMM Awards Events

[Remove](#)

**NETWORKING ACTIVITIES (PLEASE RSVP)**

Morning Networking Coffee | November 1 | Directors & CEOs **INCLUDED**  
Mon, Jun 14th, 2021 > Sun, Oct 31st, 2021  
Ordered on: July 4th 2021

Included in All-Inclusive rates. Come as you are. BYO beverage and snacks. Enjoy the conversation. RSVP to confirm interest.

Morning Networking Coffee | November 2 | Exhibitions & Collections **INCLUDED**  
Mon, Jun 14th, 2021 > Sun, Oct 31st, 2021  
Ordered on: July 4th 2021

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Morning Networking Coffee | November 2 | Exhibitions & Collections **INCLUDED**  
Mon, Jun 14th, 2021 Sun, Oct 31st, 2021  
Ordered on: July 4th 2021

Included in All-Inclusive rates. Come as you are. BYO beverage and snacks. Enjoy the conversation. RSVP to confirm interest.

[Remove](#) Remove item from cart?  
 YES  NO

Morning networking Corree | November 3 | Marketing & Development **INCLUDED**  
Mon, Jun 14th, 2021 Sun, Oct 31st, 2021  
Ordered on: July 4th 2021

- **Page 5, Checkout** - Choose your payment preference from the available options: credit card, e-check, or manual check. Note that “manual check” is a small text link on the upper right corner of the form.
  - When paying by manual check, your registration will not be confirmed/complete until the manual check is received and our administrators record your payment.

The following are example views of each payment form.


CREDIT CARD E-CHECK Manual Check

**Credit Card Information**

First Name of Cardholder  ○

Last Name of Cardholder  ○


Card Number  ○




Expiration Date  /  ○

CVV  ○

American Express (4 digit)



For Visa



CREDIT CARD E-CHECK Manual Check

Please note that this payment method is available only if you have a US based bank account.

**Bank Account Information**


First name of account holder  ○

Last name of account holder  ○

Account Number  ○

Routing Number  ○

Account Type  Checking ○ Savings ○



CREDIT CARD E-CHECK Manual Check

If you wish to mail your payment, please print your registration order summary and send it with a check made payable to: Association of Midwest Museums, PO Box 6267, Fishers, IN 46038.

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Amount Due: \$150

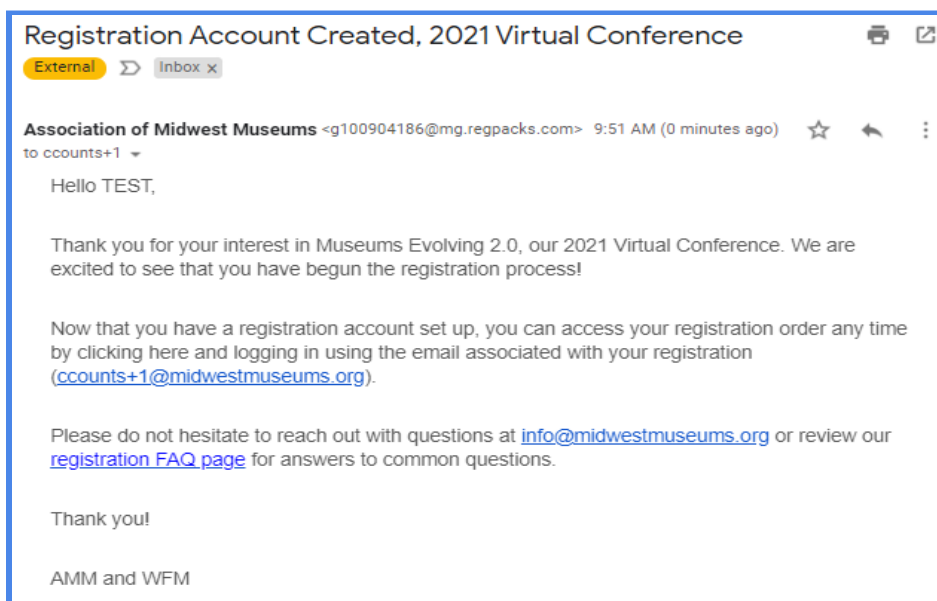
## EMAIL CONFIRMATIONS

You should receive multiple email confirmations from our system. Please check your inbox and/or spam filter for communications, such as:

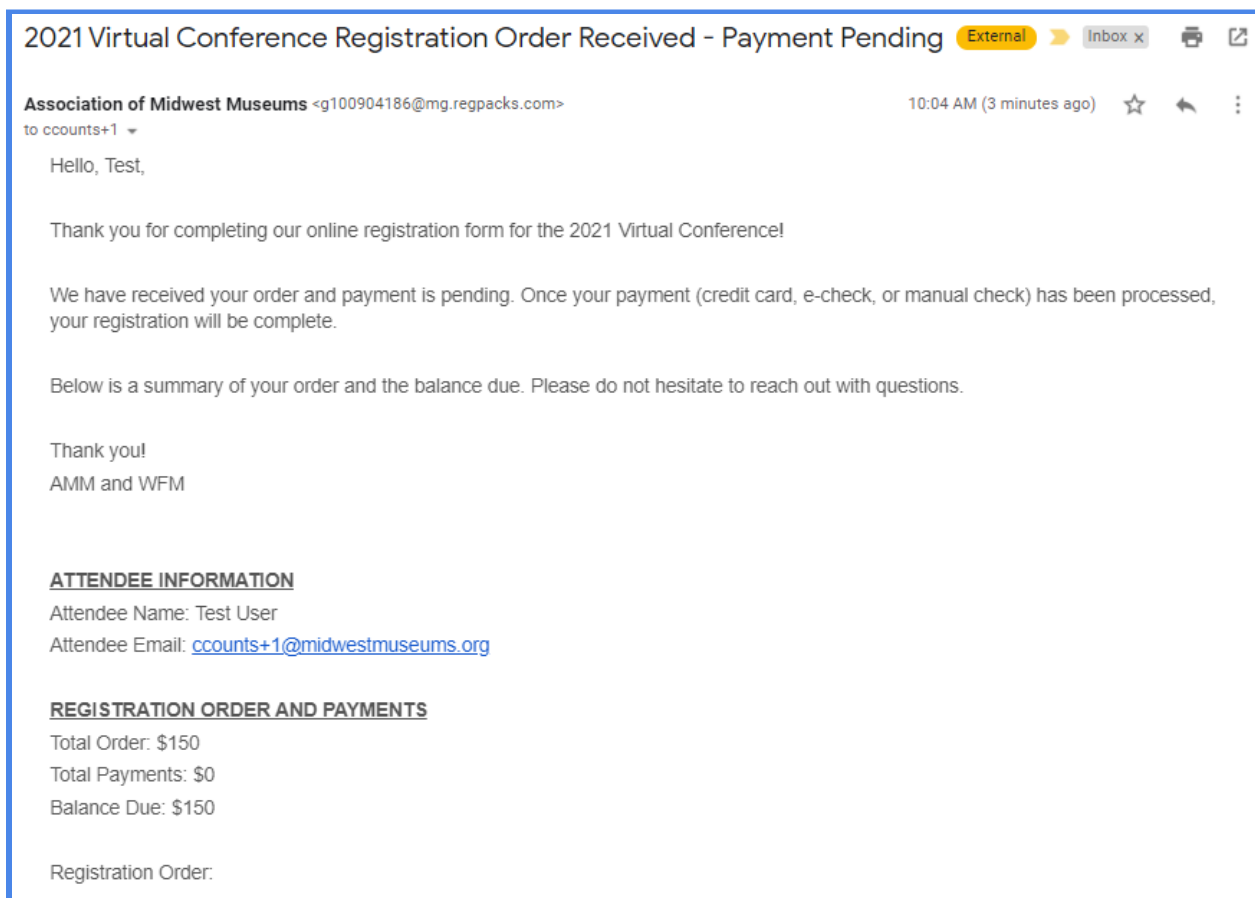
- **Account Setup/Account Created:** Once you set up a Registration Account, you will receive an acknowledgement that your account has been created via email.
- **Order Received:** Once your order has been placed and prior to making a payment on the Checkout page, you will receive an email confirming the list of items in your cart and balance due. This email will show that we have received your order but your payment is pending.
- **Manual Check Payment:** If you have selected “Manual Check” as your option for payment, you will receive an invoice from us via email with a reminder to send your manual check payment.
- **Payment Receipt:** Once the balance due on your account is closed or a manual check payment has been applied, you will receive a payment confirmation receipt.

Enclosed on the following pages are example emails.

## Account Setup/ Account Created



## Order Received



## Manual Check Payment/ Invoice

2021 Virtual Conference Registration Invoice/ Send Check  
Payment External > Inbox x

Association of Midwest Museums <g100904186@mg.regpacks.com> 2:25 PM (6 minutes ago) ☆ ↶ ⋮  
to ccounts+1

Hello Test,

Thank you for registering for our 2021 Virtual Conference!

In order to finalize your registration, please mail a copy of this order confirmation with a check payable to:

Association of Midwest Museums  
PO Box 6267  
Fishers, IN 46038

Please do not hesitate to reach out [by email](#) with questions.

Thank you!  
AMM and WFM

**REGISTRATION INVOICE: MUSEUMS EVOLVING 2.0**  
**Test User**  
[ccounts+1@midwestmuseums.org](mailto:ccounts+1@midwestmuseums.org)  
PO Box 6267  
Fishers, Indiana 46038

**ORDER INFORMATION**  
**Total Order:** \$150  
**Total Payments:** \$0  
**Balance Due:** \$150  
**Payment Method:** Manual Check

## Payment Receipt

Payment Receipt: 2021 Conference Registration External > Inbox x

Association of Midwest Museums <g100904186@mg.regpacks.com> 2:55 PM (0 minutes ago) ☆ ↶ ⋮  
to ccounts+1

Dear Test,

Thank you for registering for Museums Evolving 2.0, our 2021 Virtual Conference. Below is a receipt for your payment and a confirmation of your registration.

We will follow up closer to the time of the conference with instructions for accessing our virtual conference platform, where you will find the Breakout Session Library, Virtual Expo, and instructions for attending live activities (if applicable to your registration type).

See you online in November!

AMM and WFM

**Payment Information**  
**Total Due:** \$150  
**Total Payments:** \$150  
**Balance:** \$0  
**Payments:**

Trans ID	Method	Date	Amount	Status
1047343023	Credit card   XXXX-4242	Sun, Jul 4th 2021	\$150	approved

# YOUR DASHBOARD

You can view and modify your registration at any time by logging into your Registration Account and viewing your dashboard. Note that items previously purchased or events that you have RSVPed for may require Admin approval before removing them from your order.

- **Balance Due** shows your total order, total payments made, and the amount due. If you have not yet paid your balance, you can click “Make a Payment” to process a payment.
- **Application Status** shows which forms you have completed in the registration process. Any forms labeled with a red circle are incomplete. To complete your registration, you can visit each page by clicking the page name in this section or click the button that says “Complete My Application Now.”
- **Orders** shows a summary of your order. This includes your registration type, events you have RSVPed for, donations, or AMM Proud Museum Person products.

You can remove products from your cart in the Dashboard, unless the items have already been paid for in full. Note that items that are FREE/ \$0 are automatically paid in full when they reach the cart. If you need assistance with modifying your registration, [contact AMM](#).

The screenshot shows a dashboard interface. At the top, it says "Dashboard". Below that is a dashed box containing the text: "This is your Dashboard. It provides an overview of your entire registration order." Below this is a horizontal dashed line. At the bottom of the screenshot is a summary table for the balance due.

<b>Balance Due</b>	0%
Total Order:	\$50
Total Paid:	\$0
<b>Total Due:</b>	<b>\$50</b>

Below the table is a blue button labeled "MAKE A PAYMENT".

## Application Status

80%

### Status: Missing Mandatory

You have not yet completed all forms necessary to the completion of your application.

- Attendee Information
- Program Selection
- Registration, Photo and Conduct Policy
- Confirm Selection
- Checkout

[COMPLETE MY APPLICATION NOW!](#)

## ORDERS

### MEMBER FEES

Member | All-Inclusive Package

\$100

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Morning Networking Coffee | November 2 | Exhibitions & Collections

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Morning Networking Coffee | November 3 | Marketing & Development

**INCLUDED**