

KEY CONTACTS FOR VLA AFFILIATE MEMBERS

INSTRUCTIONS FOR BULK REGISTRATION

Attendee Information

To begin your registration, please click the **Register Yourself** button below.

VLA Affiliates: If you are a Key Contact for the Organization you may register members under your affiliate by selecting "Register Linked Profile".

If you logged in **DO NOT ERASE** the contact information pre-populated. It will **OVERWRITE and DELETE** your profile. You must log in with the user's credentials that you are trying to register.

When you choose "Register Linked Profile," a list of all of your employees that we have on file will appear. Once you choose an employee's name, you can then enter all of their choices (please see the Excel Document that allows you to collect all of this information in one place.)

When you have entered all of your employees you want to register, click **NEXT**:

If you are a Key Contact and would like to register another member of your organization, please select "Register Linked User" below and select the member from the drop-down. **(NOTE: Register Linked User only appears for the Key Contact of the organization).**

When finished, click NEXT.

Register Linked Profile

Next

From there you can pay all at once or choose to be invoiced. You will receive a confirmation email and all of the employees you register will get an email as well.

Questions? Please contact Lisa Varga at VLA, vla.lisav@cox.net