



## How to Register Multiple Members for the PFI Annual Conference

Thank you for your interest in registering for the 2015 PFI Annual Conference! Below are step by step instructions on how to register multiple members of your organization, using our new system:

1. Visit the [2015 PFI Annual Conference Registration form](#)
2. Log in with your company membership's main contact username and password. This is typically the person that maintains the membership, pays the dues, etc. If you do not have this information, you may click "forgot your password" or call the office at 206-209-5277.

**2015 PFI Annual Conference Registration**

**Thank you for your interest in attending the 2015 PFI Annual Conference!**

Please login below to complete the online registration form.

Please contact [conference@pelletheat.org](mailto:conference@pelletheat.org) if you need any assistance with completing the form.

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**PFI Members and Returning Guests**

Enter your username and password below.

**Username:**   Save Username

**Password:**  [Forgot your password?](#) [Forgot your username?](#)

3. Indicate if the main contact is registering for the conference

**2015 Pellet Fuels Institute Annual Conference**  
Sunday, July 19 - Tuesday, July 21, 2015  
[Williamsburg Lodge](#)  
Attendee Registration Form

Fields in **bold** are required.

**Profile Information**

**IMPORTANT: Is the following person attending the conference?**  Yes  
(If no, complete the required fields and continue on until you reach page 4 where  No  
you will be given the option to register other members within your organization)

**First Name**   
**Last Name**   
Job Title   
**Organization Name**   
**Address 1**   
Address 2

4. Fill out the required fields and click “Continue” at the bottom of the page. There are two more pages of registration information that must be completed.
5. On the fourth page, if you have other people on your organization’s membership, you will be given the opportunity to select the names of the members who you wish to register. You may click “Select All” or click each individual name. NOTE: If you do not wish to register someone, leave the box next to their name unchecked.
6. You will now be taken to a registration page for *each member* who you are registering. This page will auto populate with information of each member. You may make changes that are needed but keep in mind that anything you change, will also be changed on their profile.
7. When you have gone through all of the registration pages for the members that you are registering, you may select to pay with a credit card or to be invoiced.
8. The last page that is displayed is the confirmation page. You will also receive a confirmation email with this information.
9. Once a registration form is completed, please contact the office at [conference@pelletheat.org](mailto:conference@pelletheat.org) or 206-209-5277 to make any changes or updates.