

How to Register: AMM-WFM 2022 Joint Conference

>>Registration Form: <https://www.regpack.com/reg/forwardtogether>

1) Create New or Log into Existing 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. Follow instructions for “Forgot Password” to reset your password.

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.
 - If you received a **discount code** (e.g. committee member, volunteer, presenter, gift, exhibitor, or sponsor), enter that code in the “Discount Code” field. Your discount will be applied and visible in your cart on the Confirm Selection page.
- **Page 2, Program Selection** - Select from the registration options available.
 - **Make your registration selection** - “Virtual Only” or “Virtual + In-Person.”
 - **Choose from relevant virtual and/or in-person networking events, in-person evening events, tours and workshops.**
 - Please select the included activities you plan to attend. (Your RSVP will help us plan for seating, transportation, food, and beverage needs.)
 - Pre-conference tours and evening events require additional tickets. Review dates/times as there are multiple options for the same period.
 - **Consider making a contribution to AMM and WFM.** Make a donation or purchase Proud Museum Person lapel pins or t-shirts. Orders will be distributed to attendees as soon as possible before, during, or after the conference.
- **Page 3, Registration, Photo, Conduct, and Health Policies** - Review and accept the terms and conditions of your registration before proceeding. Please confirm which type of COVID-19 documentation you plan to carry with you.
- **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
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
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 Coffee | 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 page shows 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

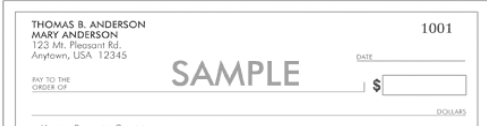
First name of account holder ○

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.

Amount Due: \$150

Email Notifications

You should receive multiple email confirmations from our system during registration. 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.
- **Registration Order Confirmation:** 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 Invoice:** 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.

Your Registration Dashboard

You can view and modify your registration at any time by logging into your Registration Account and viewing your dashboard.

- **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, RSVPs for networking activities, tour and event tickets, donations, and 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.](#)

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

[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

A 100% price reduction has been applied to selected items saving you \$510. Discount Applied: Gift Registration Discount (100%)

REGISTRATION FEES | MEMBER

Member | Virtual (July 19) + In-Person (July 20-23) ~~\$350~~ \$0

Tue, Jul 19th, 2022 > Sat, Jul 23rd, 2022

Ordered on: May 2nd 2022

Includes access to virtual and in-person sessions (July 19-23), networking lunches and receptions, and exhibits. Also includes access to VIP space at Live @ the Lakefront Event on July 20th, one drink ticket for exhibit reception on July 21st, and Saturday at Lynden Sculpture Garden.

Gift Registration Discount (100%) applied. You saved \$350

[Remove](#)

PLEASE RSVP: VIRTUAL NETWORKING ACTIVITIES

Virtual Milwaukee Museum Tour 1 | July 19 | 10:15-10:45am CT (11:15-11:45am ET) INCLUDED

Tue, Jul 19th, 2022 > Tue, Jul 19th, 2022

Ordered on: May 2nd 2022