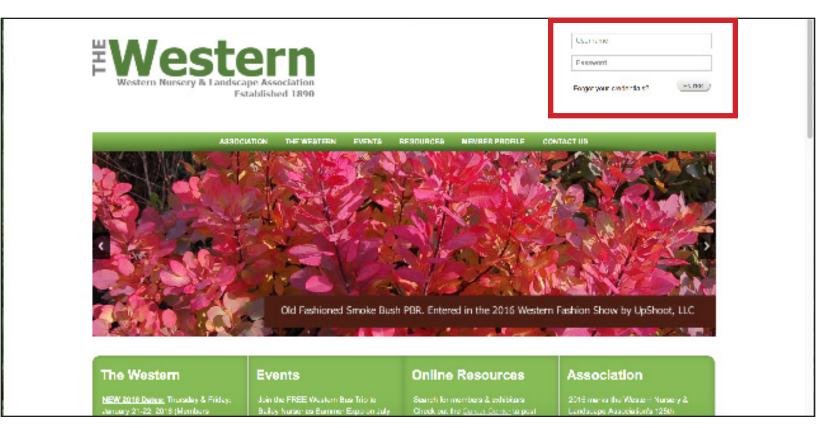


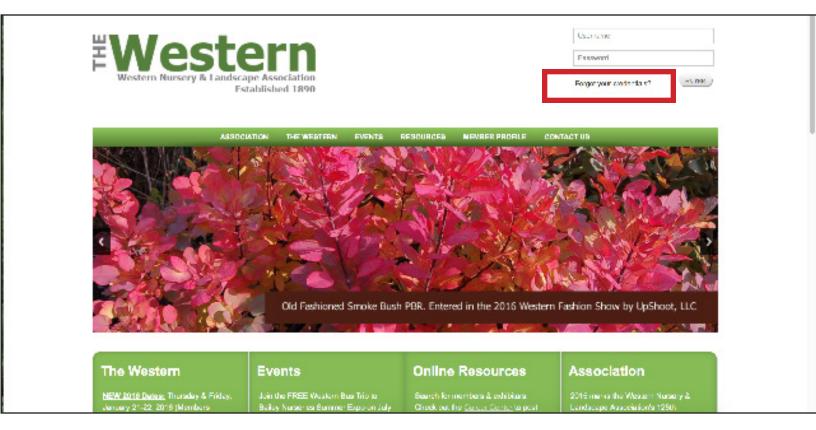
## WNLA Renewal Member - Register for Event

If you were a Western member last year and want to renew your WNLA membership dues and register for an event follow these instructions.



- 1. Go to wnla.org
- 2. Enter your username and password on the top right hand corner.



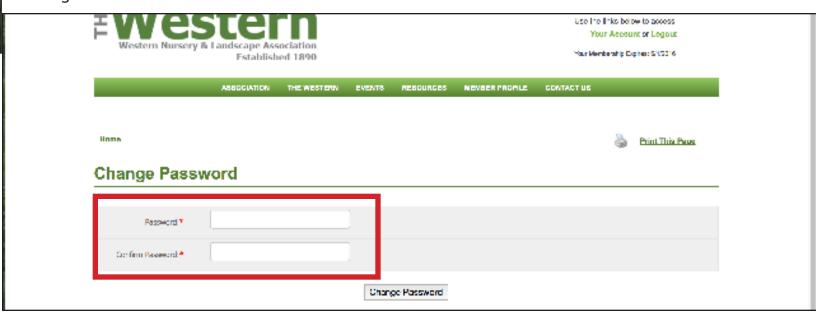


- 3. Don't have your username? Your username and password are included in the dues renewal packet or you can reset your password.
- 4. Reset your username or password. If you don't have your username or password, you can click on the "Forgot Your Credentials" link at the top right. If you aren't sure if you were a WNLA member last year, click the "Forgot Your Credentials" link and enter your email address. The system will let you know if we have a website profile for you or not. If we don't have a website profile for you, follow the non-member instructions to join WNLA and register for the event.





5. Enter your email address. You will receive an email message from sarah@wnla.org that includes your username and a temporary password. Enter this username and temporary password to login.



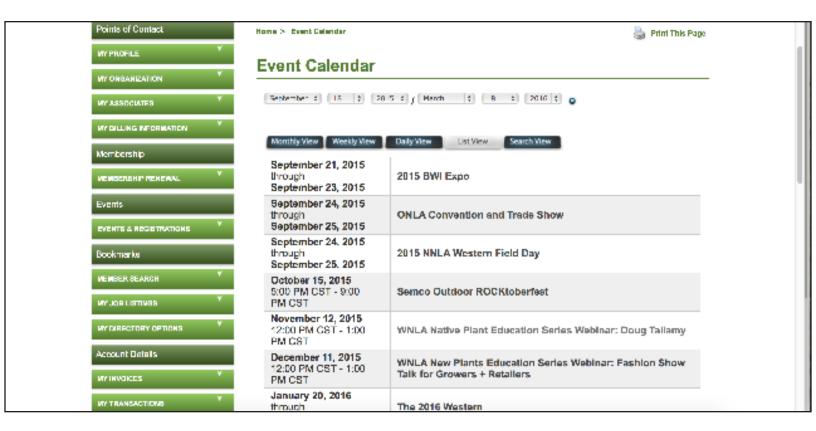
6. IF you reset your password, you'll be prompted to select a newpassword. If you use the username and password that were included with your mailed dues packet, you will not see this screen.





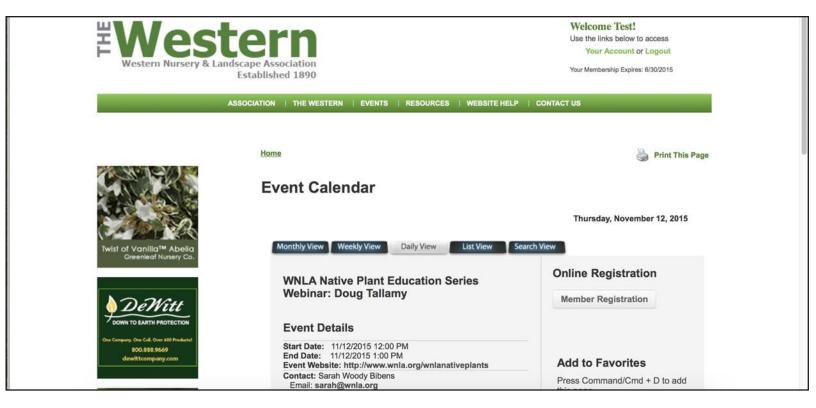
7. The first screen you see will be My Profile. Click on Events on the top navigation bar and then Event List.





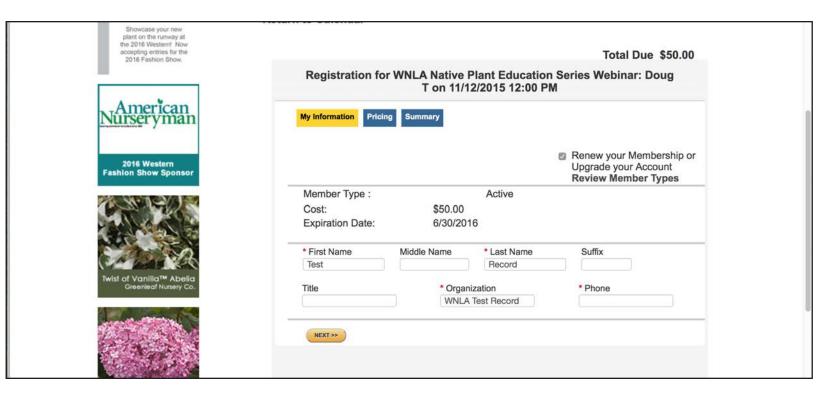
8. Scroll down until you see the event you want to register for and click on that event. Note that for events we list on behalf of members, exhibitors or other associations, you will need to contact them directly for registration.





9. Click on Member Registration. If registration is not yet open for a particular event, you'll see the date registration should open instead of the Member Registration button.





10. The registration data will be pre-populated with your name, company and contact information. If you want to renew your WNLA member dues, make sure to check the "Renew Your Membership" box. Click on Next.

IF you are registering for the Western, you will see two additional screens when you click on Next. One screen will let you sign up for tours and the Wednesday Evening Reception. The other screen will allow you to register others from your organization to attend the Western at the member rate.



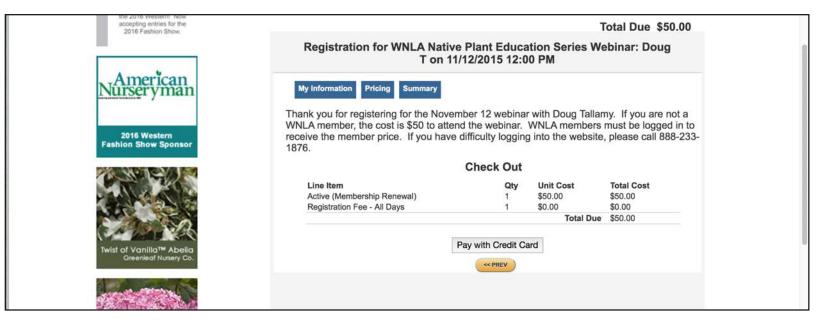


11. The next screen shows the total amount due for the registrations. For WNLA members, the webinars are free so you will see \$0 due for the registration but the total due is \$50 since you are renewing your WNLA membership dues. Click Next.



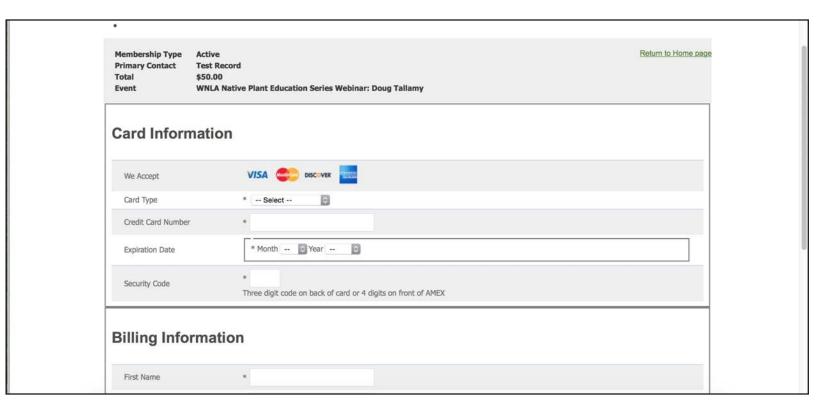


12. Click the Checkout Now button.



13. Now click the "Pay with Credit Card" button.





13. Enter your credit card information on this screen. We work with Timberlake to provide website services, including the payment processing side of the website.