WE Local Registration
Welcome to the "new" WE Local registration process sponsored and supported through the Society of Women Engineers (SWE) portal. Direct link:

Step 1: SWE Portal
All participating attendees (member, non-member, sponsors, collegiates, speakers and beyond) are required to create a profile through the SWE Portal, if you have not already done so. If you have not created a SWE Portal account, please review the following links.
Step 2: SWE Account
After you have created an account, login and select “SWE Event Registrations.”
Step 3: Select Your WE Local event OR Renew or Join/Reinstate Your SWE Membership

On step 3, you have two options. The first is to become a SWE member where you will receive *special* member pricing or proceed to “Register” for the conference. See below for more information.

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### Events I am Eligible For

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>City</th>
<th>State</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE Local Tulsa</td>
<td>01/26/2018</td>
<td>01/27/2018</td>
<td>Renaissance Tulsa &amp; Convention Center</td>
<td>Tulsa</td>
<td>OK</td>
<td>Register</td>
</tr>
</tbody>
</table>

**Registration Status: Pending Events**

**Registration Status: Future Events**

Select “Register” for “WE Local Tulsa.” Found below “Registration Status: Future Events.”
Step 5: Complete the “Additional Information” Section

Complete the “Additional Information” section and select “continue”
Step 6: Select the WE Local Registration of Your Preference
WE Local conferences offer two event options (WE Achieve Awards Ceremony option will appear in the next steps). Note: “Pricing” or the “Amount” is based on your current status as a SWE member or non-member, professional or collegiate, and so on. If you are currently unemployed, please contact welocal@swe.org.

<table>
<thead>
<tr>
<th>Name of Function</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A WE Local Premier Registration includes admission to the two-day career fair, two Keynote presentations, 30+ breakout sessions, two plenary panels and meals (Friday: breakfast, lunch and appetizers; Saturday: breakfast and lunch).</td>
<td>$150.00</td>
</tr>
<tr>
<td>A WE Local Career Fair Registration is limited to admission into the two-day career fair only.</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
Step 7: Select “Additional Ticket Items” including Registration Itinerary

At this time, attendees can select the option to add-on the WE Achieve Awards Ceremony special ticket. If selected, the special ticket will appear on the “Itinerary” column including the total costs associated to your registration.
Step 8: Review Your Registration OR Register another Individual

At this time, attendees can edit badge, contact information, and other items that have a “pencil” icon. After you have reviewed your information, select “continue.” If you are looking to register another individual, do not select “continue.” Select the button “Register another Individual.”
Step 9: Registering another Individual

If you are not registering another individual, continue to step 10. All attendees, regardless of membership status, must create a SWE Portal profile. A new window will pop-up, select “Register New Customer” and complete the required fields and select “submit.” If the attendee has an existing SWE Portal profile, you will be prompted that an account exists. Verify the account is correct and select “This is Me.”

Once the above has been completed, the same steps you took to register (as seen on Step 5-8) will be requested of the new registration.
Step 11: Total Amount (Payment Due) and Promotional Code

This page is broken into three sections: 1) The total purchase from your “Itinerary” for WE Local conference. 2) Promotional Code and 3) Payment. Please view the below for additional information on completing each section. Once payment has been applied, select “Submit” or “Confirm Order.”

If you have been provided with a “Promotional” or “Discount” Code, please enter it here. Promotional Codes are CAP sensitive.

Select “Apply Promotional.” If the “Promotional” Code is valid, the discount will be reflected in the above “Total Amount.” If you have any errors, contact welocal@swe.org.

After you have reviewed the “Total Amount” and applied (if applicable) “Promotional Codes,” process to “Select Payment Type” to complete your WE Local registration purchase.
Step 12: Congratulations, you have completed your SWE WE Local Registration!
The final step is a confirmation of your WE Local event registration including an invoice and summary of your purchased items. Congratulations!

Hotel Reservations?
If you are looking to secure a hotel room reservation at the WE Local conference rate, visit your Host City website (welocal.swe.org/city). Navigate to “Attendee” and select “Venue” from the drop down menu and scroll to “Reserve Your Room Today.”

Additional Questions?
Contact welocal@swe.org.