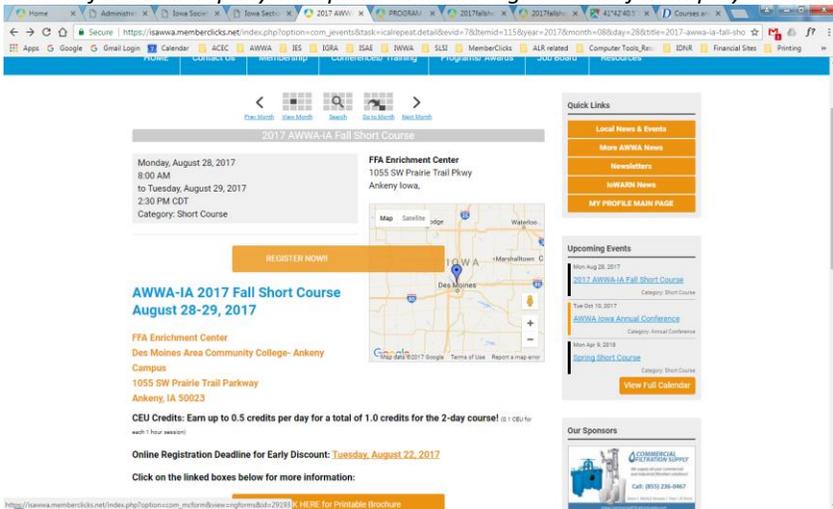
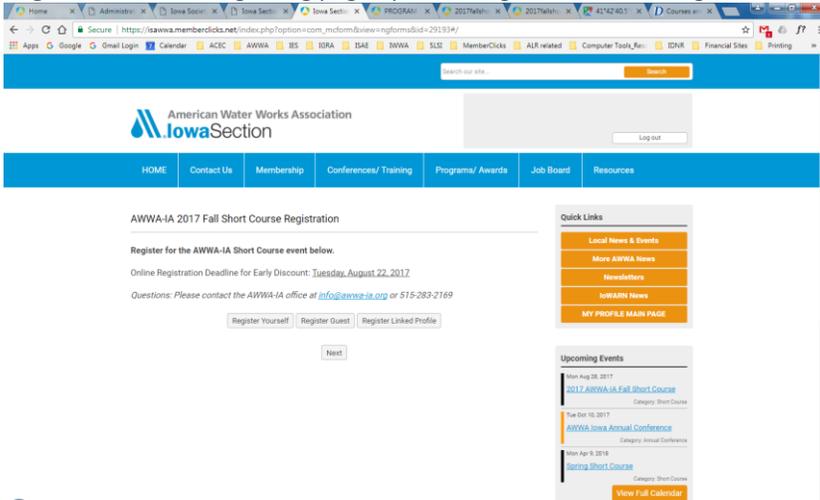


AWWA-IA Member Company Registrations by a Key Contact

Registration/Calendar Page: Must Log in with your Username & Password (*Please contact the AWWA-IA office if you are a key contact for this company who plans to make registrations for employees but do not currently have a login to the new website.*)

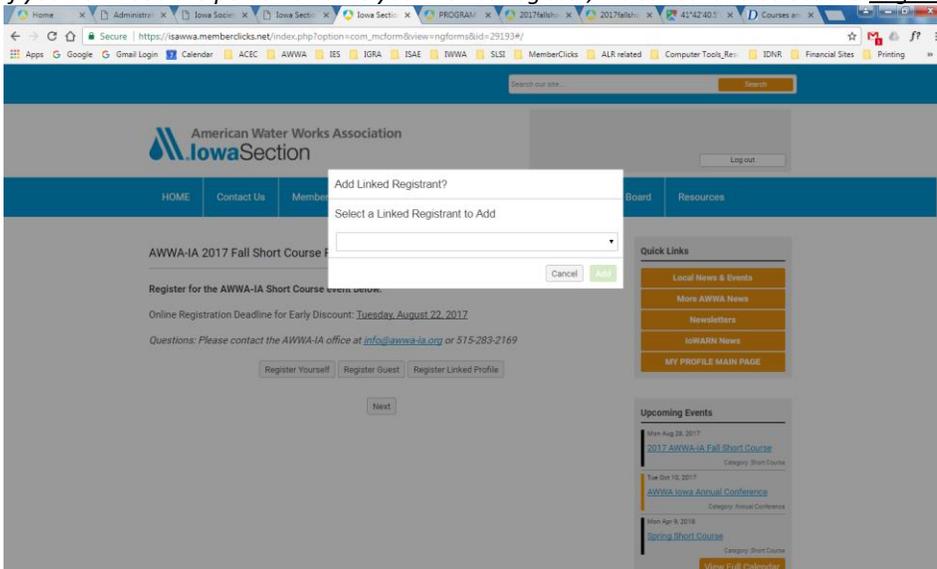


Registration Form beginning page options: Register Yourself, Register Guest, Register Linked Profile



Register Linked Profile: Select a Linked Registrant to Add (pull down list) which will show any current AWWA-IA members listed under your company's profile. Select appropriate person's name & click Add.

If you don't see the person's name you wish to register, hit Cancel and select the Register Guest option.



Data Fields: This will populate that member's data in appropriate fields (Example #1: Linked Profile).

Complete other fields in the form.

At bottom of the page, the options are NEXT to continue with this registration or Register Yourself, Register Guest or Register Linked Profile again. Make selection.

If have other already Linked Persons: Choose Register Linked Profile again (Example #2: Linked Profile).

Linked Profiles: Continue with this pattern for all Linked Profiles on this drop down list that you wish to add.

For each Linked Profile chosen, the site populates the member's data in the appropriate fields. Then complete the remainder of the form.

ONE-DAY ONLY Registration (Mon. or Tues.) - \$130.00
(For Office Use ONLY: Data Entry Fee for paper registration) - \$20.00

▼ Justin Scott (Linked) [Cancel](#)

Registrant Name*
Justin Scott

4-Digit IDNR ID#

Registrant's Company*
American Water Works Association- Iowa Section

Registrant's Phone:
Business
515-283-2169

Registrant's Email:
Main
justin.scott@awwa-ia.org

Address - Business
100 Court Avenue
Suite #203
Des Moines Iowa 50309
United States

[Monday, August 29, 2017 - Business Registration](#)

Choose from same options at end of the form.

If you wish to register someone with your company who is not listed in the Linked Profiles list, then choose to **Register Guest** (Example #3: Guest Registration).

Water Treatment Track Prog. 59: DMWW Saylorville WTP Presentation and Tour (0.1 WT)
Wastewater Track Prog. 64: Sewer Jetting and CCTV Inspection (0.1 WW)
None of the Above

Maintenance Track: Tuesday 8:30am-2:30pm
(Please select the option below.)
This is one 5-hour class that continues throughout the entire 2nd day so this is the only class you will register for on this day. Please mark the "None of the Above" for the other tracks listed above.
Class Size is Limited to 16 Attendees. Registration is on a First Come Basis.

Maintenance Track: Tuesday 8:30am-2:30pm
None
Maintenance Track Prog. 65: HANDS-ON Basic Pump Controls (01 WW)

Conference Registration (Select your Registration Type)*
FULL CONFERENCE Registration - \$190.00
ONE-DAY ONLY Registration (Mon. or Tues.) - \$130.00
(For Office Use ONLY: Data Entry Fee for paper registration) - \$20.00

[Register Yourself](#) [Register Guest](#) [Register Linked Profile](#)

[Next](#)

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Iowa Section of the American Water Works Association
[Back to top](#)

Since there isn't a current profile for the guest, ALL the required fields need to be filled in.

▼ (Guest) [Cancel](#)

Registrant Name*
Lyle Stutzman

4-Digit IDNR ID

Registrant's Company*
ALR Guest-TEST

Registrant's Phone:
Business

Registrant's Email:
Main

Address - Business
Line 1

Line 2

City Select State/Province Zip/Postal Code
Select Country

Monday, August 28, 2017 ~ Program Registration

See agenda for complete schedule

Same options appear at end of form (Screenshot below shows an example where we purposely left out a couple of required fields).

Water Distribution Track Prog. 54: Backflow Prevention with Case Studies (0.1 WD/WT)
 Water Treatment Track Prog. 59: DMWW Saylorville WTP Presentation and Tour (0.1 WT)
 Wastewater Track Prog. 64: Sewer Jetting and CCTV Inspection (0.1 WW)
 None of the Above

Maintenance Track: Tuesday 8:30am-2:30pm
(Please select the option below.)

This is one 5-hour class that continues throughout the entire 2nd day so this is the only class you will register for on this day. Please mark the "None of the Above" for the other tracks listed above.

Class Size is limited to 16 Attendees. Registration is on a First Come Basis.

Maintenance Track: Tuesday 8:30am-2:30pm
 None
 Maintenance Track Prog. 65: HANDS-ON Basic Pump Controls (.01 WW)

Conference Registration (Select your Registration Type)*
 FULL CONFERENCE Registration - \$190.00
 ONE-DAY ONLY Registration (Mon. or Tues.) - \$130.00
 (For Office Use ONLY: Data Entry Fee for paper registration) - \$20.00

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Because some required fields were not completed, when you choose your next option, the screen will NOT advance until those fields have been completed. If you scroll back through the forms, the incomplete fields are noted in red font:

Water Distribution Track Prog. 51: Valve and Hydrant Exercising Programs (0.1 WD/WT)
 Water Treatment Track Prog. 56: Chemical Feed 101 (0.1 WD/WT/WW)
 Wastewater Track Prog. 61: Case Studies: Lagoon Upgrade (0.1 WW)
 None of the Above

Tuesday 9:30am-10:30am Breakout Sessions (Select ONE) is required

Tuesday 10:45am-11:45am Breakout Sessions (Select ONE)*
 Water Distribution Track Prog. 52: Hydrant Flushing Program- Panel Discussion (0.1 WD)
 Water Treatment Track Prog. 57: Shenandoah Water Plant Start Up (0.1 WT)
 Wastewater Track Prog. 62: Activated Sludge Knowledge for Certification Exam (0.1 WW)
 None of the Above

Tuesday 12:30pm-1:30pm Breakout Sessions (Select ONE)*
 Water Distribution Track Prog. 53: A Day in the Life of a Distribution Operator (Panel) (0.1 WD)
 Water Treatment Track Prog. 58: Leadership Discussion - Lessons Learned (0.1 WT)
 Wastewater Track Prog. 63: City-Industry Relations Don't Have To Be Difficult (0.1 WW)
 None of the Above

Tuesday 1:30pm-2:30pm Breakout Sessions (Select ONE)*
 Water Distribution Track Prog. 54: Backflow Prevention with Case Studies (0.1 WD/WT)
 Water Treatment Track Prog. 59: DMWW Saylorville WTP Presentation and Tour (0.1 WT)
 Wastewater Track Prog. 64: Sewer Jetting and CCTV Inspection (0.1 WW)
 None of the Above

Maintenance Track: Tuesday 8:30am-2:30pm
(Please select the option below.)

This is one 5-hour class that continues throughout the entire 2nd day so this is the only class you will register for on this day. Please mark the "None of the Above" for the other tracks listed above.

An alert, "Fields in this block contain errors" is listed for those sections in the registration forms which are incomplete. Once all the fields are completed then you will be allowed to advance the form.

Same options appear at the end of this form.

If you wish to register yourself: **Choose Register Yourself** this time (Example #4: Register Self). Your information will populate on the form. Complete other fields, as requested.

Same options appear at the end of the page, accept the Register Yourself option if you have already done this. You may continue to register as many people as you need.

When you have registered all the people with your company that you wish to process, at this time, click on the **NEXT button**. The next page will give a summary of all the registered profiles & information, in order that you registered them in:

1) Linked Profile: Example #1

Summary

Discount Code
Enter a discount code:
Discount Code

AWWA-IA 2017 Fall Short Course Registration

Jill Huntley
4-Digit IDNR ID#:
Registrant's Company:
American Water Works Association- Iowa Section
Registrant's Phone - Business:
515-283-2169
Registrant's Email - Main:
jill.huntley@awwa-ia.org
Address - Business:
100 Court Avenue
Suite #203
Des Moines Iowa 50309
United States
Attending on Monday?:
Yes
Which Combined Sessions do you plan to attend on Monday? (Check all that apply):
9:00am-10:00am Prog. 10: Iowa One Call (0.1 WD, WT, WW)

Quick Links

- Local News & Events
- More AWWA News
- Newsletters
- IoWARN News
- MY PROFILE MAIN PAGE

Upcoming Events

- Mon Aug 28, 2017
[2017 AWWA-IA Fall Short Course](#)
Category: Short Course
- Tue Oct 10, 2017
[AWWA Iowa Annual Conference](#)
Category: Annual Conference
- Mon Apr 9, 2018
[Spring Short Course](#)
Category: Short Course

Our Sponsors

2) Linked Profile: Example #2

Conference Registration (Select your Registration Type):
FULL CONFERENCE Registration \$190.00

Justin Scott
4-Digit IDNR ID#:
Registrant's Company:
American Water Works Association- Iowa Section
Registrant's Phone - Business:
515-283-2169
Registrant's Email - Main:
justin.scott@awwa-ia.org
Address - Business:
100 Court Avenue
Suite #203
Des Moines Iowa 50309
United States
Attending on Monday?:
No
Which Combined Sessions do you plan to attend on Monday? (Check all that apply):
None of the Above
Monday 1:00pm-2:00pm Breakout Sessions (Select ONE):
None of the Above
Monday 2:00pm-3:00pm Breakout Sessions (Select ONE):
None of the Above
Attending on Tuesday?:
Yes
Tuesday 8:30am-9:30am Breakout Sessions (Select ONE):

3) Guest Registration: Example #3

Conference Registration (Select your Registration Type):
ONE-DAY ONLY Registration (Mon. or Tues.) \$130.00

Lyle Stutzman
4-Digit IDNR ID#:
Registrant's Company:
ALR Guest- TEST
Registrant's Phone - Business:
Registrant's Email - Main:
Address - Business:

Attending on Monday?:
Yes
Which Combined Sessions do you plan to attend on Monday? (Check all that apply):
9:00am-10:00am Prog. 10: Iowa One Call (0.1 WD, WT, WW)
10:15am-11:15am Prog. 11: Sampling - What to do with Bottles, How to Sample/Store & Consequences If Done Wrong (0.1 WD, WT, WW)
Monday 1:00pm-2:00pm Breakout Sessions (Select ONE):
Wastewater Track Prog. 15: Lagoons (.01 WW)
Monday 2:00pm-3:00pm Breakout Sessions (Select ONE):
Wastewater Track Prog. 16: IDNR Wastewater Update (0.1 WW)
Attending on Tuesday?:
No
Tuesday 8:30am-9:30am Breakout Sessions (Select ONE):
None of the Above
Tuesday 9:30am-10:30am Breakout Sessions (Select ONE):

4) Registration for Yourself: Example #4

Conference Registration (Select your Registration Type):
 ONE-DAY ONLY Registration (Mon. or Tues.) \$130.00

Monica Stutzman
 4-Digit IDNR ID#: _____
 Registrant's Company: American Water Works Association- Iowa Section
 Registrant's Phone - Business: 515-283-2169
 Registrant's Email - Main: monica.stutzman@awwa-ia.org
 Address - Business: 100 Court Avenue, Suite #203, Des Moines Iowa 50309, United States
 Attending on Monday?: Yes

Which Combined Sessions do you plan to attend on Monday? (Check all that apply):
 9:00am-10:00am Prog. 10: Iowa One Call (0.1 WD, WT, WW)
 10:15am-11:15am Prog. 11: Sampling - What to do with Bottles, How to Sample/Store & Consequences if Done Wrong (0.1 WD, WT, WW)
 11:15am-12:15pm Prog. 12: More Than A Splash of Educational Fun! (0.1 WD, WT, WW)

Monday 1:00pm-2:00pm Breakout Sessions (Select ONE):
 Combined Water Track Prog. 13: IDNR Water Update (0.1 WD/WT)

Monday 2:00pm-3:00pm Breakout Sessions (Select ONE):
 Wastewater Track Prog. 16: IDNR Wastewater Update (0.1 WW)

Individual charges are listed after each summary. **Total charges** will be listed at the bottom of the final page.

Yes

Tuesday 8:30am-9:30am Breakout Sessions (Select ONE):
 Wastewater Track Prog. 60: Maintaining a Low Pressure Sewer System (0.1 WW)

Tuesday 9:30am-10:30am Breakout Sessions (Select ONE):
 Water Treatment Track Prog. 56: Chemical Feed 101 (0.1 WD/WT/WW)

Tuesday 10:45am-11:45am Breakout Sessions (Select ONE):
 Wastewater Track Prog. 62: Activated Sludge Knowledge for Certification Exam (0.1 WW)

Tuesday 12:30pm-1:30pm Breakout Sessions (Select ONE):
 Wastewater Track Prog. 63: City-Industry Relations Don't Have To Be Difficult (0.1 WW)

Tuesday 1:30pm-2:30pm Breakout Sessions (Select ONE):
 Wastewater Track Prog. 64: Sewer Jetting and CCTV Inspection (0.1 WW)

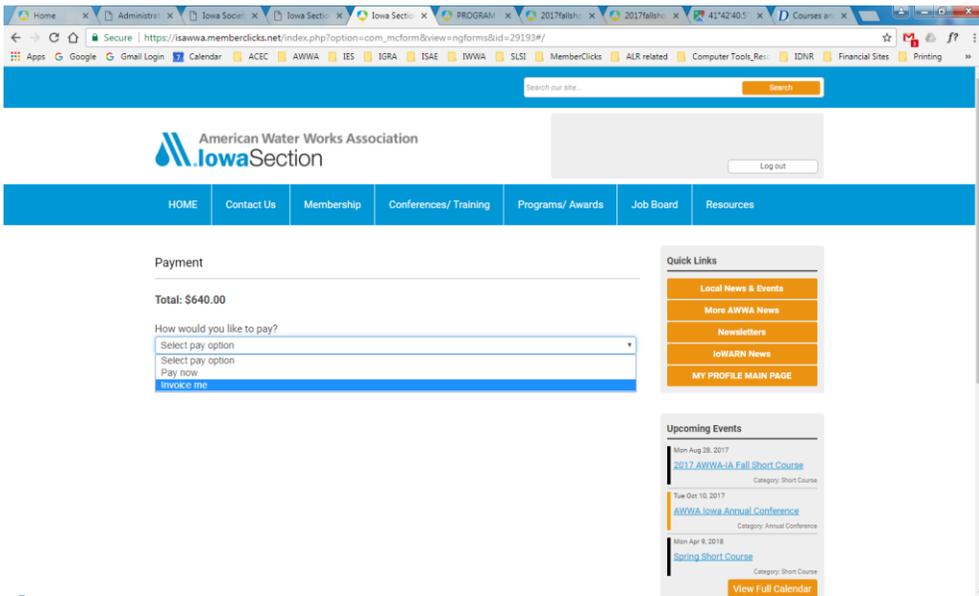
Conference Registration (Select your Registration Type):
 FULL CONFERENCE Registration \$190.00

Total: \$640.00

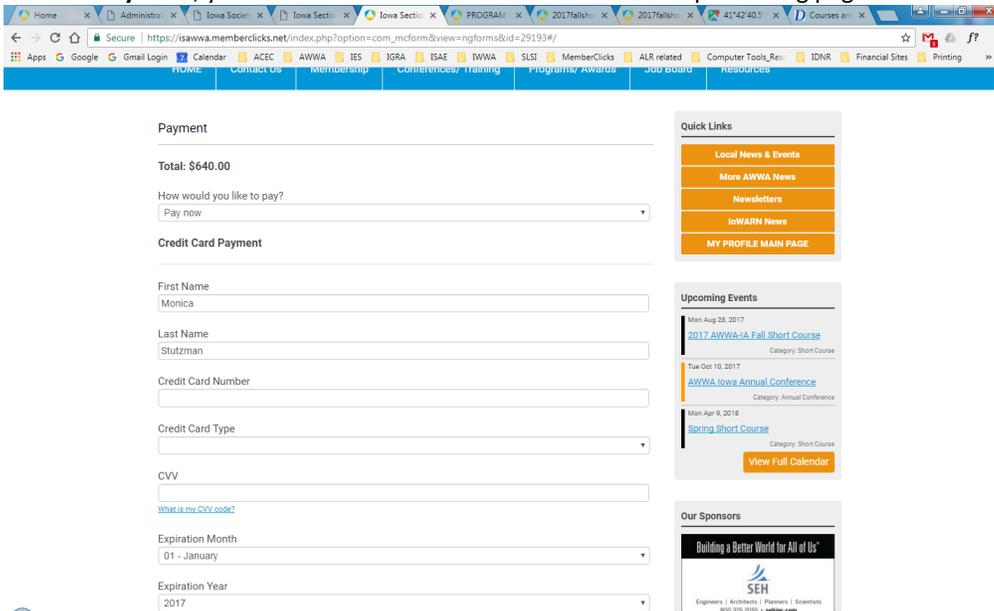
Previous Next

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 Iowa Section of the American Water Works Association
 100 Court Avenue, Suite 203
 Des Moines IA 50319

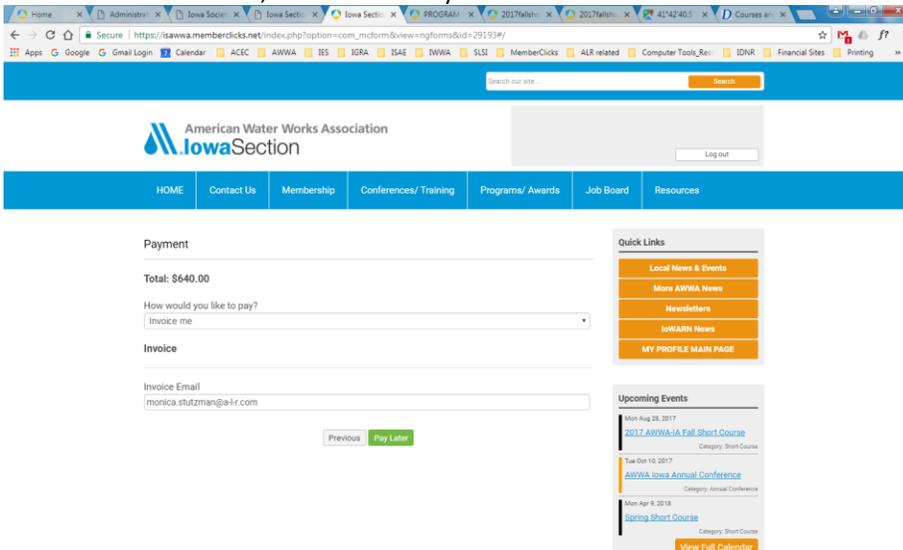
The Next screen shows the total amount due and asks you to **select your payment type** (Pay Now with credit card or Invoice Me if you wish to submit a check).



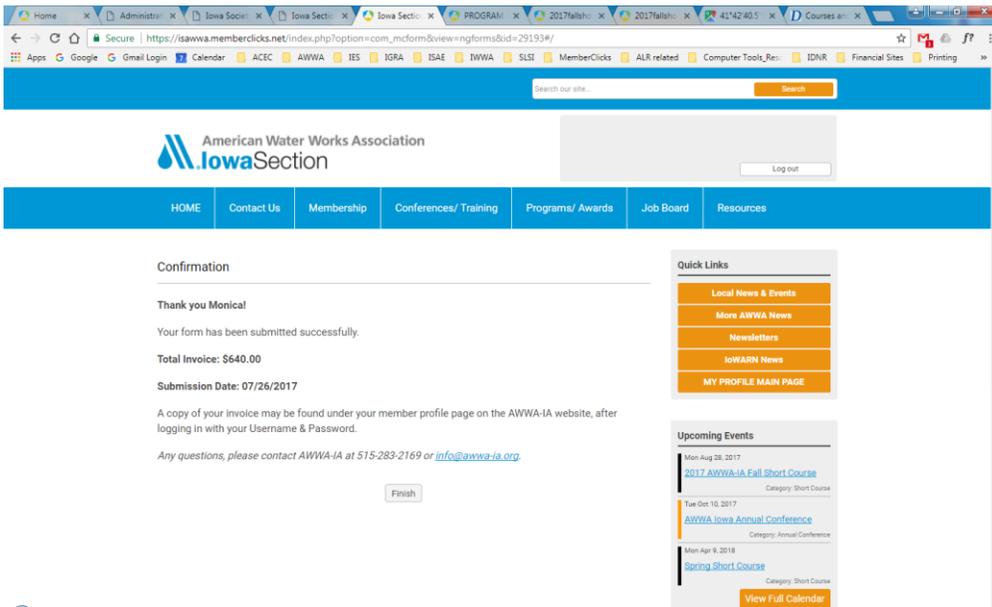
If **Select Pay Now**, you will be directed to the secure credit card processing page.



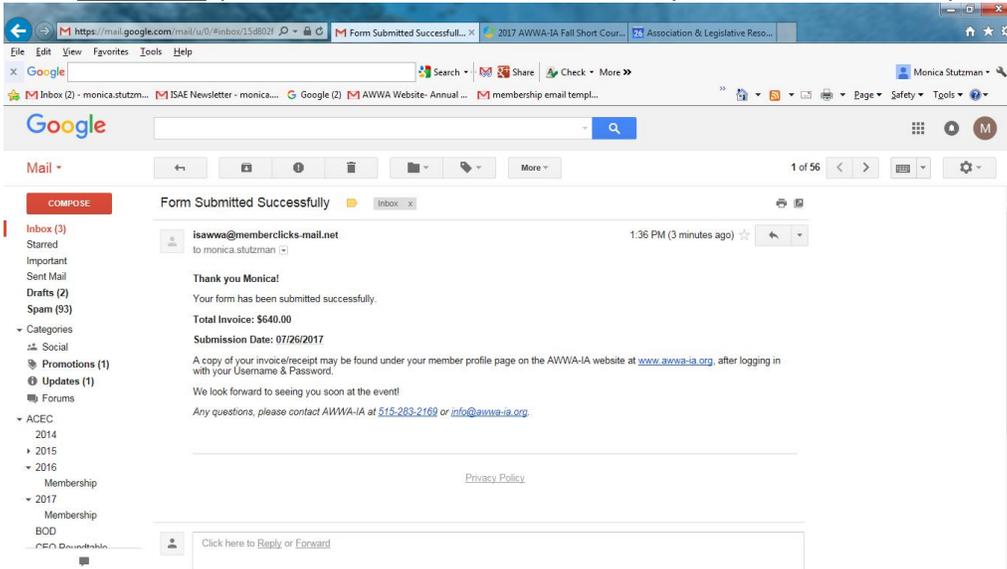
If **Select Invoice Me**, the system will populate an Invoice Email field where you will approve or change the email address you wish to have the invoice sent to, then click on **Pay Later** button.



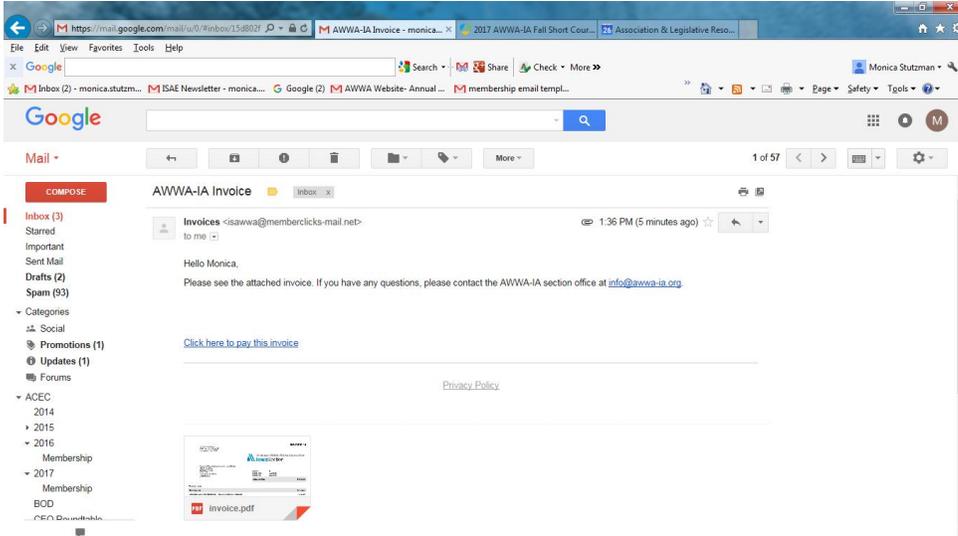
A **Confirmation Message** will appear on the screen with a **Finish** button.



When click the Finish button, it directs you back to the **AWWA-IA Home Page**.
As the Key Contact, you'll receive an **email Confirmation** that your form was successfully submitted.



If you selected the Pay Later option, you will also receive an email with the Invoice that has a link to an interactive copy that you may click on to pay with a credit card AND a pdf copy of the invoice that you may choose to download and print.



The attached pdf copy is just a printable document.

The [interactive link invoice](#) (Click here to pay this invoice) shows the each person’s registration, the total amount and two buttons to either “Pay Invoice” or “Download Invoice”.

American Water Works Association - Iowa Section
 Monica Stutzman
 1000 Court Avenue
 Suite #203
 Des Moines, IA 50309
 United States

Invoice # 14
 Invoice Date 07/26/2017
 Invoice Due 08/24/2017
 Amount Due \$640.00

Description	Amount
Jill Huntley: Conference Registration - FULL CONFERENCE Registration	\$190.00
Justin Scott: Conference Registration - ONE-DAY ONLY Registration (Mon. or Tues.)	\$130.00
Lyle Stutzman: Conference Registration - ONE-DAY ONLY Registration (Mon. or Tues.)	\$130.00
Monica Stutzman: Conference Registration - FULL CONFERENCE Registration	\$190.00

Total Amount \$640.00
 Amount Paid -\$0.00
 Amount Due \$640.00

Send payments to: AWWA-Iowa Section 1000 Court Ave, Suite 203 Des Moines, Iowa 50309

Pay Invoice Download Invoice

The **Pay Invoice** button takes you to the credit card fields and the **Download Invoice** button brings up a printable copy.

AWWA Iowa Section
 1000 Court Ave, Suite 203
 Des Moines, Iowa 50309

American Water Works Association
 IowaSection

Invoice # 14
 Invoice Date 07/26/2017
 Invoice Due 08/24/2017
 Amount Due \$ 640.00

Description	Amount
Jill Huntley: Conference Registration - FULL CONFERENCE Registration	\$ 190.00
Justin Scott: Conference Registration - ONE-DAY ONLY Registration (Mon. or Tues.)	\$ 130.00
Lyle Stutzman: Conference Registration - ONE-DAY ONLY Registration (Mon. or Tues.)	\$ 130.00
Monica Stutzman: Conference Registration - FULL CONFERENCE Registration	\$ 190.00

Total Amount \$ 640.00
 Amount Paid -\$ 0.00
 Amount Due \$ 640.00

Send payments to:
 AWWA Iowa Section
 1000 Court Ave, Suite 203
 Des Moines, Iowa 50309

As the Key Contact making the registrations, the total invoice will be found on YOUR profile on the Invoice tab under “My Profile”. You may click on the Invoice number to open, print or pay this invoice.

HOME Contact Us Membership Conferences/ Training Programs/ Awards Job Board Resources

My Community My Profile Connections My Features Inbox

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
14	Forms	07/26/2017	08/24/2017	Open	\$640.00	\$0.00	\$640.00

Quick Links
 Local News & Events
 More AWWA News
 Newsletters
 IOWAIA News
 MY PROFILE MAIN PAGE

Upcoming Events
 Mon Aug 28, 2017
 2017 AWWA-IA Fall Short Course
 Tue Oct 10, 2017
 AWWA Iowa Annual Conference
 Mon Apr 9, 2018
 Spring Short Course

We hope this tutorial has been helpful and you enjoy the new AWWA-IA website. Please contact the AWWA-IA office at 515-283-2169 or info@awwa-ia.org if you have any questions or if we can be of assistance.

Thank you!

AWWA-IA