## Instructions for Multiple Registrations

If you are coordinating registration for multiple people/events, this can be done through the following steps.



- 1. You must be logged into <u>NeFSMA.com</u> before you can begin, especially if you are trying to register for an event at the member rate.
- 2. Once you're logged in, go to the <u>Events page</u> and select an event.
- 3. Click the registration button. The default option will be to register the person who is logged in. If you are already registered select new registration.

	Event 2023 Annuel Conference July 20, 2023 BioD AM - 4:00 PM Location: Younes Conference Center Kearny, NE	
Event registration		
Date	Registration	Status
June 09, 2023	Laster, Lori ( <u>llaster@pagionrd.org</u> ) ticket type: Speaker	Confirmed <u>Menu details</u>

4. Enter the email of the person you wish to register. Then click next and complete the form.

2023 Annual Conference	Add to my calendar 🖆	
Event 2023 Annual Conference July 20, 2023 8:00 AM - 4:00 PM Location: Youries Conference Center Kearny, NE		Next
Lister registrasi, erzell e 1621 - svällars Spapionellung	* Mandetory fields	ΝΟΛΙ
CANCEL Besidew.myt.resistonsions	NEXT	

5. Click Invoice Me for payment option.

Review and confirm	
Event Harlan County Reservoir Tour July 19, 2023 7:30 AM - 12:00 PM Location: Kearney, Nebraska	
Ticket type Attendee - \$40.00	
Total \$40.00 (USD) amount	Invoice Me
Payment Mail Payment To:	
instructions Nebraska Floodplain & Stormwater Managers	Association
17330 West Center Rd., Suite 110, #141	
Omaha, NE 68130	
OR	
VISA CON PRIME	
and a	

- 6. Repeat steps 2-4 for each event and/or person you wish to register.
- 7. When you are finished registering for events, there will be a Balance Due message in the bottom right corner of your screen. You can then either save/print invoices and mail a check or pay all invoices online at the same time.

Details	
Invoice #02186	\$40.00
Registration for "Harlan County Reservoir Tour" (July 19, 2023 7:30 AM - 12:00 PM, Kearney, Nebraska), Attendee	
Invoice #02187	\$75.00
Registration for "2nd Annual Stormwater Scramble" (July 19, 2023 1:00 PM, Awarri Dunes Golf Course), Player	
Invoice #02188	\$125.00
Cancel	Pay \$240.00 (USD)