

45th Annual Meeting of the Members Online Registration by CW5 (Ret) Frank Meeks, Portal Webmaster

This year the USAWOA membership will be able to register Online to attend the **45th AMM and Awards Banquet and/or the 45th AMM Awards Banquet only**, using the Online Store in the USAWOA Interactive Portal web site <https://usawoa.net> (shortcut link to Portal).

Sessions listed below are Pay at the time of completing your registration for the 45th AMM and Banquet:

AMM Registration – Members – Fee \$ 50.00 AMM and Awards
Registration – Spouse/Guest – Fee \$ 50.00 AMM and Awards

Banquet Members - Fee \$ 65.00

Beef Dinner – Included in the Banquet fee
Chicken Dinner – Included in the Banquet fee
Vegetarian Dinner – Included in the Banquet fee

AMM Awards Banquet – Spouses/Guests – Fee \$ 65.00

Beef Dinner – Included in the Banquet fee
Chicken Dinner – Included in the Banquet fee
Vegetarian Dinner – Included in the Banquet fee

Retiree's Breakfast – TMC guest speaker – plated breakfast served - \$10.00
Metro Card – Daily subway transportation to/from meeting (preloaded w/\$8) - \$10.00

Spouse Outings

Trip to Historic Annapolis on 5 Oct 17 (note: limited to first 30 registrants) – \$35
Wine Tour and Tasting at the Winery at Bull Run on 6 Oct 17 – \$40

Sessions listed below are Pay-As-You-Go during the 45th AMM and Banquet:

President's Reception – Hosted by CW4 (Ret) Greg Gouty – Pay-As-You-Go-Beverages
Vice President's Reception – Hosted by CW5 Joe Concigilo – Pay-As-You-Go-Beverages
Executive Director's Reception – Hosted by CW4 (Ret) Jack Du Teil – Pay-As-You-Go-Beverages
Spouses/Guests Breakfast – Hosted by CW4 (Ret) Greg Gouty – Pay-As-You-Go

Note: When registering using the Portal Online Store or using the Manual registration form, please select any sessions listed on the Portal Online Store or on the Manual registration form you and your spouse/ guest plan to attend during the 45th AMM and Banquet Registration. The host Region needs this information for planning purposes.

45th AMM and Banquet – October 4-7, 2017

First thing you need to do is Log-In with your Log-In and Password to the USAWOA Portal. Next, click on "Renewals & Online Store" and click on the "**45th AMM and Banquet Registration**" (first item in Online Store). You will see your name and the registration fee to attend the AMM. Verify your name and click the "Next" button. Now verify your name for the registration badge and click the "Next" button. If this is the first time attending a USAWOA AMM, click the "First Time" block. On the next screen, select the sessions you plan to attend from October 4-7, 2017. Under October 7, 2017, select "AMM Banquet/ Ball - Member" and then select your meal choice for the "45th AMM and Banquet/Ball". Click the "**Next**" button and select from the dropdown to select how many Guests you will have and click the "**Next**" button.

Note: If you are not bringing a guest, skip the directions in the next paragraph, click “Next and on the next page click “Register Now,” and follow the directions two paragraphs down – otherwise continue.

On the next screen select from the dropdown how many Guests you will have and click the “**Next**” button. On the next screen, fill in the name of your Guest for the registration badge in capital letters, including City and State. If this is the first time your spouse is attending a USAWOA AMM, click the “First Time” block – when done, click the “**Next**” button. Now verify your guest name for the registration badge and click “**Next**.” On the next screen is the Guest registration fee to attend the 45th AMM. Next click the “**Next**” button and now select which sessions your guest plans to attend from October 4-7, 2017. Under October 7, 2016, select the **AMM Banquet/Ball – Spouse/Guest and then select your spouse meal choice for the 45th AMM and Banquet/Ball** and click the “**Next**” button. **NOTE:** To see all the meals selections, **click on page “2” in the bottom left corner of the screen.** After making your meal choice, click on Next to show the cost of the member and guest for the AMM Registration. If the fees and events are correct, click the “**Register Now**” button. This will place the member and guest 45th AMM registration fees in the shopping cart. At this point, there is an option for you to print out a copy of your shopping cart. If everything is correct, click on “**Register Now**” button or use the **Previous** button to go back and fix it.

After clicking “Register Now”: Now you are ready to **Check Out** by clicking on “**Check Out**” and follow the instructions to complete the payment for the 45th AMM and Banquet/Ball fees. After paying for your registration fees, make sure you **Logout**. Once you complete your registration, you will receive from the Portal an e-Welcome letter from the USAWOA National President.

45th AMM Banquet/Awards Ball Only – October 7, 2017

If you are attending the **45th AMM Banquet/Awards Ball Only Registration**, the first thing you need to do is Log-In with your Log-In and Password. Next click on “**Renewals & Online Store**” and click on the “**45th AMM Banquet/Awards Ball Only Registration**” (second item in Online Store). Next you will see your name and the Banquet registration fee to attend the 45th AMM Banquet/Ball. Verify your name and click the “Next” button. On the next screen **select your meal choice for the 45th AMM Banquet/Awards Ball** and click the “**Next**” button. On the next screen **select from the dropdown how many Guests** you will have and click the “**Next**” button. On the next screen, fill in the name of your **Guest** for the registration badge in capital letters and click “Next.” Verify your guest name and Banquet registration fee and then click the “Next” button. On the next screen **select your guest(s) meal choice for the 45th AMM Banquet** and click the “Next” button. At this point, there is an option for you to **print out a copy of your Banquet registration**. If everything is correct, click on “**Register Now**” button or use the “**Previous screen**” button to go back and fix it. Now you are ready to Check Out by clicking on “Check Out” and follow the instructions to complete the payment for the Banquet/Ball fees. After paying for your registration fees, make sure you Logout. Once you complete your registration, you will receive from the Portal an e-Welcome letter from the USAWOA National President.

Hotel Information

Make Hotel Reservations “**directly**” with Crystal City Marriott at Reagan National Airport at the front desk by calling: “1- 703-413-5500 and use “Group Code” “USAWOA” when booking your hotel. The room rate is \$\$222 Per Night, plus Taxes.

You can go to the following web link for additional information on the Crystal City Marriott at Regan National Airport : <http://www.marriott.com/hotels/travel/wascc-crystal-city-marriott-at-reagan-national-airport/>.

Let the hotel know if you need special accommodations.