43rd Annual Meeting of the Members Online Registration By
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This year the USAWOA membership will be able to register Online to attend the **43rd AMM and Awards Banquet and/or the 43rd AMM Awards Banquet only,** using the Online Store in the USAWOA Interactive Portal web site https://usawoa.net (shortcut link to Portal).

Sessions listed below are Pay at the time of completing your registration for the 43rd AMM and Banquet:

AMM Registration – Members – Fee $ 50.00 AMM
Registration – Spouse/Guest – Fee $ 50.00 AMM
Awards Banquet – Members – Fee $ 50.00
Beef Dinner – Included in the Banquet fee Chicken
Dinner – Included in the Banquet fee Vegetarian
Dinner – Included in the Banquet fee
AMM Awards Banquet – Spouses/Guests – Fee $ 50.00 Beef
Dinner – Included in the Banquet fee
Chicken Dinner – Included in the Banquet fee Vegetarian
Dinner – Included in the Banquet fee
Boat Tour in Winter Park – Members/Guests – Fee $10.00
Capone's Dinner Show – Members/Guests – Fee $40.00
Downtown Disney and Titanic Experience– Spouses/Guests – $20.00 plus Pay-As-You-Go- Lunch
True Blue Winery – Spouses/Guests – $15.00

Sessions listed below are Pay-As-You-Go during the 43rd AMM and Banquet:

Golf Tournament (Green Fees and Cart) – Members/Spouses/Guest
President's Reception – Hosted by the Southeastern Region – Pay-As-You-Go-Beverages
President's Breakfast – Pay-As-You-Go
Spouses/Guests Breakfast – Pay-As-You-Go Retirees
Breakfast – Pay-As-You-Go

Note 1: When registering using the **Portal Online Store or using the Manual registration form**, please select any **sessions** listed on the Portal Online Store or on the Manual registration form you and your spouse/guest plan on attending during the 43rd AMM and Banquet Registration. The host Region needs this information for planning purposes.

Note 2: After logging-in, before clicking on the Portal Online Store, you can get your membership number by click on **"My Information"**. Your membership number is below your name. It is shown as Customer ID. You will need your membership number when registering online.

43rd AMM and Banquet – October 12-16, 2015

First thing you need to do is Log-In with your Log-In and Password to the USAWOA Portal. Next, click on "**Renewals & Online Store"** and click on the "**AMM and Banquet Registration"** (first item in Online Store). You will see your name and the registration fee to attend the AMM. Verify your name and click the "Next" button. Now verify your name for the registration badge and click the "Next" button. If this is the first time attending a USAWOA AMM, click the "First Time" block. On the next screen, select the sessions you plan to attend from October 12-16, 2015. On October 14, 2015, the Professional Development for the day will be the Boat Tour of Winter Park and go to Capone's Dinner Show (Open to everyone, and should be attended by all conference attendees). Under October 16, 2015, select "**AMM Banquet/Ball - Member"** and then select your **meal choice for the** "**AMM and Banquet/Ball".** Click the "Next" button and select from the dropdown to select **how many Guests** you will have and click the "Next" button.

Note: If you are not bringing a guest, skip the directions in the next paragraph, click "Next and on the next page click "Register Now," and follow the directions two paragraphs down – otherwise continue.

On the next screen **select from the dropdown how many Guests** you will have and click the "Next" button. On the next screen, fill in the name of your Guest for the registration badge in capital letters, including City and State. If this is the first time your spouse is attending a USAWOA AMM, click the "First Time" block – when done, click the "Next" button. Now verify your guest name for the registration badge and click "Next." On the next screen is the Guest registration fee to attend the 43rd AMM. Next click the "Next" button and now select which sessions your guest plans on attending from October 12-16, 2015. Under October 16, 2015, select the **AMM Banquet/Ball – Spouse/Guest** and then select your spouse **meal choice for the AMM and Banquet/Ball** and click the "Next" button. The next screen will show the cost of the member and guest for the AMM Registration. If the fees and events are correct, click the "**Register Now"** button. This will place the member and guest 43rd AMM registration fees in the shopping cart. At this point, there is an option for you to print out a copy of your shopping cart. If everything is correct, click on "**Register Now"** button or use the **Previous** button to go back and fix it.

After clicking "Register Now": Now you are ready to **Check Out** by clicking on "**Check Out"** and follow the instructions to complete the payment for the 43rd AMM and Banquet/Ball fees. After paying for your registration fees, make sure you **Logout**. Once you complete your registration, you will receive from the Portal an e-Welcome letter from the USAWOA National President.

43rd AMM Banquet Only – October 16, 2015

If you are attending the **AMM Banquet Only,** the first thing you need to do is Log-In with your Log-In and Password. Next click on "**Renewals & Online Store"** and click on the "**AMM Banquet Registration Only"** (second item in Online Store). Next you will see your name and the Banquet registration fee to attend the **AMM Banquet Only**. Verify your name and click the "Next" button. On the next screen select your **meal choice for the AMM Banquet/**and click the "Next" button. On the next screen **select from the dropdown how many Guests** you will have and click the "Next" button. On the next screen, fill in the name of your Guest for the registration badge in capital letters and click "Next." Verify your guest name and Banquet registration fee and then click the "Next" button. On the next screen **select your guest(s) meal choice for the AMM Banquet** and click the "Next" button. At this point, there is an option for you to print out a copy of your Banquet registration. If everything is correct, click on "**Register Now"** button or use the "Previous screen" button to go back and fix it. Now you are ready to **Check Out** by clicking on "**Check Out"** and follow the instructions to complete the payment for the Banquet fees and meal selection. After paying for your registration fees, make sure you **Logout**. Once you complete your registration, you will receive from the Portal an e-Welcome letter from the USAWOA National President.

Hotel Information

Make Hotel Reservations **"directly" with Florida Hotel and Conference Center, 1500 Sand Lake Road, Orlando, Florida 32809.** The telephone number for the front desk is: 1-407-859- 1500 and use group code **"US Army Warrant Officers Group"** when booking your hotel reservations. The room rate is **$117.00 per night plus taxes**. Let the hotel know if you need special accommodations.

You can go to the following web link for additional information on the **Florida Hotel and Conference Center**: http://www.thefloridahotelorlando.com/.

If you need to add an event and/or session after you have registered, go to **"My Events."**