

How to register for AEC and housing on June 6 at 8 a.m. PDT.

Please find below the step-by-step instructions for processing registration and/or housing for your group. Please note: a “group” is considered two or more registrations from the same district/company in the same transaction. *To register an individual, refer to the email from CSBA sent on May 30.*

1. Log onto this link <https://registration.experientevent.com/ShowCSB171/Flow/GROUP>
2. In the *Need to Create a Block* section of the page, enter your group name and create a user ID and password. Click *Create Group* button

The screenshot shows the registration interface for the CSBA AEC event. At the top, there is a purple banner with the CSBA AEC logo and the San Diego Convention Center logo. Below the banner, there are two main sections: 'Login' and 'Need to create a group?'. The 'Login' section has fields for 'Username' and 'Password', a 'Show Password' checkbox, and a 'Login' button. The 'Need to create a group?' section has fields for 'Please enter the name of your group', 'Username', and 'Password', a 'Show Password' checkbox, and a 'Create Group' button. Red arrows point to the 'Create Group' button and the input fields for group name, username, and password. A red arrow also points to the 'Need to create a group?' section header. At the bottom, there is a 'Back' button.

Login

* indicates required fields.

Have a Username and Password?
Please enter the username and password, then click "Login".

* Username

* Password Show Password

Login

Forgot your username or password? Click here to have your username and password emailed to you.

Need to create a group?
Please enter the information below, then click the **Create Group** button to continue. The username and password you enter will serve as your credentials when you return to the site.

* Please enter the name of your group
(ex: ABC Travel International)

* Username
(ex: abctravel)

* Password Show Password

Create Group

[← Back](#)

3. Please complete the *Contact Profile* page with your contact information which will include your company ID number [INSERT COMPANY ID]. This number is required to continue. Click **Save**.

Contact Profile

Please complete the following fields.

* indicates required fields.

* First Name <input type="text"/>	Middle <input type="text"/>
* Last Name <input type="text"/>	
Prefix <input type="text"/>	Suffix <input type="text"/>
* Company <input type="text"/>	Company 2 <input type="text"/>
* Address <input type="text"/>	Address 2 <input type="text"/>
* Postal Code <input type="text"/>	City <input type="text"/>
State/Province <input type="text" value="Please Select >"/>	* Country <input type="text" value="United States >"/>
* Phone Number <input type="text"/>	Phone Extension <input type="text"/>
Mobile Number <input type="text"/>	
* Email <input type="text"/>	Executive Assistant Email CC <input type="text"/>
* Company ID <input type="text"/>	

Please note that you, the group contact, has the choice of being the recipient of the confirmation email OR you may chose to send them to your individual registrants.

▼ * How would you like the confirmations to go out?

- Individual Confirmation Contact Confirmation

4. You will then land on the Dashboard page.

Home Page/Dashboard


Welcome to your Dashboard for the 2017 AEC Conference and Trade Show.

From here you can hold rooms, manage hotel reservations and complete registrations for your AEC group by following the steps below.

1. To create a block of rooms, click the Hold Rooms bar. NOTE: A credit card is required to guarantee your room block.
2. Enter your arrival and departure dates and the amount of rooms needed for your block. Click Search Hotels.
3. Available hotels will display. Click View Rooms on your desired hotel.
4. Room Choice page will appear. Click Select.
5. Verify number of rooms needed and dates. Click Confirm. Make sure to read the cancellation policy, check the box when you've done so.
6. Click Create My Block.
7. Your room block will display. Click Guarantee My Block.
8. From the dashboard, you are now able to add your credit card information to guarantee your room block.

Please Note: AEC Registration is required in order to add guest's names to reserved rooms in your block. Click on the AEC registration bar from the dashboard. You will land on the member lookup page that will list all members under your company/district. **NOTE: If the contact also needs to attend the AEC, they will need to register along with all others on the booking.**

Hold Rooms Step 1 →

 Hold Rooms process incomplete ▾

Edit Already Held Rooms

AEC Registration Step 2 →

Registration Activity

completed	incomplete
0	0

Hotel Reservations

Primary Contact Profile Edit →
Jody Westfall

View Completed

Group Financial Summary

Registration Total	\$0.00
Room Total	\$0.00
Booking Total	\$0.00
Payments	\$0.00

The 2017 Annual Education Conference and Trade Show coming soon! Make your plans today.

187 : 17 : 22 : 9
days hours min sec

▼ Search my group


First Name

Last Name

Search

5. To create a block of rooms, click the **Hold Rooms** bar. NOTE: A credit card is required to guarantee your room block.

Hold Rooms Step 1 →

 Hold Rooms process incomplete ▾

6. Enter your arrival and departure dates and the amount of rooms needed for your block. Click **Search Hotels**.

Room Quantities

How many rooms do you want on the main event nights? (November 30th - December 1st)

5

Apply

Arrival: 11-30-2017

Departure: 12-03-2017

Search Hotels

Room Quantities

Room Quantities

Your applied distribution of rooms is shown below.

Please ensure you have a minimum two (2) rooms held for November 30th and December 1st.

You may make adjustments as needed. Click "Apply" to continue.

Thu, Nov 30 2017	-	5	+
Fri, Dec 1 2017	-	5	+
Sat, Dec 2 2017	-	0	+


Reset Distribution



7. Available hotels will display. Click **View Rooms** on your desired hotel.





▶ Please enter your arrival and departure dates and click "View Rooms".


11/30/2017: 5 | 12/1/2017: 5 | 12/2/2017: 0 Filter




Hilton San Diego Gaslamp Quarter ⓘ

Distance: 0.1 miles from San Diego Convention Center

Hotel Features:    





\$260.00 (single/double) 


[View Rooms](#)



Hotel Solamar San Diego ⓘ

Distance: 0.7 miles from San Diego Convention Center

Hotel Features:    

\$199.00 (single/double) 

[View Rooms](#)




8. Room Choice page will appear. Click **Select**.

Room Choice

[Dashboard](#)

Hilton San Diego Gaslamp Quarter


Hotel Location: 401 K St, San Diego, CA 92101-6929
Distance from San Diego Convention Center: 0.1 miles

Hotel Features:   


[Description](#) | [Photos](#) | [Map](#) | [Amenities](#) | [Accessibility](#) | [Select Room](#)

The rates indicated below are based on **Single/Double** occupancy. Additional occupants may incur additional fees.

Run of House Max Guests - 4 ✓ AVAILABLE

Guarantee  *Due at time of Booking

nightly \$260.00 ▼

total \$586.01 ▼ 

[Select](#)

9. Please review selected dates, edit if need be. Make sure to read the cancellation policy, check the box when you've done so.

Create Block

Please review selected dates and room types. Click "Edit" to adjust the number of rooms for a particular night as needed.

The rates indicated below are based on **Single/Double** occupancy. Additional occupants may incur additional fees.

Hilton San Diego Gaslamp Quarter - Run of House [Max guest per room - 4]

Guarantee
☰
*Due at time of Booking

nightly
\$260.00 ▼

total
\$586.01 ▼

Date	# Rooms
Thu, Nov 30 2017	5
Fri, Dec 1 2017	5
Sat, Dec 2 2017	0

[Edit](#)

Cancellation Policy

HOTEL CHANGES/CANCELLATION: All rooms confirmed in your block must have names assigned no later than Friday, September 29, 2017 (with the exception of any pending reservations within your block). Your district is allowed to hold a maximum of two (2) pending reservations until the housing deadline, Wednesday, November 8 at 3:00 p.m. (PDT). Reservations may be cancelled by email at csbaexh@experient-inc.com. If you need to cancel any rooms you must do so on or before Friday, September 29, 2017 to avoid a cancel penalty equal to one (1) night's room and tax, charged for each cancelled room in your block. This charge will be processed to the credit card provided during this request process. If you have not added a unique name to the pending reservations by the aforementioned name deadline of Wednesday, November 8 at 3:00 p.m. (PDT), the rooms will be released and you will be charged the one (1) night's room and tax cancel fee for each room. Please note, failure to arrive on your scheduled arrival date will result in a penalty equal to one (1) night's room and tax. In addition, your reservation will be cancelled in its entirety. Penalties for early departure are enforced and vary by hotel. Make sure to verify your departure date with your hotel upon check-in.

* I agree to the cancellation policy

10. Click **Create My Block**.

[Create My Block](#)

[← Back](#)

11. Your room block will display. Check the "I authorize..." box. Then click *Guarantee My Block*.

Hilton San Diego Gaslamp Quarter (Run of House) ←

	Fri, Nov 24 2017	Sat, Nov 25 2017	Sun, Nov 26 2017	Mon, Nov 27 2017	Tue, Nov 28 2017	Wed, Nov 29 2017	Thu, Nov 30 2017	Fri, Dec 1 2017	Sat, Dec 2 2017	Sun, Dec 3 2017
Held	0	0	0	0	0	0	5	5	0	0
Used	0	0	0	0	0	0	0	0	0	0
Available	0	0	0	0	0	0	5	5	0	0
Single Rate	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00
Double Rate	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00



Selecting "Guarantee My Block" below will redirect you to our SecuRemit site where you may enter your credit card information.

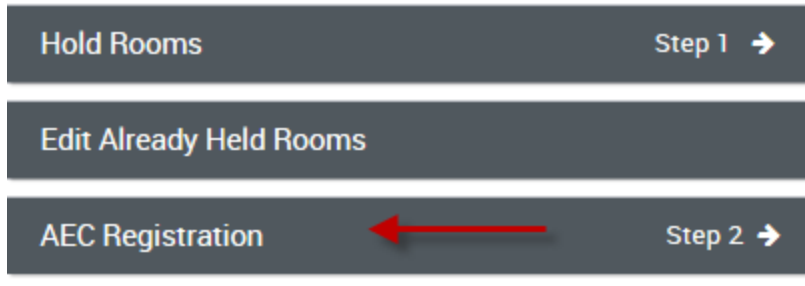
* I authorize CSBA/Experient to charge my credit card for the total amount due and, if applicable, to utilize my credit card in order to guarantee my hotel reservation(s).



Guarantee My Block ←

14. Please Note: AEC Registration is required in order to add guest's names to reserved rooms in your block. Deadline to do so is on or before September 29, 2017.

Click on the *AEC registration* bar from the dashboard.

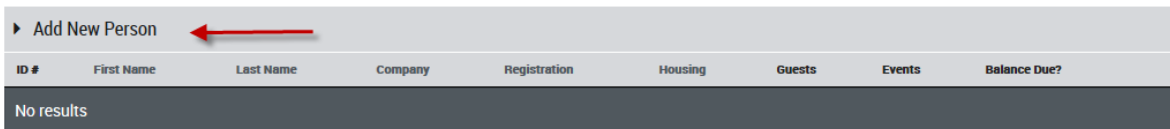


From the Group Summary page, click on the *Add New Person* bar.

Group Summary  [Dashboard](#)

To start the registration process click on the Add New Person bar that will take you to the member lookup.

When registration is complete, click on the dashboard to make payment.



You will land on the member lookup page that will list all members under your company/district. *If the primary contact also needs to attend AEC, they will need to register along with all others on the booking.*

Make sure to download the AEC [early registration worksheet](#) to gather all the information you need to make your registration process easier!