

# AIAAA 2019 CONFERENCE REGISTRATION

## FOR EXHIBITORS AND SPONSORS

### Sponsors and Exhibitors Message

#### **AIAAA Exhibitor Registration**

AIAAA is proud to launch a new system called AMP to complete all Vendor registration and payments for our Annual Conference. AMP, Association Management Platform, was designed by FinalForms in order to empower both Association leadership and vendors with useful features.

The Athletic Directors' Associations in Ohio, Indiana, California, Washington, New York, Michigan and North Carolina are using AMP's revolutionary features to streamline registration and provide an outstanding experience for all their Vendors. We look forward to joining this group, as a leader, to provide a first-class registration experience for all of our Vendors and up to date communication as we approach our annual conference.

#### **IMPORTANT INFORMATION TO LOOK FOR:**

**All AIAAA current and potential Exhibitors will receive in their inbox an email from the 'AIAAA AMP Mailman'.**

**The AIAAA AMP site is: <https://aiaaa.finalforms-amp.com/vendors>**

1. When you receive the email, 'click here to confirm your account' link
2. Enter and create your password
3. Click register for an Event (Pay Online or By Check)
4. Locate the 'My Events' area and click 'Register for Events'
5. Register for an Event (Pay Online or By Check)
6. Sign and submit all forms and follow on-screen instructions until you arrive at the 'Forms Complete' page.
  - i. Pay Online by Credit Card
    1. Sign and submit the form then follow on-screen instructions.
    2. You will immediately be registered and paid!
  - ii. Pay by Check
    1. Download the completed PDF and follow the mailing instructions.

*Note: At anytime if you need assistance, click the SUPPORT button in the bottom right-hand corner of the screen and email any questions or concerns to the AMP Support Team. Your email will be answered within a few hours.*