

A GUIDE TO THE NEW WMACCA ONLINE EVENT REGISTRATION SYSTEM

Managing Your Account Information: This set of directions will allow you to update your contact information (if necessary) and/or change your password.

Note: Membership information was uploaded into the system as of May 15. If you were not a member as of May 15, please follow the directions below to register for an event, and sign in as a “new user.”

1. Go to <https://thriva.activenetwork.com/MyAccount/Login.aspx?Action=Logoff&Org=WMACCA>
2. Enter the e-mail address associated with your ACC membership as of May 15.
3. Enter the password "wmacca". This is what was set up for you when we went to this system.
4. **If you need to update your information** (title, organization, etc.), please click the "notebook and pencil" icon for your account info. On the bottom half of that window "Edit Information or Complete a New Form" click to "view/edit" next to the word "registration."
5. You should enter all your new info and click "Update." That will save all your new contact info in the system. You should get a message that your update was “successful.”
6. **If you need to change your password**, click the "key" icon.
7. The new window will automatically populate your current password. You should enter your new password (twice). I would suggest using your ACC User ID (member number) or password (the first 8 letters of your last name - all lower case) – which keeps your ACC info consistent. Click "update."

Registering for Events:

Note: If you just managed/updated your account information, please give the system about 15 minutes to update before you try to register for a program.

To register (a separate URL from the account information management portal):

1. [Go to https://thriva.activenetwork.com/Reg4/Form.aspx?IDTD=3807965&RF=3909119&mode=0](https://thriva.activenetwork.com/Reg4/Form.aspx?IDTD=3807965&RF=3909119&mode=0)
(You can also access the program registration site from the WMACCA home page at <http://wmacca.acc.com> -- there is a "Register Now" button at the top of the page and a link to the system is included in the description of every program listed under "Upcoming Events.")
2. RETURNING USERS:
 - Use your e-mail and new password to sign in.
 - Select your name, quickly check over your info and click "continue"
 - Click off any/all the programs you want to sign up for.
 - It will prompt you to select options (web v. live, etc.) as appropriate.
 - Just keep moving through the screens until you can check out. You can pay online or indicate that you will pay later for any events with fees. (You may send a check in advance, or pay at the door with check or credit card. No cash accepted.)
3. NEW USERS:
 - If you are new to WMACCA (since May 15), please click the NEW USER button, which will allow you to create an account.
 - Enter your information, and click continue.
 - Click off any/all the programs you want to sign up for.
 - It will prompt you to select options (web v. live, etc.) as appropriate.
 - Just keep moving through the screens until you can check out. You can pay online or indicate that you will pay later for any events with fees. (You may send a check in advance, or pay at the door with check or credit card. No cash accepted.)

If you have any difficulties with these procedures, please e-mail Programs@WMACCA.com for assistance.