Registration Instructions for Non-Members of ATLA

These instructions are only for individuals who are not ATLA Individual, Student, or Lifetime Members or are from an ATLA Institutional or Affiliate Member. If you or your institution are a member of ATLA, use the registration link below and log-in with your membership information.

Registration requires two processes—Creating a Profile and Registering for the Conference.

Creating a Profile

1. Access the Registration Link: [https://www.atla.com/Members/conference/Pages/default.aspx](https://www.atla.com/Members/conference/Pages/default.aspx)
2. Click on the “Register” box and it will take you to the registration page.
3. Click on “Sign Up as a New Contact” located directly under the username and password fields.
4. Enter all required information.
5. Click “Skip Organization Search.”
6. Enter Organization and other relevant information.

You will receive an e-mail with a username and password shortly after completing your new profile.

Registering for Conference

1. Access the Registration Link: [https://www.atla.com/Members/conference/Pages/default.aspx](https://www.atla.com/Members/conference/Pages/default.aspx)
2. Click on the blue “Register” box and it will take you to the registration page.
3. Enter your new username and password that were sent via e-mail.
4. Confirm your registrant information.
5. Proceed through the registration steps and select any pre-conferences, excursions, and optional lunch events you would like to attend.
6. After reviewing your Summary, proceed to the Shopping Cart.
7. In the Shopping Cart, enter your credit card for payment. We accept all major credit card (Visa, MasterCard, American Express, Discover). If you would prefer to pay by check, ATLA accepts all major credit cards (Visa, MasterCard, American Express, Discover).
8. If you prefer to not provide credit card information or if you are paying by check, select the “Pay by Check” option, print this page, and submit it with your check via mail to:

   ATLA  
   Re: Conference Registration  
   300 S Wacker Dr., STE 2100  
   Chicago, IL 60606