

INSTRUCTIONS FOR REGISTERING FOR AND PAYING FOR CONFERENCE ATTENDANCE

Once you have paid for IAFA membership, you may register for the next conference. This process involves fewer screens than membership creation or renewal.

STEP 1: Choose to Register

On the EVENTS page, you will see a list of upcoming events. There should be only one. Choose *Register*.

The screenshot shows a light blue box titled "Upcoming events". Inside, there is a section for "ICFA 35 'Fantastic Empires'". It lists the start date as "19 Mar 2014" and the end date as "23 Mar 2014". The location is "Orlando, FL". A red arrow points to a "Register" button. Below the button is a link that says "Already registered". To the right of the event details is a short description: "The International Conference on the Fantastic in the Arts (ICFA) is an annual scholarly conference devoted to all aspects of the fantastic (broadly defined) as it appears in literature, film, and the other arts. The ICFA is held every year in Orlando, Florida, USA." At the bottom right of the event box is a "Show details" button.

STEP 2: Identify yourself and confirm your humanity.

Fill in your email address and the CAPTCHA. Then choose Next.

The screenshot shows a registration form with a dark header containing "HOME", "JOIN IAFA", and "EVENTS". The main heading is "ICFA 35 'Fantastic Empires'" with a calendar icon and a link to "Add to my calendar". Below this is a blue box with event details: "Event ICFA 35 'Fantastic Empires'", "19 Mar 2014 - 23 Mar 2014", and "Location: Orlando, FL". The form has two main sections: "Enter registrant email" and "Security check". The "Enter registrant email" section has a text input field labeled "e-Mail" with a red arrow pointing to it. The "Security check" section has a text input field labeled "* Code" containing "WCYHTU" and a red arrow pointing to it. Below the code input is a CAPTCHA image showing the characters "WCYHTU" in a stylized font. To the right of the CAPTCHA are two small circular icons. At the bottom of the form are "Cancel" and "Next" buttons. Two text boxes provide instructions: "The system uses your email address to identify your registration." and "The 'CAPTCHA' helps deter robotic registrations."

STEP 3: Choose your registration option.

All valid options for the time period and your membership status will appear. If early registration is available, you should take it. If you are an invited author or are receiving a special concession, you will have been given a code to use to unlock those registration options after you choose. To continue, choose *Next*. To return to the previous screen, choose *Back*. To cancel this process, choose *Cancel*.

Choose registration type * Mandatory fields

Registration

- R01 Regular Member Early Registration - \$110.00 (USD)**
- R02 Regular Member Normal Registration - \$135.00 (USD)**
- R03 Regular Member Late Registration - \$165.00 (USD)**
- X01 Invited Author - Variable**
 (Registration code required)
Author invited to attend the conference as a guest of the organization
- X02 Special Concession - Variable**
 (Registration code required)

Choose the most advantageous option that appears.

CancelBackNext

STEP 4: Fill out or verify contact information.

This information pertains to the conference attendee—not necessarily the person or organization that will pay for the conference. Make any appropriate changes and scroll down.

ICFA 35 "Fantastic Empires"

12 [Add to my calendar](#)

Event ICFA 35 "Fantastic Empires"
19 Mar 2014 - 23 Mar 2014
Location: Orlando, FL

Registration type R01 Regular Member Early Registration - \$110.00

Total amount \$110.00 (USD)

Enter registration information * Mandatory fields

First name(s)
If you are maintaining this record for a person, key the first name here. Otherwise, leave this blank.

Last name or organization name
If you are maintaining this record for a person, key the last name here. If for an organization, key the entire organization name here.

Preferred Name
This will be used for name tags, among other things.

Contact type Organization
 Person

Contact Information

e-Mail

Phone

Website

Postal Address

Address1
First line of street address

Address2
Second line of street address

Address3

City
City and postal code if normally included in that country

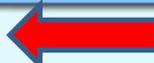
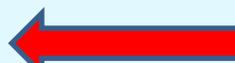
State/Province
State/province/territory, also postal code if normally included in that country

Postal Code
Postal Code if it normally follows city

Country

STEP 5: Choose conference options.

Make any appropriate changes to meals, other events, and souvenirs and scroll down.

Meals	
Thursday Guest of Honor Luncheon	<input checked="" type="radio"/> 1 ticket \$38.00 (USD)  <input type="radio"/> 2 tickets \$76.00 (USD) <input type="radio"/> 3 tickets \$114.00 (USD) <input type="radio"/> 4 tickets \$152.00 (USD) <input type="radio"/> I am not attending this event. \$0.00 (USD) <small>Tickets for the Luncheon are \$38/each if purchased before the 3/12. They are \$48/each, if available, if they are purchased on-site.</small>
Friday Guest Scholar Luncheon	<input checked="" type="radio"/> I will attend alone. (Fee included in registration.) \$0.00 (USD)  <input type="radio"/> I am an invited author attending alone \$0.00 (USD) <input type="radio"/> 1 additional ticket \$38.00 (USD) <input type="radio"/> 2 additional tickets \$76.00 (USD) <input type="radio"/> 3 additional tickets \$114.00 (USD) <input type="radio"/> 4 additional tickets \$152.00 (USD) <input type="radio"/> I am not attending this event. \$0.00 (USD)  <small>A non-transferable luncheon ticket is included with conference registration. Additional tickets are \$38/each if purchased before 3/12. They are \$48/each, if available, if purchased on-site. If you are not coming to the luncheon, please indicate that.</small>
Saturday ICFA Banquet	<input checked="" type="radio"/> 1 ticket \$50.00 (USD)  <input type="radio"/> 2 tickets \$100.00 (USD) <input type="radio"/> 3 tickets \$150.00 (USD) <input type="radio"/> 4 tickets \$200.00 (USD) <input type="radio"/> I am not attending this event. \$0.00 (USD) <small>Tickets for the Saturday Banquet are \$50/each if purchased before 3/12. They are \$60/each, if available, if purchased on-site.</small>

This person will attend the Thursday Luncheon.

One ticket to the Friday Guest Scholar Luncheon is included with registration.

If you do not intend to attend this event, please indicate that here so the hotel will not set a place.

This person will attend the Saturday Banquet.

Make any appropriate changes and scroll down.

Other Events	
Sunday Excursion	<input checked="" type="radio"/> No Sunday excursion ticket \$0.00 (USD)  <input type="radio"/> 1 Sunday excursion \$65.00 (USD) <input type="radio"/> 2 Sunday excursion tickets \$130.00 (USD) <input type="radio"/> 3 Sunday excursion tickets \$195.00 (USD) <input type="radio"/> 4 Sunday excursion tickets \$260.00 (USD) <small>Excursion to Kennedy Space Center. The cost will be \$65 which includes transportation and admission. Buses will leave at 9am and return to the hotel at 6pm.</small>

This person is not attending the Sunday excursion.

STEP 6: Choose souvenirs.

Make any appropriate changes and scroll down.

Souvenirs.

T-shirt (specify sizes) No T-shirt \$0.00 (USD)  This person is ordering 1 T-shirt.

1 T-shirt \$20.00 (USD)

2 T-shirts \$40.00 (USD)

3 T-shirts \$60.00 (USD)

4 T-shirts \$80.00 (USD)

See http://iafa.highpoint.edu/annual-conference/next/icfa2014shirt_upload/ for a picture of the image for this year's souvenirs. If you are buying T-shirt(s), specify the size for each.

T-shirt sizes (S, M, L, XL, 2XL, 3XL, 4XL, 5XL)

Lady's Fitted T-shirt No lady's fitted T-shirt \$0.00 (USD)

1 lady's fitted T-shirt \$25.00 (USD)

2 lady's fitted T-shirts \$50.00 (USD)

3 lady's fitted T-shirts \$75.00 (USD)

4 lady's fitted T-shirts \$100.00 (USD)

See http://iafa.highpoint.edu/annual-conference/next/icfa2014shirt_upload/ for a picture of the image for this year's souvenirs. If you are buying lady's fitted T-shirt(s), specify the size for each.

Lady's fitted T-shirt sizes T-shirt sizes (XS, S, M, L, XL)

Small Tote No small tote \$0.00 (USD)

1 small tote \$20.00 (USD)

2 small totes \$40.00 (USD)

3 small totes \$60.00 (USD)

4 small totes \$80.00 (USD)

See http://iafa.highpoint.edu/annual-conference/next/icfa2014shirt_upload/ for a picture of the image for this year's souvenirs.

Large tote No large tote \$0.00 (USD)

1 large tote \$30.00 (USD)

2 large totes \$60.00 (USD)

3 large totes \$90.00 (USD)

4 large totes \$120.00 (USD)

See http://iafa.highpoint.edu/annual-conference/next/icfa2014shirt_upload/ for a picture of the image for this year's souvenirs.

This person is ordering 1 T-shirt.

Here is where you indicate the size. If you ordered a medium and a large, you could key 1M, 1L, for example.

Click on this link to see the artwork for this year's shirts and totes.

STEP 7: Choose Invited Author options (if appropriate.)

If you are an invited author, that is, if you were given the secret code to register as an invited author, you may choose either an ICFA tote or T-shirt or lady's fitted T-shirt *in lieu of* the Friday meal. If you aren't just leave this selection as-is. To continue, choose *Next*. To return to the previous screen, choose *Back*. To cancel this process, choose *Cancel*.

Invited Author Alternative Gift Options

Invited Author Alternative Gift

- I am not an invited author. This person is not an invited author.
- I chose the Friday luncheon.
- ICFA Tote
- ICFA Large Tote
- ICFA T-shirt (specify size)
- ICFA lady's fitted T-shirt (specify size)

See http://iafa.highpoint.edu/annual-conference/next/icfa2014shirt_upload/ for a picture of the image for this year's souvenirs. If you are an invited author and chose the t-shirt in lieu of a meal, please indicate the size here.

Invited author T-shirt sizes (XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL)

Acknowledgements

Refund Policy [ICFA will not issue refunds for conference registration and associated fees after February 1st.](#) Don't forget to acknowledge the refund policy.

STEP 8: Confirm and proceed to payment.

Make sure that your registration type is correct and that the extra costs and amount are what you expect. (Even if you find they aren't later, you can back up and change them.) To continue, choose *Next*. To return to the previous screen, choose *Back*. To cancel this process, choose *Cancel*.

ICFA 35 "Fantastic Empires" [Add to my calendar](#)

Review and confirm

Event ICFA 35 "Fantastic Empires"
19 Mar 2014 - 23 Mar 2014
Location: Orlando, FL

Registration type R01 Regular Member Early Registration - \$110.00 Are these what you expected? If so, confirm and proceed. Otherwise, choose Back to make corrections.

Extra costs \$108.00

Total amount **\$218.00 (USD)**

STEP 9: Confirm yet again before proceeding to payment.

This is the last screen you will see before proceeding to PayPal. If you want to see an itemized invoice that you can print, click on the indicated Invoice number. To continue, choose *Next*. To return to the previous screen, choose *Back*. To cancel this process, choose *Cancel*.

Balance due: \$218.00

Balance due (1 items): \$218.00

Pay online

Click here to go to PayPal.

Search | Records found: 1

Date	Transaction	Balance due
14 Nov 2013	Invoice #00059 Event registration ICFA 35 "Fantastic Empire"	\$218.00

Click here to see an itemized invoice that you can print.

STEP 10: Choose method of payment.

This is the first screen in the PayPal system, which we use to process all on-line payments. If you have a PayPal account and want to use it to pay, verify your email address, type your PayPal password and choose Log In. Otherwise, click on *Don't have a PayPal account?* To leave PayPal without paying, click on *Cancel and return...* at the bottom of the screen.

ICFA

THE INTERNATIONAL ASSOCIATION FOR THE FANTASTIC IN THE ARTS

Your order summary

Descriptions	Amount
Registration for "ICFA 35 "Fantas..."	\$218.00
Item number: 00059	
Item price: \$218.00	
Quantity: 1	
Item total	\$218.00
Total	\$218.00 USD

Choose a way to pay

Pay with my PayPal account

Log in to your account to complete the purchase

Email

PayPal password

This is a private computer. [What's this?](#)

Log In

[Forgot email or password?](#)

Don't have a PayPal account?

(Optional) Join PayPal for faster future checkout

Cancel and return to International Association for the Fantastic in the Arts.

Click here if you don't have or don't want to pay with PayPal. This is the most common option for ICFA attendees.

Click here to leave PayPal without paying anything.

STEP 11: Choose method of payment.

This is the main screen in the PayPal system. Key in your *card information* (which might differ from the registrant's information) and provide or verify any other information on the screen. Click on *Pay* to proceed with payment. You may have to click a few more times to indicate that you are sure you want to pay. To leave PayPal without paying, click on *Cancel and return...* at the bottom of the screen.

▼ **Pay with a debit or credit card, or Bill Me Later**
(Optional) Join PayPal for faster future checkout

Country

Debit or Credit Card Prepaid Gift Card Bill Me Later Special Offer

Card number

Payment types    

Expiration date mm / yy

CSC
[What is this?](#)

Billing information

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code

Shipping address Same as billing address

Contact information

Phone type

[Why is this needed?](#)

Phone number

Email

Click **Pay** to complete your purchase. Please review your information to make sure that it is correct.

 Click here to proceed with payment.