

REGISTER TO ATTEND THE CONFERENCE

1. Go to <https://tabletop.events/conventions/wheda-conference>
2. Click "Buy Badges"
3. Click "Buy" corresponding to the badge type you qualify for
4. Click "login or create an account" (login if you have an account or register if you do not have an account)
5. Input first and last name, input email address, select lunch option, input any dietary restrictions or N/A if none and answer interpreter question
6. Click "Add to Cart"
7. If the registrant plans to attend the Tax Credit Compliance training tract at the Conference then follow steps 7a - 7d
 - a. Click "Buy Tickets"
 - b. Click "Get"
 - c. Click "Get ticket for _____"
 - d. Click "Buy Badges" if you want to register additional person(s) or click "Checkout" if you are ready to checkout
8. Follow steps 5 - 6, and 7 if applicable, if you want to register additional person(s)
9. Click "Checkout"
10. Click "Add A Credit Card"
11. Input information requested
12. Click "Save Card"
13. Input billing zip/postal code
14. Click "Pay via Credit Card"
15. A receipt will be sent to the email address tied to the account used for the registration(s)

TO BECOME AN EXHIBITOR AT OR SPONSOR OF THE CONFERENCE

1. Go to <https://tabletop.events/conventions/wheda-conference>
2. Click "Apply to Exhibit/Sponsor"
3. Click "login or create an account" (login if you have an account or register if you do not have an account)
4. Input company name, click "I agree." and click "Start Application"
5. Input web site URL, contact first and last name, contact phone, contact email, upload logo, add description if you would like and click "Submit Application"
6. Application will be submitted to WHEDA for review - once WHEDA approves you will receive an email confirmation
7. From confirmation email, click "Click here to buy a booth."
8. Log in
9. Click "Add to Cart" corresponding to the booth you would like
10. Click "Add to Cart" corresponding to electricity if you would like it for your booth
11. Input first and last name, input email address, select lunch option, input any dietary restrictions or N/A if none, answer interpreter question and click "Add Badge To Cart"
12. Repeat step 11 if you have 1 free remaining (exhibitors and gold sponsors receive one badge and platinum sponsors receive two badges)
13. Click on "Sponsorships" next to "Checkout"
*****THIS MUST BE COMPLETED FOR ALL EXHIBITORS AND SPONSORS*****
14. Click "Add to Cart" corresponding to the exhibitor/sponsorship you would like
15. Click "Checkout"
16. Click "Add A Credit Card"
17. Input information requested
18. Click "Save Card"
19. Input billing zip/postal code
20. Click "Pay via Credit Card"
21. A receipt will be sent to the email address tied to the account used for the application