

Follow the steps below to register someone else from your organization for the 2021 AIR Forum Virtual.

- 1) Visit <https://www.airweb.org/forum/2021/register> and click “Register Online.”

**REGISTER ONLINE**

- 2) Enter your username and password, then click “login”.
  - a. If you do not already have an account with AIR, click “New User? Click Here” to create a free account.
  - b. You do not have to register yourself or purchase anything to create an AIR Account.

air Professional Overview Learning and Events Resources About AIR MyAIR Log In

Username

Password

Login

Forgot Username/Password?

New User? Click Here

For any issues logging on, please contact support@airweb.org

- 3) Confirm Account Holder Profile
  - a. Select each tab below to confirm or edit your information as an AIR customer.
  - b. Be sure to update employment information in the profile tab. The person completing the registration(s) and the person(s) being registered must be from the same company.
  - c. Click “next”
- 4) Click “Select Another Registrant.”

**Badge and Contact Information**

Select Another Registrant

Preferred Name on Badge

AIR Member

Institution Name

Association for Institutional Research (AIR)

5) Select the person you want to register.

You may register others for this event.

Fellow Employees ▾

**Employee of**  
Association for Institutional Research (AIR) ▾

**Register on Behalf of**  
AIR Member ▾

[Register This Person](#)

Please Note: Each registration must be processed sequentially. If you are registering yourself and another registrant OR a group of registrants, you will be prompted to continue with the additional registrations once you complete the process for the first registrant on the order.

[Register New Customer](#)

Search for the person you want to register by clicking the “Register on Behalf of” drop-down list.

Then, click the “Register This Person” button.

If the registrant is not listed in the drop-down list, you may add them by clicking “Register New Customer.”

6) Follow the prompts to complete registration.