



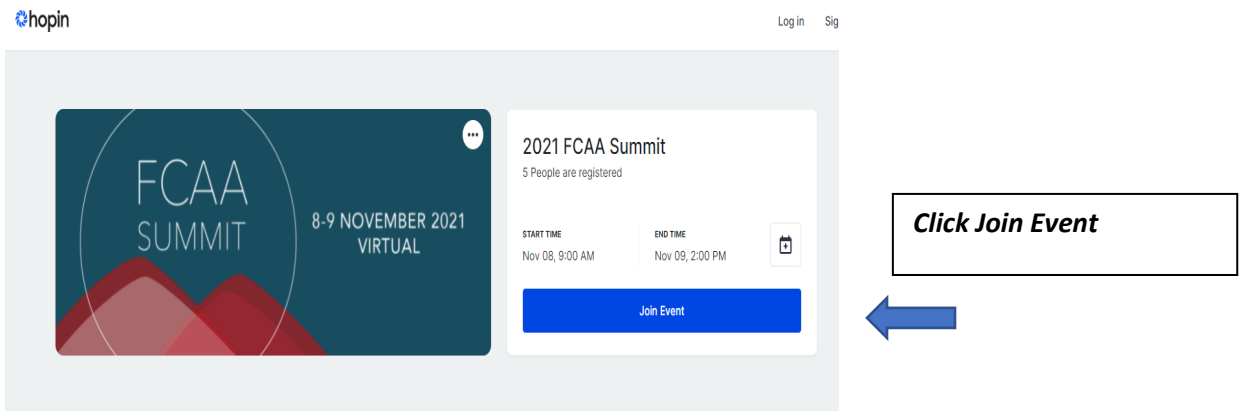
HOW TO REGISTER FOR THE FCAA SUMMIT

Summit registration is open to representatives from any public or private grantmaking entity or philanthropic infrastructure organization (i.e., board members, staff, grant advisory committee members, etc.), as well as invited guests and speakers. If you're unsure about your eligibility or

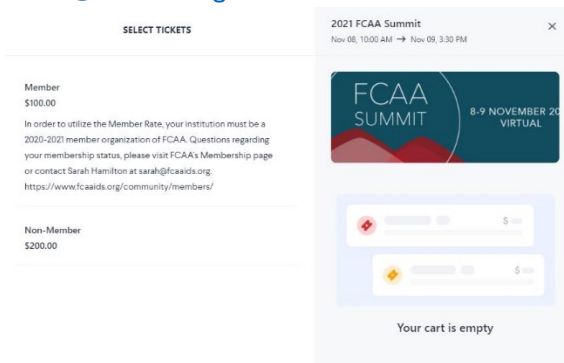
membership, please refer to [FCAA's website](#) or contact Director of Operations Sarah Hamilton at sarah@fcaaid.org. By registering for this event, you are also agreeing to abide by FCAA's [non-solicitation policy](#).

PLEASE REVIEW THESE INSTRUCTIONS. The experience of confirmation/verification is different dependent on the way in which you register (using an existing Hopin account, creating an account, or registering as a guest). Through this document we offer screen shares and examples of what confirmation/verification e-mails will look like. If you encounter any issues, please contact Sarah Hamilton at sarah@fcaaid.org.

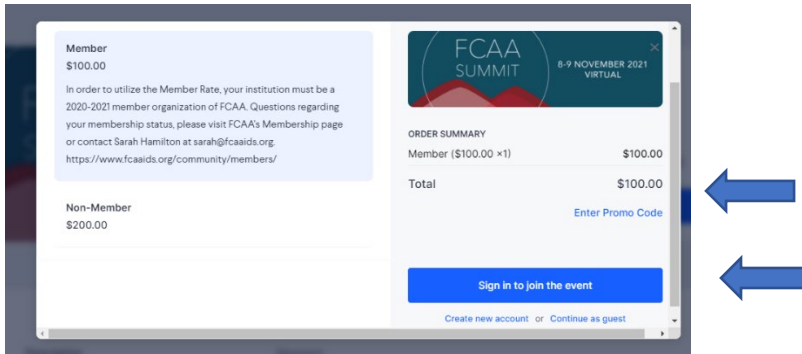
1. Visit the registration link: <https://hopin.com/events/2021-fcaa-summit>
2. Click "Join Event"



3. A pop-up window will appear for you to select a "ticket type." If your organization is a member of FCAA, please select the "**Member**" ticket. If your organization is NOT a member, then please select the "**Non Member**" ticket. Registration fees are \$100 for member organizations and \$200 for non-member organizations. If you're unsure about your eligibility or membership, please refer to [FCAA's website](#) or contact Director of Operations Sarah Hamilton at sarah@fcaaid.org

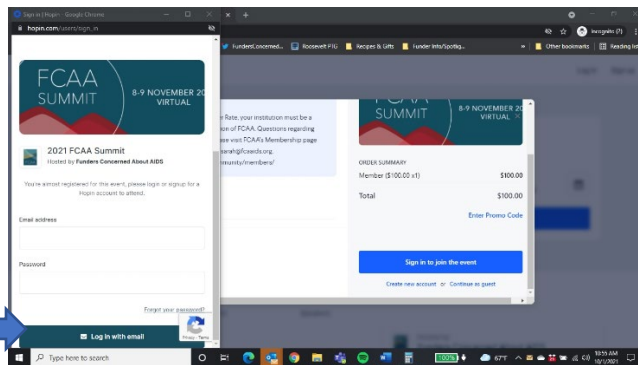


4. Once you select your ticket type, the site will update as below. You can also enter a promo code if you've been given one (speaker/sponsor). *Are you a speaker or sponsor? Please follow the instructions provided to you by FCAA.*

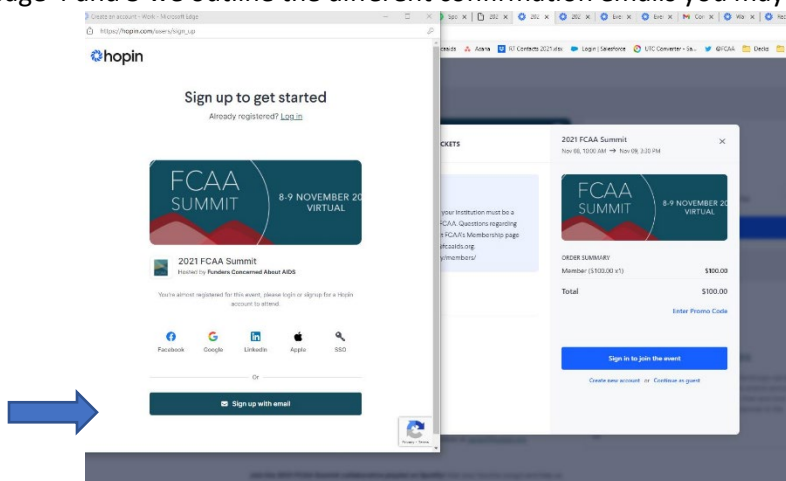


5. To process your registration, you have **three options**:
 - a. If you already have a Hopin account, click “Sign in to join the event.”

Add your email and password associated with your existing Hopin account

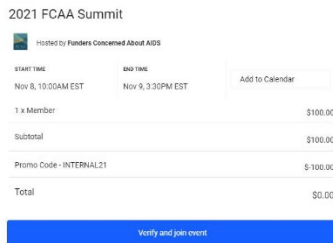
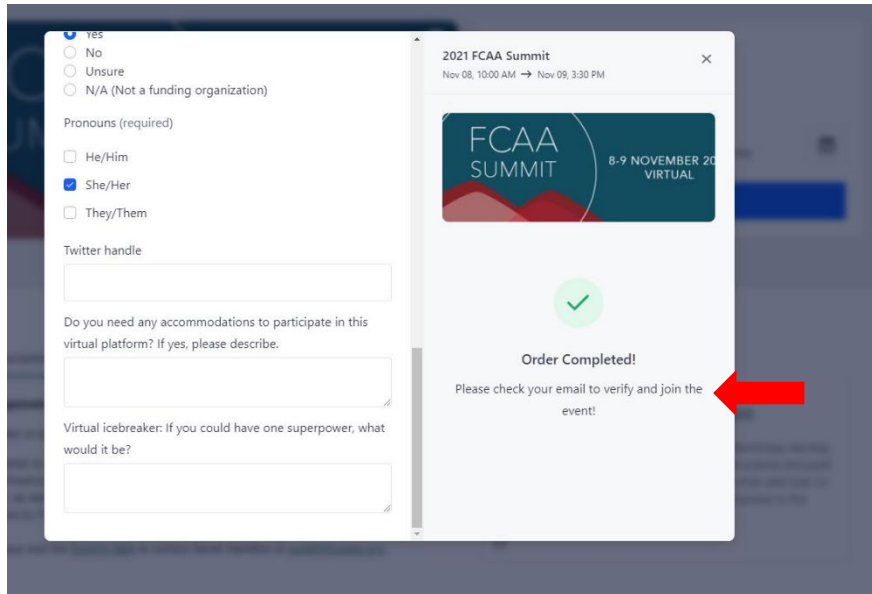
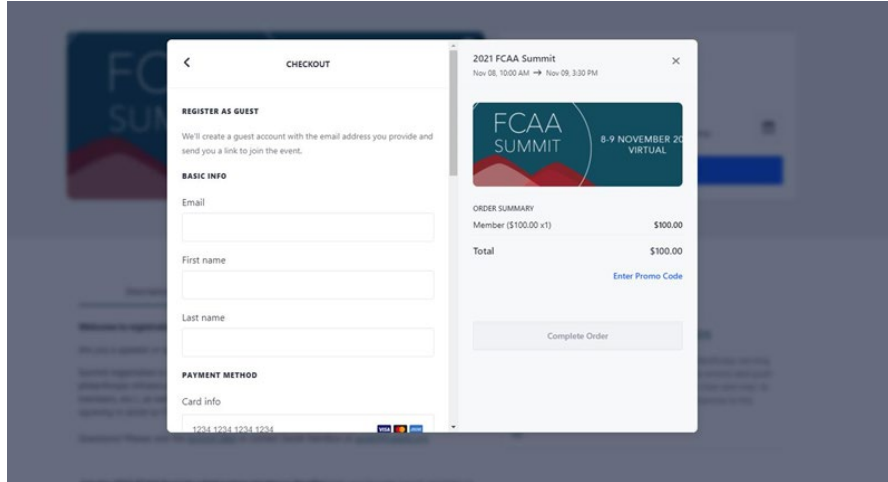


6. If you need to create an account, please click “Create new account” and click “sign up with e-mail.” IF REGISTERING FOR HOPIN FOR THE FIRST TIME, you will receive a “Welcome to Hopin” e-mail that offer a link to sign into your new account to view the Summit registration page. Or you may need to search for the FCAA Summit in the Hopin search menu. **Importantly, please sure you follow any additional prompts received by e-mail, including to verify your e-mail.** On page 4 and 5 we outline the different confirmation emails you may receive.



a. If you would like to continue without creating an account, please click “Continue as a guest.”

i. Please note, this option requires multiple steps of verification.



If registering as a guest, you will receive this email to verify your account (again). You will need to click in order to be able to participate in the Summit.

2021 FCAA Summit

by Funders Concerned About AIDS

Thank you. We need to verify your identity.

Verification required. Event link emailed!

To protect your identity, we have sent you a confirmation link that will take you to the event.

We have sent the email to cg*****@*****.com

Didn't receive the email? Check your Spam folder. If you are still experiencing issues, please contact Funders Concerned About AIDS

After you click the verification link, you will see this screen, directing you to verify your e-mail ONCE AGAIN. Please check your email.

Below you can see the order of the emails and the sender (for checking your spam, if necessary).

➤ Funders, me 2

Confirm Registration & Join 2021 FCAA Summit! - 2021 FCAA Summit by Funders

➤ Hopin, me 2

Hello Caterina 🍷 Please verify your email below to access 2021 FCAA Summit -

7. Please note if, you already had a Hopin account, or created a new one, you will receive confirmation emails. You will also receive a “Thank you for your purchase” email which will include a summary of your payment and a link to access the event via the “Join Event” button. Please note, these e-mails will be received from **Funders Concerned About AIDS <no-reply@hopin.com >**. If you don't receive your confirmation e-mails, please check your spam/junk filters.

Hosted by Funders Concerned About AIDS

START TIME: Nov 8, 10:00AM EST | END TIME: Nov 9, 3:00PM EST | Add to Calendar

1 x Non-Member \$200.00

Subtotal \$200.00

Total \$0.00

Join event

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Examples of what some of the confirmation emails may look like. The “join event” link will take you to the FCAA Summit homepage on Hopin, which will not go live until 11/8. Until then you will see speakers and sponsors listed and other session info (as it is populated).

You're in! - 2021 FCAA Summit 

 Funders Concerned About AIDS <no-reply@hopin.com> [unsubscribe](#)
to me ↗



Hi sarah 🌟
You're now registered for 2021 FCAA Summit

[Add to Calendar](#)

Additional notes:

- For any other questions about the FCAA Summit, please [visit our Q&A](#) or contact sarah@fcaaid.org.
- If you would like to preview what the virtual Hopin platform will be like for attendees, please watch this helpful [Youtube video](#) or visit Hopin's FAQs for [attendees](#).