

# How to Register on IRIS

Click the registration button.

**If you have not registered for a conference using Iris Registration before**, you will be instructed to create an account.

Once you do so, it should direct you to the registration form. Fill out the form and pay to complete your registration.

**If you have registered for an event before**, you may see a New Registration section on the top of your page. Click the blue "New Registration" button to continue.

## New Registration

If you would like to register for a different Conference/Event or you need to register someone else, please use the "New Registration" button below.

New Registration

You should then be directed to Add a Registration by entering the associated code found at the end of the registration URL. Type the code and click the blue "Submit Code" button to continue to the registration form. Fill out the form and pay to complete your registration.

## Add Registration

You have two options to register for a Conference.

1. Access the registration URL that was provided to you. It will look like this: <https://wichita.irisregistration.com/Form/example-code>
2. Enter the form code (see example code in red above) and click "Submit Code".

Code

Submit Code

**If you have any questions or need assistance, contact the Conference Office at [conference.office@wichita.edu](mailto:conference.office@wichita.edu) or at 316-978-6493.**