

## **GOAL Conference Registration Instructions:**

- 1) To initiate registration, log in to your GAA user account in PORTal here: <https://gaa.ps.membersuite.com/Login.aspx>. If you do have a GAA user account, create one to register.
- 2) Once logged in to PORTal, click on “GOAL 2018 Conference Registration” under “Events,” which is to the right of the page.
- 3) Then click on “Register for this Event” under “Event Tasks,” which is at the bottom of the page.
- 4) If you are bringing a spouse or companion to GOAL, input “1” in the “Social Guests” field and then click “Continue.” Social guest registration includes all social and networking events and complimentary tours during the conference. Social guests are for spouses and companions only, not for industry professionals, who must register separately. The cost is \$500 per guest.
- 5) Answer the following questions regarding your intention to attend GOAL’s social and networking events and industry tours, and then click “Continue.”
- 6) Select your preferred method of payment (credit card or invoice) and fill out the fields accordingly. If you received a discount or promo code, input the code under “Apply Discount/Promo Code” and click “Apply Code.” Then click “Continue.”
- 7) Finally, confirm your purchase. You will receive an email confirmation, with payment details for invoices.