

## 1. Click "Lookup"

Welcome → Attendee Information → Registration Selection → Additional Attendees → Registration Record

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**Step 1:** Press "Lookup", then provide your email address on the lookup page.  
**Step 2:** Press "Continue"

Lookup

Attendee Category New Non-Member

Continue

\* = Required Field

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## 2. Enter the first person's email address, click "Lookup"

Attendee Category New Non-Member

Lookup

Email TYPE EMAIL HERE

Lookup

## 3. Either the window will close on its own, or you will receive this message:

Attendee Category New Non-Member

Lookup

Email

Lookup

You have not been validated. Please close this window and continue with registration.

0 contact(s) found for oosoho83@aol.com.

If you receive this message, simply close the window.

#### 4. Click "Continue"

Welcome → Attendee Information → Registration Selection → Additional Attendees → Registration Record

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**Step 1:** Press "Lookup", then provide your email address on the lookup page.  
**Step 2:** Press "Continue"

Lookup

Attendee Category New Non-Member

Continue

\* = Required Field

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#### 5. Enter all required information for the person you are registering. Click "Continue"

Welcome → Attendee Information → Registration Selection → Additional Attendees → Registration Record

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\* = Required Field

Email Address\*

Prefix (Mr, Mrs, Dr etc)\*

First Name\*

Last Name\*

Job Title\*

Company\*

Address Line 1\*

Address Line 2

City\*

US State

State/County/Province (Non-US)

Zip (Postal Code)\*

Country\*

Work Phone\*

Extension

cc email

Continue

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#### 6. Make Selections as Prompted. Click "Continue"

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\* = Required Field

\* Please select what type of registration you would like.

[Clear Selection]

Student Registration \$59.00

Join & SAVE - registration plus TAPPI membership \$84.00

Chapter Faculty/Chaperone Registration \$150.00

Committee Member Registration \$150.00

Extra Exhibitor Registration \$100.00 [More Info]

Continue

**7. You will be prompted to decide whether you will register another person.  
CLICK YES, THEN “CONTINUE”**

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Welcome → Attendee Information → Registration Selection → **Additional Attendees** → Payment → Registration Record

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Will you be registering any other attendees for this event?\*

Yes  No

Continue

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**8. You will be returned to the landing page. CLICK “LOOKUP”  
Enter the next email address, THEN CLICK “REGISTER ANOTHER”**

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Welcome → Attendee Information → Registration Selection → **Additional Attendees** → Payment → Registration Record

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Existing Attendees

Ref #	Name	Email Address	edit	delete
M M		l@l.com		

Complete Registration

Register an Additional Attendee

Lookup (Enter email address)

Attendee Category New Non-Member

**THEN:**

Register Another

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**REPEAT steps 1-8 until you have entered each person you want to register.**

**THEN:**

Welcome → Attendee Information → Registration Selection → **Additional Attendees** → Payment → Registration Record

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Existing Attendees

Ref #	Name	Email Address	edit	delete
7005687	M M	maeighangould@maeighangould.com		
7005883	Maeghan Gould	mgould@tappi.org		

**Complete Registration** >

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Register an Additional Attendee \* = Required Field

**Lookup** >

Attendee Category New Non-Member

**Register Another** >

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**Enter payment information.**

**Email confirmations will be sent to each attendee.**

**Receipt for payment will be emailed.**

**If you have any questions, please email [mgould@tappi.org](mailto:mgould@tappi.org).**