



Frequently Asked Questions: IMBC Registration

EVENT REGISTRATION

Q: I am an AMI member, but I only see non-member pricing.

A: To view and use member pricing, you must sign in as a member here: <http://marinaassociation.org/login.asp?login>. If you experience any issues signing in, please see USERNAME AND PASSWORD ASSISTANCE below.

Q: Can I purchase passes for other people?

A: Yes you can purchase passes for coworkers and guests all in the registration process. Once you begin to register, you will be guided through the process to register yourself, associates, and guests. Please be sure to put ONLY associates in the associate field, and guests in the guest field.

Associates are co-workers and must be listed in your company's profile. (see ADDING ASSOCIATES)

Guests are additional attendees that are Non-Members.

Tip: Each person you register does receive a confirmation email. It is still important to check that everyone has received it.

Q: What type of pass should I buy?

A: There are many different types of passes offered to attend IMBC. To get access to the full conference, you should purchase the Full Conference Pass. This pass gives you access to everything IMBC has to offer. Follow this link to pass types and descriptions: http://marinaassociation.org/ev_calendar_day.asp?date=1/31/2018&eventid=2

Q: I registered for IMBC. Now what?

A: You should receive a confirmation email. If you did not receive a confirmation, please check your spam folder.

Tip: If your registration confirmation went into spam, chances are that all other communications from IMBC will go into spam. Make sure you click "not spam" or "allow from sender" to ensure that you will be updated with upcoming IMBC information.

MEMBER PORTAL

Q: I am a current member. How do I access my account?

A: If you know your username and password please click here <http://marinaassociation.org/login.asp> to login. If you do not know your username and password you can retrieve that information by clicking here http://marinaassociation.org/assoc_forgot.asp and entering the email address that was used for your membership.

Q: How do I update my profile?

A: To update your profile, click on "My Profile" in the member portal menu. Review your information, make changes as necessary, and click on the "Save Changes" button to update your profile.

Please note: All "required" fields must be filled out prior to updating your profile otherwise changes will not be saved.

Tip: Add other members of your business through your "Additional Contacts" link in your Member Portal.

USERNAME & PASSWORD ASSISTANCE

Q: I do not know my username and password.

A: If you are a current member of **AMI** you can retrieve your username and a temporary password via email by clicking here http://marinaassociation.org/assoc_forgot.asp and entering the email address that was used to sign up for your account.

Q: I don't know the email address that was used to sign up for my account

A: If you attempt to retrieve your credentials and your email does not match what we have on file please contact the **AMI** office by calling 401-237-4188 or submit your question to us via email at info@marinaassociation.org

Q: I received an email containing my username and a temporary password, what next?

A: Please proceed to the login page <http://marinaassociation.org/login.asp> and type in your username and temporary password.

Q: I am having trouble accessing my account with the username and temporary password that was sent to me.

A: We recommend that you type the username and password that was provided via email. If you copy and paste the selection into the username and password fields, sometimes you are copying and pasting an extra "space" which the system will not recognize.

Q: I pressed the "Retrieve Username and Password" button more than once, will I get more than one email?

A: You can retrieve your username and a temporary password as many times as you wish but the system will send you additional emails. Note that the most recent email you've received will contain the temporary password that will allow you to access your account.

COMPANY INFORMATION

Q: How can I update my company's information?

A: If you are a current member of **AMI** you have access to all AMI Member company contact information, company details, etc. It is important to keep your company information up-to-date, you can access and update your company information by clicking "My Account" and then clicking "My Organization."

DIRECTORY LISTINGS

Q: How do I find companies in the Membership Directory?

A: If you are a current member of **AMI** you have access to all AMI Member company contact information, company details, etc. Because this is a member-only benefit, you can only access all of this information by clicking "My Account" and then clicking "Online Directory."

Tip: Keep your company's information up to date! AMI Members see and use directory information to contact your company.

ADDING ASSOCIATES

Q: How can add co-workers so they can access AMI Member benefits?

A: To add an associate, go to "my profile" > "additional contacts" > click "add an affiliate"

Tip: You can also modify co-worker's information on the same page.

JOB BOARD

Q: How can I post a job to the job board?

A: To post a job listing, first make sure you are signed in. Through "My Account", you can post job listings.

Tip: Be sure to activate your post. If you don't activate the posting, it will not be viewable on the site.

Q: I posted a job to the Job Board. Where is it?

A: First make sure you have activated the listing. Check "My Job Listings" in your member portal, and click "Activate Listing" if you haven't already. If your job listing is activated, you can view it here http://marinaassociation.org/jobs_search.asp ("Classified" in the member portal)

PAYMENT TRANSACTIONS/INVOICES

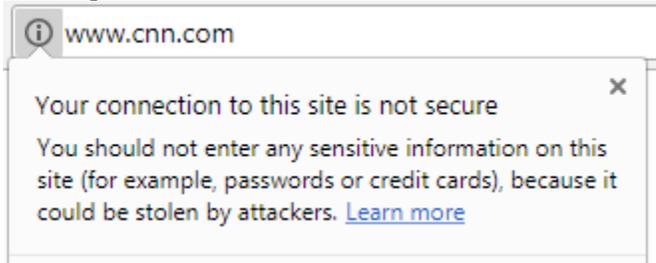
Q: I would like to pay by invoice.

A: When purchasing an item, membership, registration for an event, etc. you are prompted with payment options (Note: You can only pay by invoice when it is given as an option for payment.). If you do select to pay by invoice, you can access that invoice in "My Transactions" through your member portal.

Q: I paid. How do I know the payment worked?

A: You will receive a confirmation email of payment. If for some reason you do not receive a confirmation email of your payment, you can look in your user portal under "My Transactions" to confirm payment.

Q: Why does the website show that it is "not secure"?



A: Chrome and Firefox users may see a warning indicating the site is "not secure". This is a cosmetic change on the part of those browsers and does not reflect a change in the security of our websites. For example, prominent sites such as CNN continue to use HTTP and there is no inherent security threat despite the warning visible in Chrome.

ADDITIONAL QUESTIONS

If you can't find the answer to your website related questions, contact Michelle Umberger at 401-237-4188 or email mumberger@marinaassociation.org