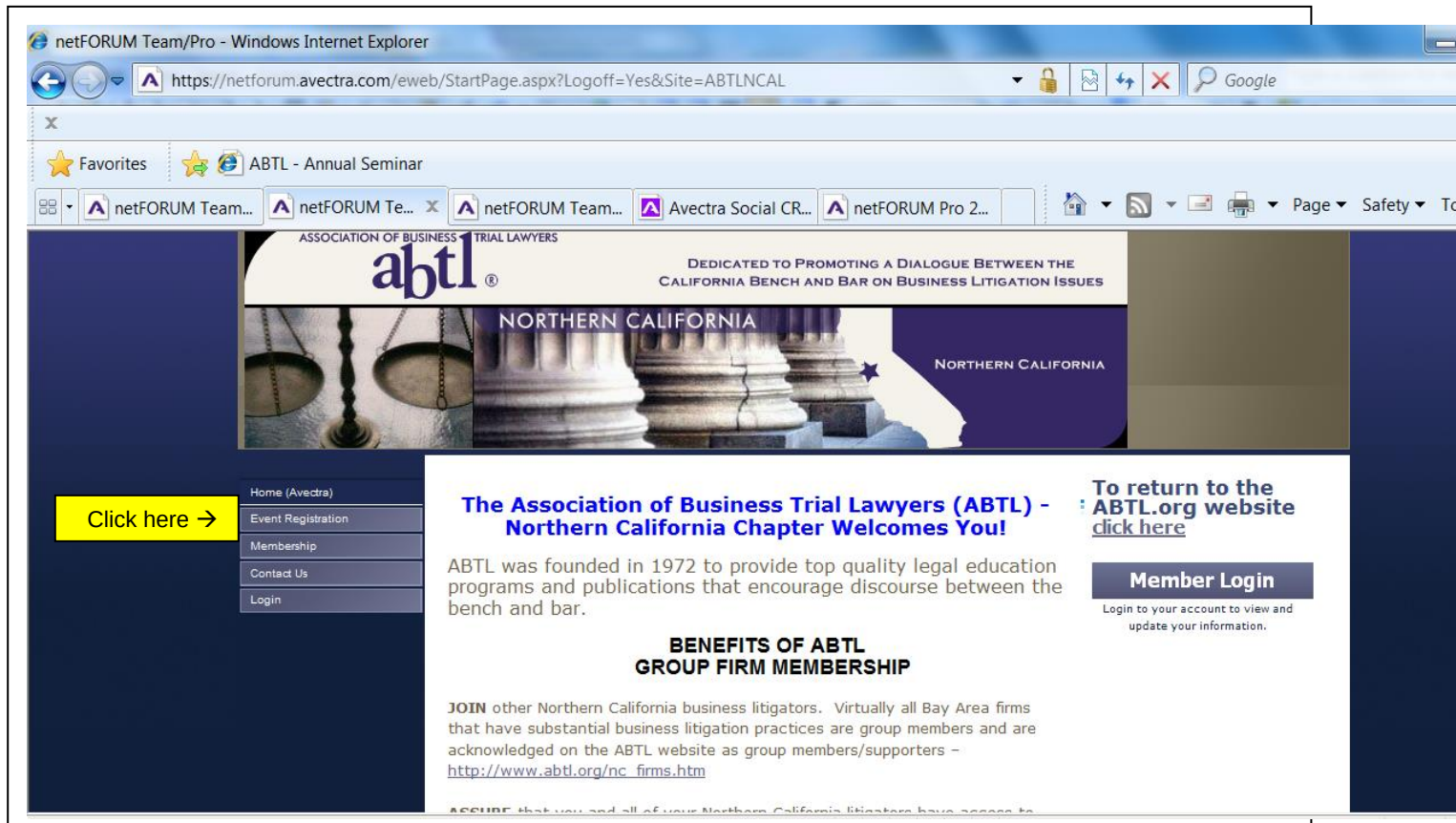


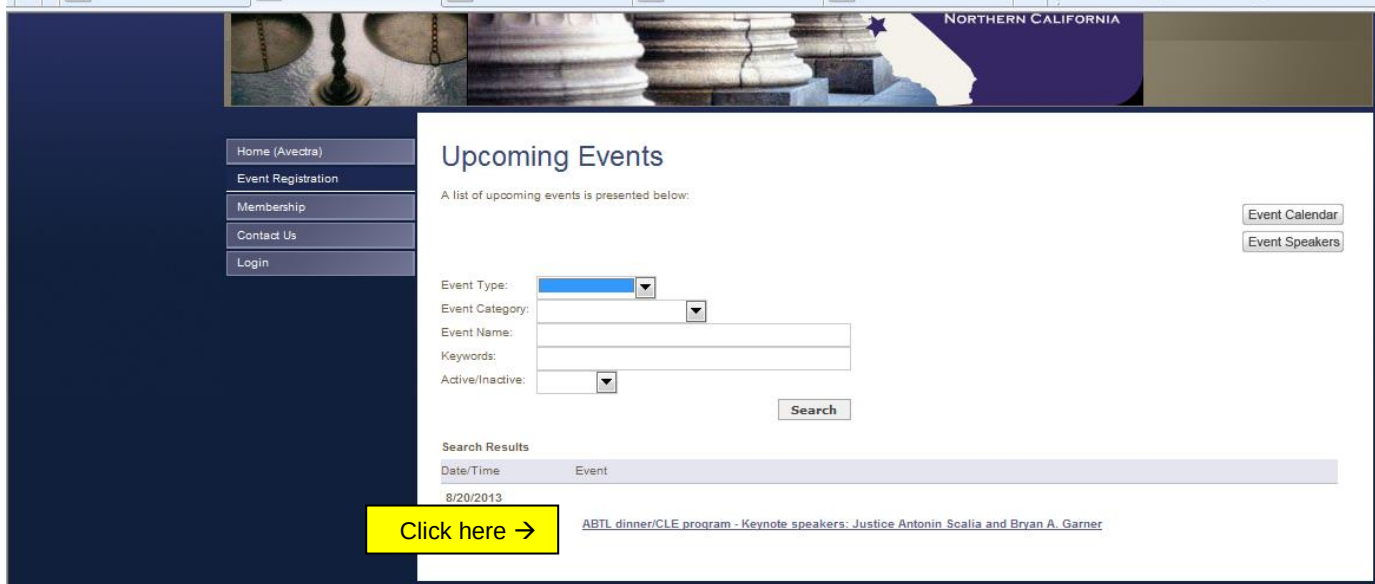
Instructions For Using The AVECtra Online Registration System

IMPORTANT: AVECtra works optimally with the Microsoft Internet Explorer browser. If you're experiencing problems, please try using the IE browser before calling for help.

1. Go to: <https://netforum.avectra.com/eweb/StartPage.aspx?Logoff=Yes&Site=ABTLNCA> and click on **EVENT REGISTRATION** (second option on the left). See example below.



2. On the **UPCOMING EVENTS** page, click on the event name (see example below):



2. On the **EVENT DETAILS** page, click on **REGISTER FOR THIS EVENT** (See sample below):

Home (Avecra)
Event Registration
Membership
Contact Us
Login

Description

Event Details

ABTL dinner/CLE program - Keynote speakers: Justice Antonin Scalia and Bryan A. Garner

Aug 20, 2013 06:00pm - Aug 20, 2013 09:00pm
(GMT-08:00) Pacific Time (US & Canada), Tijuana

Event Type: CLE Education
Category: CLE Program - Dinner

Early registration ends on May 28, 2013.
Regular registration starts on May 29, 2013 and ends on Aug 18, 2013.
Late registration starts on Aug 19, 2013.
All times are 12:00am (GMT-05:00) Eastern Time (US & Canada).

[Click here →](#) [Register for this Event](#)

Registration Fees

3. On the **LOGIN** page, enter your email address and password if you've set one up. If you have not yet set up a profile, click on **NEW VISITOR REGISTRATION**. (See example below):

ASSOCIATION OF BUSINESS TRIAL LAWYERS
abtl®
DEDICATED TO PROMOTING A DIALOGUE BETWEEN THE
CALIFORNIA BENCH AND BAR ON BUSINESS LITIGATION IS

NORTHERN CALIFORNIA

NORTHERN CALIFORNIA

Home (Avecra)
Event Registration
Membership
Contact Us
Login

Login

Please provide your e-mail address and password to login.
If your login information is displayed below, then you are already logged in.
If you are a visitor and not a registered user, please use the [New Visitor Registration](#) to register for the site.

Primary E-Mail Address:

Password:

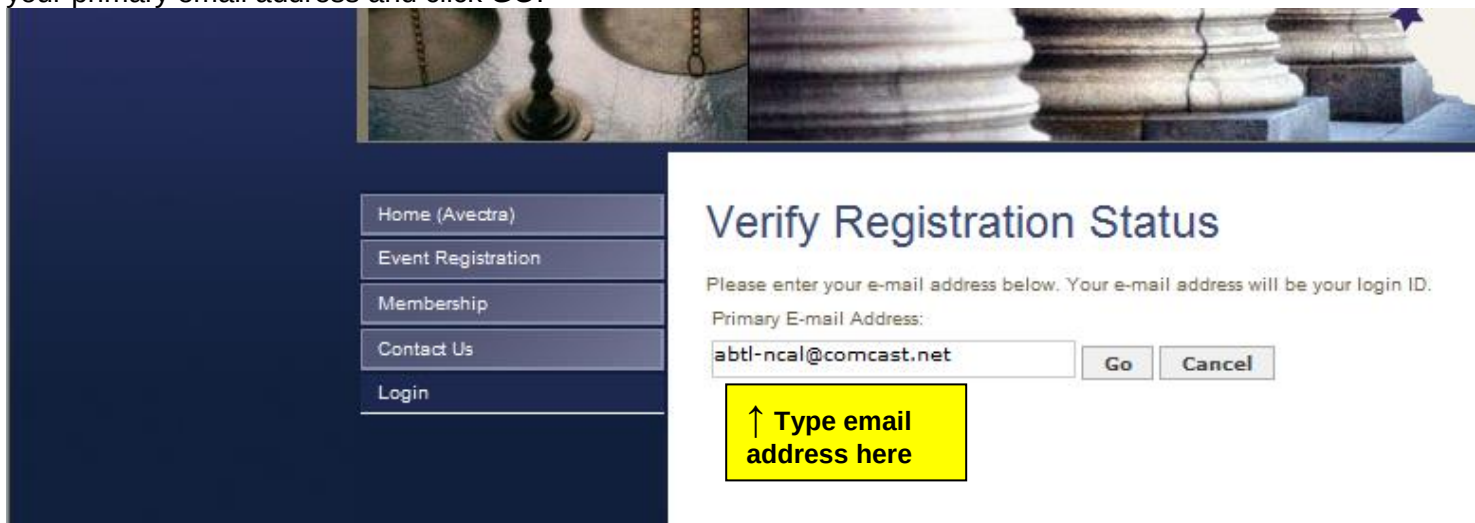
☐ Remember Me

[Forgot your Password?](#)

[Click here if you haven't set up a profile](#)

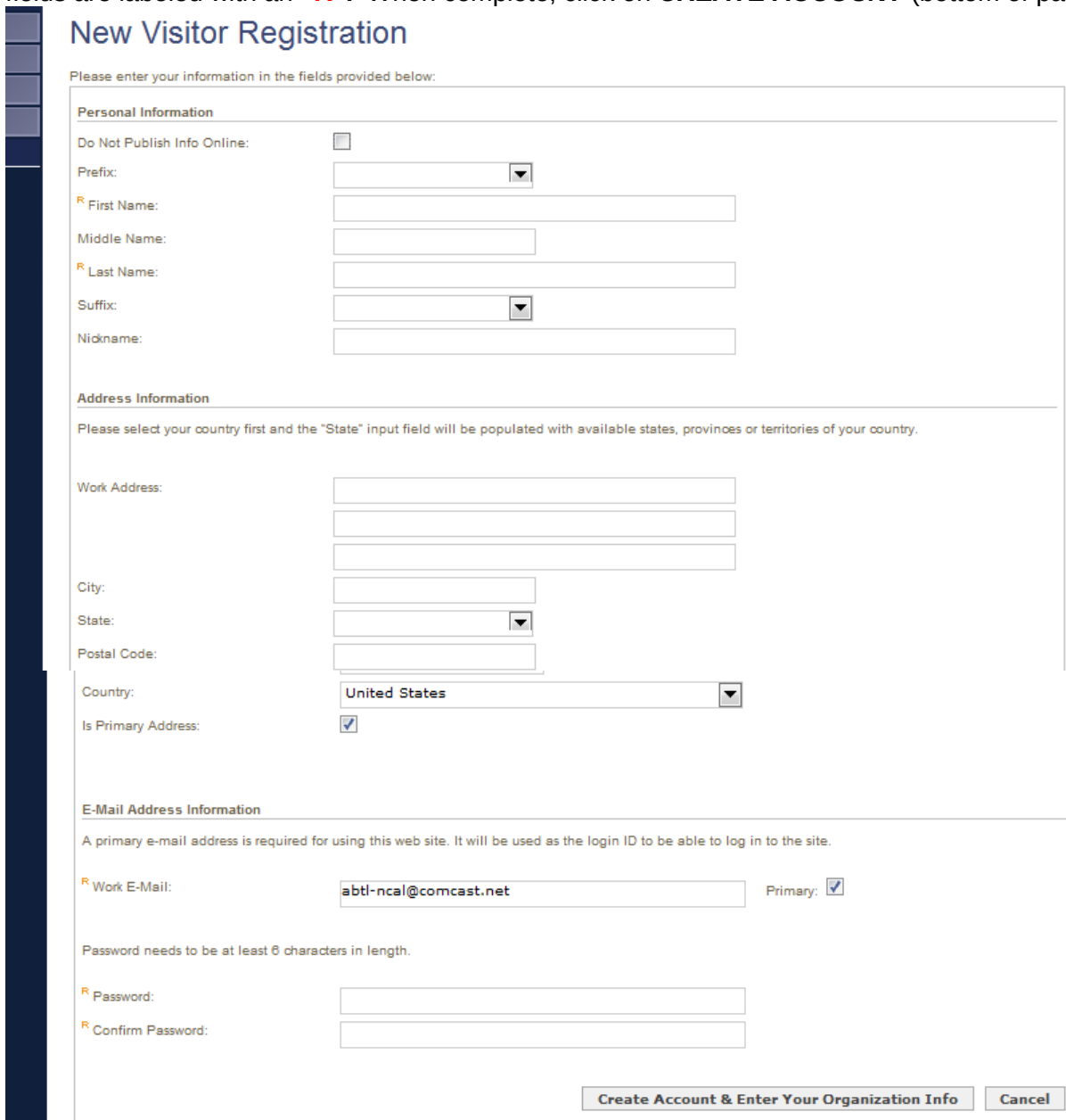
If you have a profile and password, skip steps A – D and proceed to Step 5.

A. If you clicked on **NEW VISITOR REGISTRATION**, on the **Verify Registration Status** page, enter your primary email address and click **GO**.



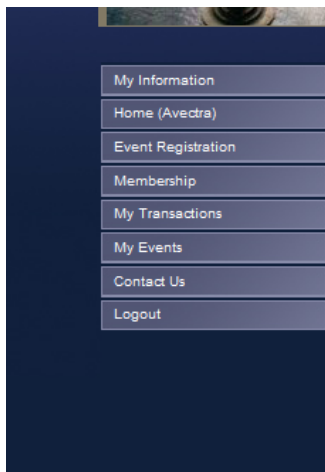
The image shows the 'Verify Registration Status' page. On the left is a dark blue sidebar with a menu containing: Home (Avecra), Event Registration, Membership, Contact Us, and Login. The main content area has a header image of classical columns. Below the header, the title 'Verify Registration Status' is displayed. A message states: 'Please enter your e-mail address below. Your e-mail address will be your login ID.' The label 'Primary E-mail Address:' is followed by a text input field containing 'abt1-ncal@comcast.net'. To the right of the input field are 'Go' and 'Cancel' buttons. A yellow callout box with an upward arrow and the text 'Type email address here' points to the input field.

B. On the next page (**NEW VISITOR REGISTRATION**), enter your profile information. Required fields are labeled with an **"R"**. When complete, click on **CREATE ACCOUNT** (bottom of page).



The image shows the 'New Visitor Registration' page. The title 'New Visitor Registration' is at the top. Below it, a message says: 'Please enter your information in the fields provided below:'. The form is divided into sections: 'Personal Information', 'Address Information', and 'E-Mail Address Information'. In the 'Personal Information' section, there is a checkbox for 'Do Not Publish Info Online:', a 'Prefix:' dropdown, and required fields (marked with an 'R') for 'First Name:', 'Middle Name:', 'Last Name:', 'Suffix:' (dropdown), and 'Nickname:'. The 'Address Information' section includes a note about selecting a country first, followed by fields for 'Work Address:', 'City:', 'State:' (dropdown), 'Postal Code:', and 'Country:' (dropdown, currently showing 'United States'). There is also a checkbox for 'Is Primary Address:'. The 'E-Mail Address Information' section states that a primary e-mail address is required and will be used as the login ID. It includes a required field (marked with an 'R') for 'Work E-Mail:' (containing 'abt1-ncal@comcast.net') and a 'Primary:' checkbox. Below this is a note about password length and required fields for 'Password:' and 'Confirm Password:'. At the bottom right are 'Create Account & Enter Your Organization Info' and 'Cancel' buttons.

- C. On the **SELECT ORGANIZATION** page, if your firm is not filled in, select **NOT LISTED HERE** and click on **CONTINUE**.



Select Your Organization

Please select the organization that you are affiliated with.

Organization	Department
☒ NOT LISTED HERE	

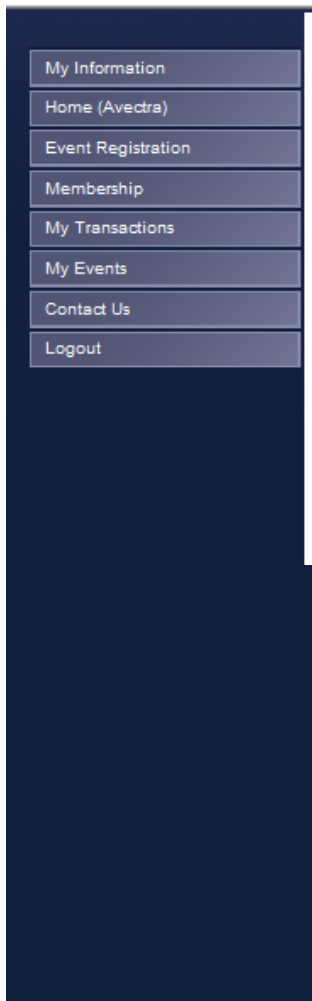
If your organization is not listed above, select NOT LISTED HERE and click on the continue button to add your organization information.

- D. On the **ADD ORGANIZATION INFORMATION** page, enter your firm (organization) name. This is the only required “**R**” field on this page.

Also:

- 1) Check the box labeled **DO NOT PUBLISH INFORMATION ONLINE** if you don't want your name and company information seen by other ABTL members;
- 2) Uncheck the **I AM THE PRIMARY CONTACT** box if an administrator in your firm is the Primary Contact e.g. for reserving tables at dinner programs. If you wish to be the Primary Contact, please check this box.
- 3) Check **I AM AN EMPLOYEE**. See example below.

When complete, click on SAVE ORGANIZATION (bottom right corner).



Add Organization Information

Enter your organization's information below:

Organization Information

Do Not Publish Info Online: ☒

R Organization Name:

I Am The Primary Contact: ☐ (Indicates individual as the primary contact on the organization's record)

I Am An Employee: ☒ (Indicates individual is an employee on this organization's record)

Business Address Information

Please select the country first and the "State" input field will be populated with available states, provinces or territories of that country.

Business Address:

City:

State:

Postal Code:

Country:

Is Primary Address: ☒

Contact Information

Business Phone: Ext. Primary: ☒

Click here when complete →

4. On the Event Registration Wizard page, choose the registration option you want.

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

ABTL dinner/CLE program - Keynote speakers: Justice Antonin Scalia and Bryan A. Garner

Select Registration Fee

Please select the appropriate registration fee.
Once the fee is selected, click the NEXT button at the bottom of the page to continue.

Select a registration fee for Michele Bowen

Name	MEMBER ▼	NON MEMBER ▼	Select
Table of 10	\$1,490.00	\$0.00	

Select reg. option here ↑

5. On the next page, make sure your name is correct. Don't worry about the badge name; badges will be made based on the list provided by your firm's administrator. Click on NEXT (bottom right).

REGISTER ENTER INFO ADD GUESTS CONFIRM

ABTL dinner/CLE program - Keynote speakers: Justice Antonin Scalia and Bryan A. Garner

Enter Registration Information

Please enter your registration and badge information.
Click the NEXT button at the bottom of the page to continue.

Enter registration information for Michele Bowen

First Name: Michele

Last Name: Bowen

Badge Name: Michele

Registration Date: 5/30/2013

<< Previous Cancel Next >>

Click here ↑ after reviewing your name

6. If your firm is not purchasing a table or 10, enter the total number of guests (firm members, clients, spouses etc.) who will attend on the next page and click NEXT (bottom right):

Event Registration
Membership
My Transactions
My Events
Articles
Contact Us
Logout

REGISTER ENTER INFO ADD GUESTS CONFIRM

ABTL dinner/CLE program - Keynote speakers: Justice Antonin Scalia and Bryan A. Garner

Select Guests

This event allows you to register guests. Please select if and how many guests will be attending the event as part of your registration.

Number of guests (optional):

Number of Guests (optional): 0

0
1
2
3
4
5
6
7
8
9
10

Click here after entering number of guests ↓

« Previous Cancel Next »

7. On the next page, verify the registration option shown is correct and click on REGISTER NOW (bottom right).

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

ABTL dinner/CLE program - Keynote speakers: Justice Antonin Scalia and Bryan A. Garner

Confirm & Submit Registration

Please confirm the selected information below and click the REGISTER NOW button.
To change registration information below, click the PREVIOUS button to go back. If you experience difficulty registering or have questions, please contact Michele Bowen Email: abtl-nca1@comcast.net Phone: (925) 447-7900.

Printer Friendly Version

■ Event: ABTL dinner/CLE program - Keynote speakers: Justice Antonin Scalia and Bryan A. Garner 8/20/2013 06:00pm - 8/20/2013 09:00pm

Main Registration - Michele Bowen

Badge Name: Michele \$1,490.00

Subtotal: \$1,490.00

Click here after verifying reg. option is correct ↓

« Previous Cancel Register Now

Internet Explorer Protected Mode: Off

8. On the **ONLINE STORE** page, verify the registration option is correct and click on **PROCEED TO CHECKOUT**.

The screenshot shows the 'Online Store' interface. On the left is a dark blue sidebar with navigation links: My Information, Home (Avecra), Event Registration, Membership, My Transactions, My Events, Articles, Contact Us, and Logout. The main content area has a header with 'Online Store - Ms. Michele Bowen - Individual Membership (Attorneys / Private ADR Neutrals)' and a 'View Memberships' button. A yellow callout box on the right says 'Click here to proceed to payment options ↓'. Below the header is a 'Shopping Cart' section with 'Update Cart' and 'Empty Cart' buttons. A 'Source Code' dropdown is set to a blue box. To the right, there are buttons for '< Continue Shopping' and 'Proceed to Checkout >'. A red text instruction says 'Click on the [X] to remove item from your shopping cart'. The cart table has columns: Remove, Item, Quantity, Item Price, and Price. It contains one item: 'ABTL dinner/CLE program - Keynote speakers: Justice Antonin Scalia and Bryan A. Garner' with a quantity of 1, item price of \$1,490.00, and a total price of \$1,490.00. A red 'X' icon is next to the item name. Below the table is a 'Subtotal' of \$1,490.00. At the bottom, there is a 'Discount Code' field and an 'Apply Discount' button.

Remove	Item	Quantity	Item Price	Price
	ABTL dinner/CLE program - Keynote speakers: Justice Antonin Scalia and Bryan A. Garner Event Main Registration, Badge Name: Michele	1	\$1,490.00	\$1,490.00
Subtotal				\$1,490.00

9. On the CHECKOUT page, choose Bill To Organization and choose your organization by clicking on the ↓. If no organization is shown, select the option to bill to your work address. If you have not entered your work address, enter the address that you want to appear on the invoice by choosing the **Bill to Alternate Address** at the bottom. WE DO NOT ACCEPT CREDIT CARDS AS PAYMENTS FOR TABLES OF 10 due to the high transaction fees charged by the credit card companies. Please mail a check payable to ABTL for tables of 10 to Michele Bowen, 115 Northwood Commons, Livermore, CA 94551. When you have chosen your billing option, click NEXT at the bottom of the page.

The screenshot shows the 'Checkout' page with a progress bar at the top: Shipping Address, Billing Address (selected), Tax & Shipping, Select Orders, Payment, and Place Order. Below the progress bar is a text prompt: 'Please provide the following billing information. When finished, click "Next" button.' The 'Billing Information' section has four options: 'Bill to Organization' (selected), 'Bill to Home Address', 'Bill to Work Address', and 'Bill to Billing Address'. Each option has an 'Edit' button. The 'Bill to Organization' option shows a dropdown menu. The 'Bill to Home Address' and 'Bill to Work Address' options show the same address: Michele Bowen, 115 Northwood Commons, Livermore CA 94551, United States, with email abtl-nca1@comcast.net. The 'Bill to Billing Address' and 'Bill to Other Address' options show 'No primary address or phone available for this customer. United States'.

☐ **Bill to Billing Address:** Edit
 No primary address or phone available for this customer.
 United States
☒ abtl-ncal@comcast.net

☐ **Bill to Other Address:** Edit
 No primary address or phone available for this customer.
 United States
☒ abtl-ncal@comcast.net

☐ **Bill to Alternate Address:**

Full Name:

Address:

Phone:

City:

State:

Zip:

Country:

United States

Click here after choosing your Bill To option ↓

Previous

Back to Cart

Next

Internet | Protected Mode: Off

10. On the next CHECKOUT page, choose **BILL ME** from the pull down menu and click NEXT (bottom of page).

My Information

Home (Avecra)

Event Registration

Membership

My Transactions

My Events

Articles

Contact Us

Logout

Checkout

Shipping Address

Billing Address

Tax & Shipping

Select Orders

Payment

Place Order

GROUP MEMBERS: Choose **BILL ME** as your "BILL TO" option. This will create an Open Order. Enter the email address of the person who should receive the open order confirmation. Then, click "NEXT" at the bottom of the page. **Group memberships are payable by CHECK ONLY.** Individual memberships can be paid by check or credit card. Please make check payable to "ABTL" and mail to: Michele Bowen, 115 Northwood Commons, Livermore, CA 94551. If you have questions, please contact Michele at abtl-ncal@comcast.net or (925) 447-7900. Thank you for your support!

Payment Information

Payment Method:

Bill Me

Bill Me/Mail My Check

An order with a balance due will be created.

Order Summary:

Sub Total:

\$1,490.00

Shipping:

+ \$0.00

Tax:

+ \$0.00

Previous Orders:

+ \$0.00

Grand Total

= \$1,490.00

← Choose BILL ME to pay by check

11. On the final CHECKOUT PAGE, review your order information and click on SUBMIT ORDER (bottom of page).

The screenshot shows a web browser window with a checkout page. On the left is a dark blue sidebar with a menu containing: My Information, Home (Avecra), Event Registration, Membership, My Transactions, My Events, Articles, Contact Us, and Logout. The main content area is titled "Checkout" and features a progress bar with steps: Shipping Address, Billing Address, Tax & Shipping, Select Orders, Payment (highlighted in blue), and Place Order. Below the progress bar, a text block for "GROUP MEMBERS" explains the "BILL ME" option and provides contact information for Michele Bowen. The page is divided into two main sections. The top section, "Payment Information", includes a "Payment Method" dropdown set to "Bill Me" and an "Order Summary" table. The bottom section, "Shipping & Billing Information", contains fields for billing address, payment amount, and email confirmation. At the bottom, there are navigation buttons: "Previous", "Back to Cart", "Submit Order", and a prominent yellow button labeled "Click here to submit order".

Checkout

Shipping Address Billing Address Tax & Shipping Select Orders **Payment** Place Order

GROUP MEMBERS: Choose **BILL ME** as your "BILL TO" option. This will create an Open Order. Enter the email address of the person who should receive the open order confirmation. Then, click "NEXT" at the bottom of the page. **Group memberships are payable by CHECK ONLY.** Individual memberships can be paid by check or credit card. Please make check payable to "ABTL" and mail to: Michele Bowen, 115 Northwood Commons, Livermore, CA 94551. If you have questions, please contact Michele at abtl-ncal@comcast.net or (925) 447-7900. Thank you for your support!

Payment Information

Payment Method: Bill Me

Bill Me/Mail My Check An order with a balance due will be created.

Order Summary:

Sub Total:	\$1,490.00
Shipping:	+ \$0.00
Tax:	+ \$0.00
Previous Orders:	+ \$0.00
Grand Total	= \$1,490.00

Order Balance \$1,490.00

Shipping & Billing Information

Billing Address:
Michele Bowen
115 Northwood Commons
Livermore CA 94551
United States
☒ abtl-ncal@comcast.net [Change](#)

Payment Information

Payment Amount: \$0.00
Payment Method: Bill Me [Change](#)

E-mail Confirmation

☒ Send a confirmation email to my primary email address: abtl-ncal@comcast.net
☐ Send a copy of the confirmation e-mail to an additional e-mail address:

[Previous](#) [Back to Cart](#) [Submit Order](#) [Click here to submit order](#)

If you want a confirmation sent to an additional email address, in addition to you primary address, add it under **E-MAIL CONFIRMATION**.

If you have questions, feel free to contact Michele Bowen at abtl-ncal@comcast.net or (925) 447-7900.

Thank you for your support and patience as we implement this new software!

Michele Bowen
Executive Director
ABTL – Northern California Chapter