

Registering for an AGCVA Event

If you need assistance while registering, please contact:

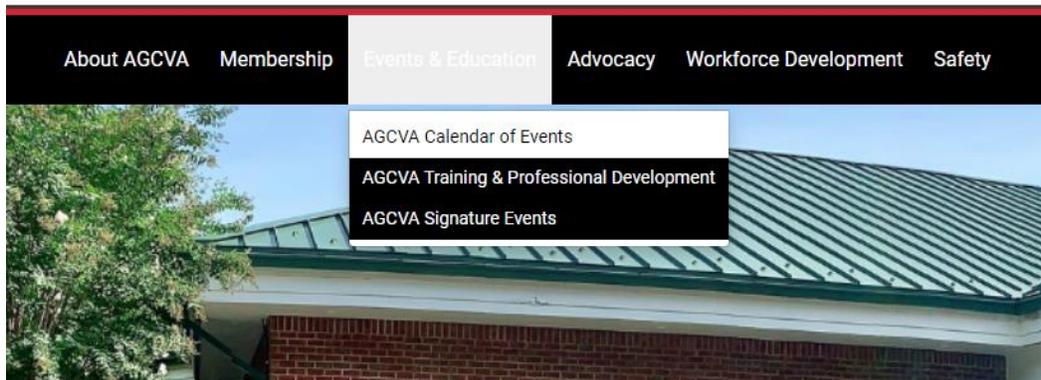
Suzanne Edwards
804-364-5504 x201
suzanne@agcva.org

1. Visit www.agcva.org and log in to your member profile, using your business email address and password. When logging in for the first time (and if you need help accessing later), click **“Forgot Credentials”** and follow the steps provided.

JOIN | REGISTER | FIND A MEMBER

[Forgot Credentials](#)

2. In the black menu above the slider, hover over **“Events & Education”** and select **“AGCVA Calendar of Events”**.



3. From the calendar, click the name of the event you would like to register for.

Event Calendar

May 19 2022 / May 19 2024

Monthly Weekly Daily List Search

May 19, 2022 12:00 PM - 5:00 PM	Piedmont District Sporting Clays Tournament 5/19/22
May 19, 2022 1:00 PM - 4:00 PM	Peninsula District Volunteer Day at the Williamsburg House 5/19/22
June 1, 2022 8:00 AM - 4:00 PM	Project Manager Development Program (PMDP), Unit 3: Initiating and Planning (Part 2)
June 2, 2022 5:00 PM - 8:00 PM	Tidewater Summer Social at Farmhouse 6/2/22
June 3, 2022 8:30 AM - 7:00 PM	Valley District Golf Tournament 6/3/22
June 6, 2022 10:30 AM - 6:00 PM	Piedmont District M Scott Bradshaw Memorial Golf Tournament 6/6/22
June 7, 2022 7:30 AM - 5:00 PM	CQM Construction Quality Management (6/7/22)

4. Please review all event details (location, date, time, deadlines to register), then click the “Member Registration” button on the right.

Monthly Weekly **Daily** List Search

Tidewater Summer Social at Farmhouse 6/2/22

Start Date: 6/2/2022 5:00 PM EDT
End Date: 6/2/2022 8:00 PM EDT

Venue Name: Back Bay's Farmhouse Brewing Co.

Location:
1805 Kempsville Rd
Virginia Beach, VA United States 23464

Organization Name: AGCVA

Contact:
Rachel Reim
Email: rachel@agcva.org
Phone: (804) 364-5504 x231

Online Registration

[Member Registration](#)

[Display Roster](#)

[Add to my calendar](#)

[Map](#)

Member Registration: \$35 | Non-Member Registration \$70
Deadline to Register: May 31 at 5:00 p.m.

5. On this page, you will see your information. Please double check for accuracy and add any required information.

Event Registration

[Return to Calendar](#) Total Due \$35.00

Registration for Tidewater Summer Social at Farmhouse 6/2/22
on 6/2/2022 5:00 PM

My Information Pricing Associates Guests Summary

Check this box if the main registrant for this event is NOT attending

* First Name	Middle Name	* Last Name	Suffix
Bob		The Builder	
Title	* Organization	* Phone	
	Testing	(804) 364-5504	
* Email			
test@agcva.org			

[Next](#)

NOTE: If you are registering someone else, but will NOT be attending yourself, please click the box indicating this.

My Information Pricing Associates Guests Summary

Check this box if the main registrant for this event is NOT attending



6. Click **“Next”** button.

Event Registration

[Return to Calendar](#)

Total Due \$35.00

Registration for Tidewater Summer Social at Farmhouse 6/2/22
on 6/2/2022 5:00 PM

My Information Pricing Associates Guests Summary

Check this box if the main registrant for this event is NOT attending

* First Name	Middle Name	* Last Name	Suffix
Bob		The Builder	

Title	* Organization	* Phone
	Testing	(804) 364-5504

* Email
test@agcva.org

Next 

7. On this page, please review the pricing summary for the event, based on your current selections. Then, click **“Next”**.

Registration for Tidewater Summer Social at Farmhouse 6/2/22
on 6/2/2022 5:00 PM

My Information Pricing Associates Guests Summary

Registration Price:	\$35.00
---------------------	---------

Registration Total:	\$35.00
---------------------	---------

If you have a promo code, it can be applied at checkout.

Prev Next 

8. **Associates** are individuals who are employed by your organization. If you will be registering additional people from your company, click the pencil to begin.

My Information Pricing Associates Guests Summary

	Email	First Name	Last Name	Phone	Reg. Fee
1	 				
2	<input type="checkbox"/> Click to Register a Associate				
3	 				
4	 				
5	 				

Totals: \$0.00

Prev Next



9. Associates who have created a profile in our system will be accessible to you through a drop-down menu on this page. Click the arrow on the drop-down menu to view associates for your company. **If the associate you would like to register is not visible, please contact Suzanne Edwards for assistance.** Associates will be added to your registration once you select their name from the drop-down menu.

Once you have added all associates, click **“Next”** to move to the next step in the registration process.

10. **Guests** are individuals who will be attending with you but are **NOT employed by your company or another AGCVA member company.** Typically, these are spouses/significant others. To begin registering guests, click the pencil.

	Email	First Name	Last Name	Phone	Reg. Fee
1					
2					
3					
4					
5					
					Totals: \$0.00

11. You will be prompted to enter basic contact information for your guest. All fields in red are required information. When you have added all guests, please click **“Next”** to move to the next step in the process.

12. The final page shows a summary of your registration, including any associates or guests whom you registered. Please review and click “Checkout Now”.

My Information Pricing Associates Guests Summary

Registration

Email	Name	Info	Reg. Fee
test@agcva.org	Bob The Builder	✓	\$35.00

Associates Registration

Email	Name	Info	Reg. Fee
No Associates Have Been Registered			

Guest Registration

Guest	Info	Reg. Fee
Betty Builder		\$35.00

Total Due **\$70.00**

Prev Checkout Now



13. On this page, you will see another summary and your total price. If you have a promo code, please enter it in the space provided, then select your preferred method of payment.

If you need assistance while registering, please contact:

Suzanne Edwards
804-364-5504 x201
suzanne@agcva.org

Additional Notes:

For some events, additional attendee information, such as dietary needs, may be collected. In this case, you will need to enter this information **for each attendee** in order to complete registration.

For events with sponsorship available or with specific additional activities you may participate in, there will be an additional tab titled “Items”. In this tab, you will make your selections by entering the quantity in the box provided.