

## Multi-Person Registration Tutorial:

New for 2024. You may now register other attendees and exhibitors from the same company for our meetings when logged in with your individual credentials.

On the Meeting Registration Page click on **Register Now**.

Log in with your individual credentials, if you do not know your individual log in credentials, enter your email and click forgot password to reset or you can create a new account.

Once logged in, you can register yourself or someone else. If you are going to register yourself for the meeting, [register yourself first](#).

Click on Register Someone Else. **Register Someone Else**

Add Registrant – enter attendee email address – Click **Look up >**

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Add Registrant

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User Information:

Email Address:

**Look up >** **Add a new user >**

If attendee record is found, confirm by clicking **Add User**, and proceed with Registration.

Enter or verify the emergency contact information for the individual.

If attendee record is not found, click **Add a New User >**

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Add New User to your Group

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User Information:

Email Address:

\*Email Address:

User Profile

After you have filled out all the attendee's information Click **Add a New User >**

Phone Number:



**Cancel** **Add a new user >**

Click **Register**.

Your contact information will be under contact information.

Under the Product Name will be the meeting, and the attendee

### My Cart

My Cart	Shipping & Billing	Review & Payment
<b>Product Name</b>	<b>Total Price</b>	<b>Edit/Remove</b>
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA Ship Customer : Luke Skywalker	\$1,400.00 USD	 
		<b>Total Amount: \$1,400.00 USD</b>
<b>Contact Information:</b>		
Sammy Safety Phone:(866) 821-3468 Email: sammysafety@trucking.org		
<a href="#">Continue</a>		

Click **Continue**

## Review & Payment

Input **Promotion Code (if applicable):** and click **APPLY**

If you want the confirmation email to be sent to someone other than the attendee, enter the information where indicated.

Enter your payment information.

Accept **ATA's Terms of Service**

click **Place your order.**

### My Cart

My Cart	Shipping & Billing	Review & Payment
<b>Order Summary</b>		
<b>Product Name</b>		<b>Total Price</b>
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA Luke Skywalker .		0.00
	Items (1)	0.00
	Shipping	0.00
	Tax	0.00
	<b>Total:</b>	<b>0.00</b>
Promotion Code: <input type="text" value="Market Code"/>	<a href="#">Apply</a>	
Please enter an alternate email address where meeting confirmation should be sent. <input type="text" value="alternate email"/>		
<a href="#">Back</a>		<a href="#">Place your order</a>

## Meeting Confirmation Screen

Your information will be under Billing Information, Attendee will be under Shipping Information

Order Number:9000933167

Order Date: 11/15/2023

Item	Quantity	Price	Total
TMC's 2024 Annual Meeting & Transportation Technology Exhibition - March 4-7, 2024 - New Orleans, LA	1	\$0.00 USD	\$0.00 USD
	Item(1)		\$0.00 USD
	Tax		\$0.00 USD
	Total:		\$0.00 USD
<b>Billing Info:</b>	<b>Shipping Info:</b>		
Sammy Safety Safety Liason American Trucking Associations 80 M St SE Ste 800 Washington, DC 20003-3557 USA	Luke Skywalker Jedi Master Skywalker Trucking 15218 Melody Ln Victorville, CA 92394-7375 USA		
<b>Payment Method:</b>	<b>Shipping Method:</b>		

Register Someone Else

If you are registering someone else. Click

[Register Someone Else](#)