



## How to Register a Group of Five or More PMI Members for 2018 PDD

### Registering a Group of Five or More People

Discounts of \$25 off ticket prices for groups of five or more apply only to PMI members who are also members of the Central Arkansas Chapter. A PMI member must register the group. If you need to purchase more than 20 tickets at one time, please email [communications@pmiarkansas.org](mailto:communications@pmiarkansas.org) and we will help you register everyone. (Note that military discounts are set up separate for individual registration, not group registration.)

1. **Log in** to our website as a PMI member: <http://pmiarkansas.org/index.php>.
2. **Access the registration link** from either the *Upcoming Events* link on the Home page, the Events Calendar, or the Professional Development page. Your Contact Information will auto-populate. Click the **CONTINUE** button.
3. Under *Available Tickets*, click the **ADD** button for **PMI Members – [#] seats** according to the number of tickets you need to purchase at one time. Currently, our website is populated with tickets for groups ranging from 5 to 20 people. If you need to purchase more than 20 tickets at one time, please email [communications@pmiarkansas.org](mailto:communications@pmiarkansas.org) and we will help you register everyone.

<b>PMI Members - 5 seats (\$1125/each)</b> <i>(w/ \$250.00 earlybird discount)</i>
<input type="text" value="1"/> <b>ADD</b>
<b>PMI Members - 6 seats (\$1350/each)</b> <i>(w/ \$300.00 earlybird discount)</i>
<input type="text" value="1"/> <b>ADD</b>
<b>PMI Members - 7 seats (\$1575/each)</b> <i>(w/ \$350.00 earlybird discount)</i>
<input type="text" value="1"/> <b>ADD</b>
<b>PMI Members - 8 seats (\$1800/each)</b> <i>(w/ \$400.00 earlybird discount)</i>
<input type="text" value="1"/> <b>ADD</b>
<b>PMI Members - 9 seats (\$2025/each)</b> <i>(w/ \$450.00 earlybird discount)</i>
<input type="text" value="1"/> <b>ADD</b>



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- An *Add Tickets* pop-up window will open. Use the **Member Name** drop-down menu to select the names of each person in your group. **Select a Lunch Option** (i.e., chicken vs. vegi option) for each person. If anyone has a food allergy, indicate what ingredient must be left off their lunch selection; (otherwise leave the field blank). Click the **ADD** button.

A screenshot of a web form titled "Add Tickets". At the top, it says "You are adding 1 multi-seat ticket: PMI Members - 5 seats at a cost of \$1125 each." Below this, there are two sections for "SEAT 1" and "SEAT 2".  
**SEAT 1**  
Member Name: Cathy Beynon (ARCADIS)  
\*Lunch Options: Smokey Mushroom Chicken  
Lunch Modification Request (e.g., no mushrooms):  
**SEAT 2**  
Member Name: A dropdown menu is open, showing a list of names. The first two names, "Derek Abrams (University of Arkansas for Medical Scien)", are highlighted in blue. The rest of the list includes Lisa Achua (Stefanini), Daniel Adams (University of Arkansas for Medical Scien), Nick Adams (Acxiom), Wyndolyn Adams (Acxiom Corp), Jim Adamson (Dassault Falcon Jet), Sarah Shantha Gesina Adolph (Fidelity Information Services), Peter Alexander (FIS), John Allen (Alltel), Melinda Allen (Department of Information Systems), Rachel Allen (CGI LLC), Vanessa Allison (Northrop Grumman), Mycah Altman (N/A), and Richa Arora (UnitedHealthGroup).

- Review your order for accuracy. Click the **CONTINUE** button.
- Enter Payment Information**, then click the **CONTINUE** button.
- Review the **REGISTRATION INFORMATION** and print your receipt, if desired. **You are now registered for PDD and will receive an email confirmation and an email receipt.**