

Convention Registration Instructions

Log in to AGCVA.org with your business email. Click "Forgot Credentials" to have login information resent to you.

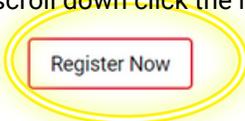
JOIN | REGISTER | FIND A MEMBER

[Forgot Credentials](#)

2. Click "Register Today" on the Convention image located on the website banner.



3. This will direct you to the event page on our website. To review the full schedule and session information, scroll down click the red titles. When you are ready to register, click "Register Now".



*If you have questions about registration, please contact Missy Gupton.

Email Missy | Call Missy: 804-364-5504 x230.

To download a printable copy of the registration program, [click here](#).

4. This will direct you to the event registration page. Click the "Member Registration" button on the right side of the page.

AGCVA Convention (01/20/22 - 01/23/22)

Start Date: 1/20/2022 10:00 AM EST
End Date: 1/23/2022 6:00 AM EST

Venue Name: The Greenbrier Resort

Location:
101 Main Street West
White Sulphur Springs, WV United States 24986

Online Registration

5. On the first page, you'll see information about you as the registrant. Add any necessary information and click "Next". If you are registering someone else, **but will NOT be attending yourself**, please be sure to check the box at the top of the screen.

My Information Responses Pricing Sessions Items 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 []

* Email
carterhope@gmail.com

Next

6. Please select the appropriate dietary restrictions option from the drop-down menu. This is a required field. If you have NO dietary restrictions, please be sure to select that option from the menu. If you have food allergies, please specify in the box below. Please note the instructions for seating requests at the Chairman's Installation Banquet that are listed on this page.

My Information Responses Pricing Sessions Items Associates Guests Summary

If you would like to request reserved seating at the Chairman's Installation Banquet, please send an email to AGCVABanquet@gmail.com with your requested number of seats.

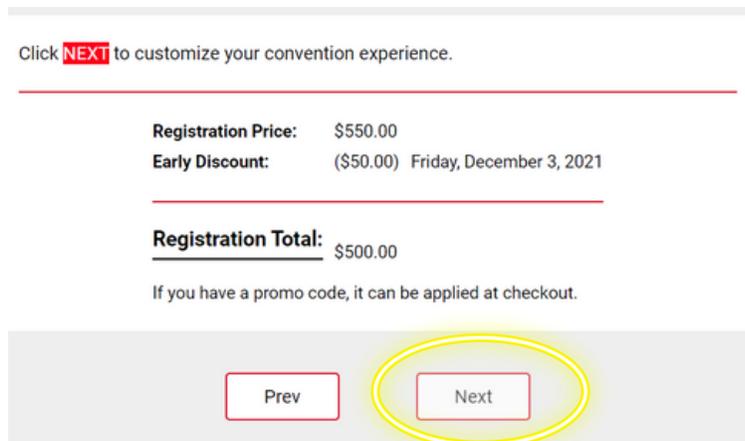
All dinner attendees must be registered for the convention and signed up to attend the chairman's banquet.

This information must be received by January 7, 2022.

* Do you have any dietary restrictions?
[]

Please provide details if you have food allergies.
[]

7. On the next screen, you will see a summary of your registration thus far. Please review, then click "Next".



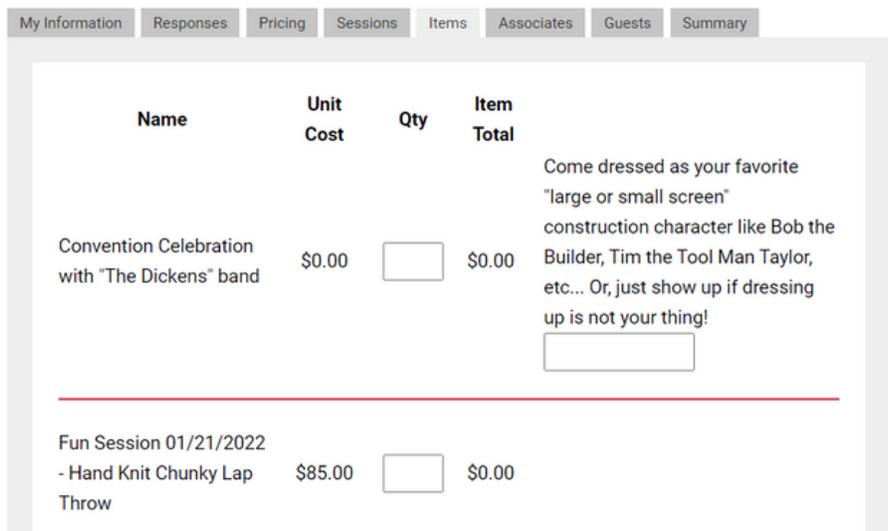
7. On this page, you'll make your selections for any sessions, events, or meetings that you plan to attend. Please check the boxes on the left of the screen to indicate that you will be attending. Please note additional charges for some events & meetings, and note your total cost at the bottom of the screen. When you have completed your selections, click "Next". (Note: the screenshot below does not picture all of the options available.)

Other Options

Meetings

- Board of Directors Meeting \$0.00
- Convention Headline Speakers; Scott Wayne & Ace Callwood - Beyond the Pivot \$0.00
- District Officers Council Meeting \$0.00
- General Membership Lunch Meeting \$40.00
- Legislative Update \$0.00
- New Member Meet & Greet Luncheon with the Board of Directors \$0.00

8. Please make any additional selections for events that you plan to attend by entering the number (including spouses/guests/children) who will be attending in the box. Then click "Next". (Note: the screenshot below does not picture all of the options available.)



9. On this screen enter any Associates (people from within your organization) who will also be attending. Begin by clicking the pencil on the left of the screen. If you are NOT registering any associates, click "Next".

My Information Responses Pricing Sessions Items Associates Guests Summary

Associates are employees of your organization. Please click the pencil, select from the drop-down or search by email address.

Please register non-members that are attending with an AGCVA member as **guests**.
(i.e. significant others, children, clients)

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

9. On this screen, select the name of the individual you would like to register from the drop-down menu. If that individual is NOT listed, please contact Suzanne Edwards (suzanne@agcva.org) so that we can create an account for this person.

Associates are employees of your organization. Please click the pencil, select from the drop-down or search by email address.

Please register non-members that are attending with an AGCVA member as **guests**.
(i.e. significant others, children, clients)

Please look up associate information:

By Name:

By Email

Address: _____

10. On this screen, please register any guests (significant others, children, etc.) who will be attending with you. Click the pencil to add their information. When done adding all guests, click "Next".

My Information Responses Pricing Sessions Items Associates **Guests** Summary

Guests are non-members that are attending with an AGCVA member (i.e. significant others and/or children).

Begin by adding any guests names below and on the following screen, use the drop down option to select the appropriate guest category to access correct pricing.

Please register additional employees of your organization as **associates**.

You May Invite a Maximum of 10 Guests

	Email	First Name	Last Name	Phone	Reg. Fee	Session Fee	Upsell
1	<input type="text"/>						
2	<input type="text"/>						
3	<input type="text"/>						
4	<input type="text"/>						
5	<input type="text"/>						
6	<input type="text"/>						
7	<input type="text"/>						
8	<input type="text"/>						
9	<input type="text"/>						
10	<input type="text"/>						
Totals:					\$0.00	\$0.00	\$0.00

10. You've arrived at the final screen, which shows a summary of your selections. Please review the summary and when you are ready, click "Checkout" to complete your registration.

If you have not entered any required information, the system will not let you proceed and you will see red "Fix Now" text. Usually this means you haven't responded to the dietary needs question, so we recommend checking that first.

If you have questions during the registration process, please contact Missy Gupton, Senior Events Manager. Email: missy@agcva.org | Phone: 804-364-5504 x230

Thank you for registering! We'll see you in January!