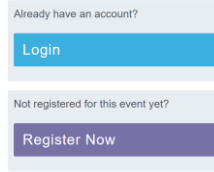
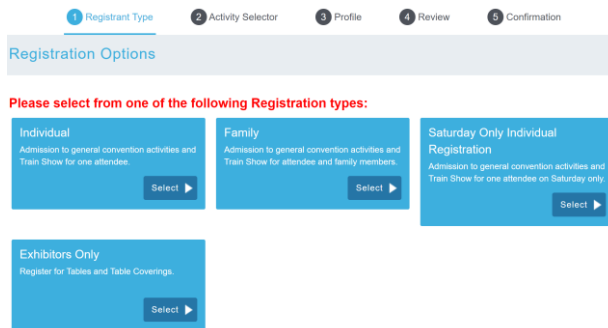


INSTRUCTIONS FOR FAMILY REGISTRATION
INDY JUNCTION 2022
May 18 – 22, 2022

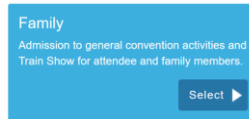
Registration for the convention was contracted out to a third-party vendor but is being managed by members of the Indy Junction 2022 Convention team. When you click the link to register, you will automatically be redirected to the secure registration site. There you will be presented with the following options:



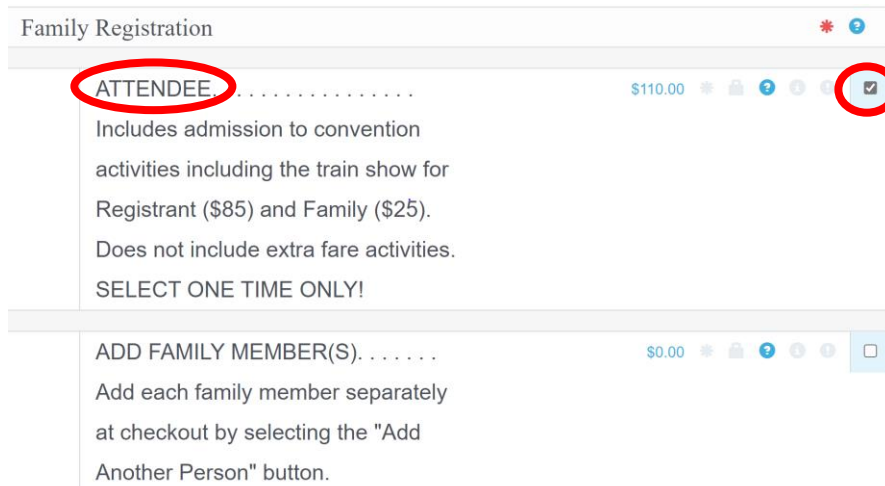
You will select "Register Now" if visiting the site for the first time. Here you will be presented with the following options:



1. Click "Select" in the Family option box.

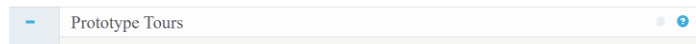


2. Inside the ATTENDEE box, click to place a checkmark. This will be the only time you select ATTENDEE during this Family registration; selecting ATTENDEE more than once will result in multiple billing.

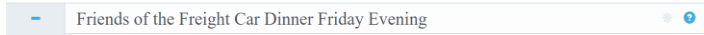


INSTRUCTIONS FOR FAMILY REGISTRATION
INDY JUNCTION 2022
May 18 – 22, 2022

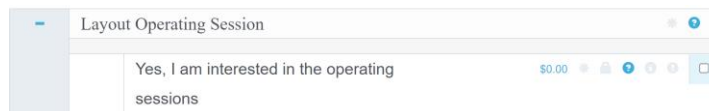
3. Make convention selections **for the ATTENDEE** from the following options:



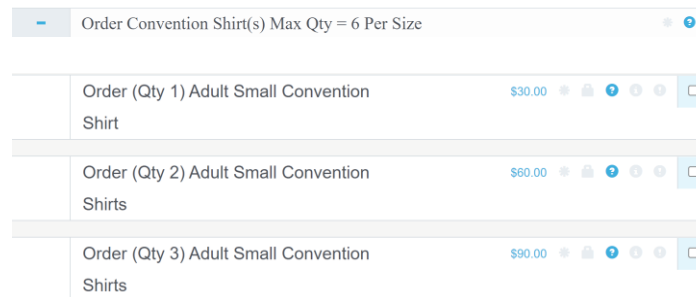
Select from the Tours listed. (Tours are not listed here as they are subject to change.)



Select from the Pork, Beef, Tilapia or Dietary Restricted Meal options. If a Dietary Restricted Meal is requested, the hotel will work with you to provide a meal that meets your dietary needs.



Operating Sessions are being coordinated using OperatingSessions.com. Click to select “Yes, I am interested in the operating sessions”. You will receive an email with an authorization code that will allow you to browse the layouts and register at OperatingSessions.com.



Convention Shirts are available in sizes S to 3X, priced \$30 - \$32 - \$34 depending on size. If you wish to order 1, 2, or 3 shirts of the same size, simply select 1, 2, or 3. To order 4 shirts of the same size, select 1 AND 3. To order 5 shirts of the same size, select 2 AND 3. To order 6 shirts of the same size, select 1, 2 AND 3. Example above shows options for Small Convention Shirts. You will see the same options for the other sizes.

4. After making the selections, click Next.

INSTRUCTIONS FOR FAMILY REGISTRATION
INDY JUNCTION 2022
May 18 – 22, 2022

5. Create **ATTENDEE** account.

You need to sign in or sign up before continuing.

Please login or register for this event

Answer all questions on the form.

Create an Account

Email
ATTENDEE@IndyJunction2022.org

First Name
ATTENDEE

Last Name
ATTENDEE

Password

Confirm Password

Register

This registration will allow you to register for years to come.

Log In

Email
[input field]

Password
[input field]

Log In

[Forgot Password?](#)

6. When finished creating **ATTENDEE** account, click Register.

Answer all questions on the form.

Create an Account

Email
ATTENDEE@IndyJunction2022.org

First Name
ATTENDEE

Last Name
ATTENDEE

Password

Confirm Password

Register

This registration will allow you to register for years to come.

7. Complete profile information for **ATTENDEE**.

Your account has been created successfully.

Your Profile

Fields marked with an * are required

First Name *
ATTENDEE

Last Name *
ATTENDEE

Address

Line 1 *
CLINIC STREET

Line 2
INDY JUNCTION 2022

Country *
United States

State *
Indiana

City *
Indianapolis

Zip code *
46219

Mobile Phone
Mobile Phone Number

You can opt-out of receiving text messages if you leave this field blank. By providing a phone number you agree to receive text messages (SMS) from us.

Name (First Name or Nickname) you would like on your badge *
ATTENDEE

NMRA Number (if applicable)
NMRA Number (if applicable)

NMRA Region (if applicable)
NMRA Region (if applicable)

NMRA Division (if applicable) ⓘ
NMRA Division (if applicable)

NMRA MMR Number (if applicable)
NMRA MMR Number (if applicable)

Next

INSTRUCTIONS FOR FAMILY REGISTRATION
INDY JUNCTION 2022
May 18 – 22, 2022

8. When finished completing **ATTENDEE** profile, click Next.

9. Read the Statement of Policy, input first & last initial where indicated. The Agree & Confirm button will turn blue. If it does not turn blue, make sure the initials you entered are the first and last initial of the name as entered in the Profile.

Statement of Policy for Convention Refunds

CANCELLATION/REFUND POLICY

- The cancellation and refund policy below covers, but is not limited to, convention registration fees, convention activities requiring additional fees, and exhibitor table fees.
- All requests for cancellation refund shall be e-mailed to the Registrar (Registration@IndyJunction2022.org) prior to the beginning of the convention. Registrants who fail to attend the event without making prior arrangements will not receive refunds.
 - If the registrant properly cancels a registration prior to April 1, 2022, a full refund will be permitted, less applicable bank card transaction fees.
 - If the registrant properly cancels a registration on or after April 1, 2022 and prior to the start of the convention, 50% of the registration fee may be refunded, less applicable bank card transaction fees, subject to approval by the Indy Junction 2022 Finance Chair whose decision is FINAL.
 - All other refund requests must be submitted to the Registrar (Registration@IndyJunction2022.org) and will be considered on a case-by-case basis. The Indy Junction 2022 Convention Registrar will, at his discretion, make a recommendation to the Indy Junction 2022 Finance Chair who is the only one authorized to make refunds.
 - All non-refunded registration fees can be considered by the registrant as a tax-free donation to the NMRA.
 - The event organizers reserve the right to cancel any convention activity at any time, and shall refund the full amount of registration fee(s) for that activity to the registrant. Such cancellation of a specific convention activity or activities is not sufficient reason to request a refund of any other registration fees. Cancellation of the entire event will result in a full refund of registration and related fees (less bank card transaction fees).
 - No refund will be granted on unused Friends Of The Freight Car Banquet tickets unless a registration fee refund is also granted.
 - Unless otherwise notified by Indy Junction 2022 Convention organizers, all refunds will be processed within 30 days of the end of the convention.

Please review the terms and conditions to the left. Provide your initials 'SQ' to continue.

Initials
Your Initials
Agree & Confirm

10. Click Agree & Confirm.

Statement of Policy for Convention Refunds

CANCELLATION/REFUND POLICY

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- All requests for cancellation refund shall be e-mailed to the Registrar (Registration@IndyJunction2022.org) prior to the beginning of the convention. Registrants who fail to attend the event without making prior arrangements will not receive refunds.
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 - No refund will be granted on unused Friends Of The Freight Car Banquet tickets unless a registration fee refund is also granted.
 - Unless otherwise notified by Indy Junction 2022 Convention organizers, all refunds will be processed within 30 days of the end of the convention.

Please review the terms and conditions to the left. Provide your initials 'AA' to continue.

Initials
AA
Agree & Confirm

11. Verify that the ATTENDEE Schedule Summary is correct. **DO NOT SELECT "Continue as Individual"!**

1 Registrant Type 2 Activity Selector 3 Profile 4 Review 5 Confirmation

Review & Check Out

Almost there!
Please confirm any requirements and check out below in order to successfully complete your registration.

Schedule Summary

Items you are registering for now:

Family Registration

ATTENDEE	Includes admission to convention activities including the train show for Registrant (\$85) and Family (\$25). Does not include extra fare activities. SELECT ONE TIME ONLY!	\$110.00	Remove
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Add Items

2. Checkout

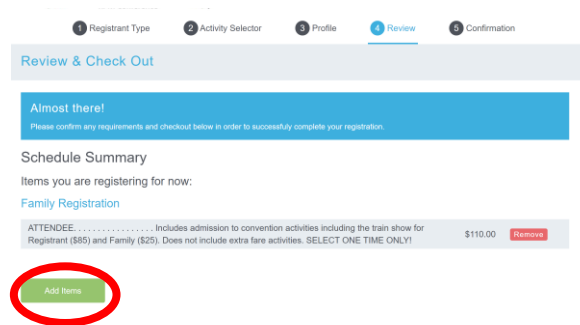
You can either complete your registration by paying now or skip payment and add another person as part of a group and pay for the group as a whole.

Continue as Individual or Add Another Person

Total \$110.00 Confirm & Pay

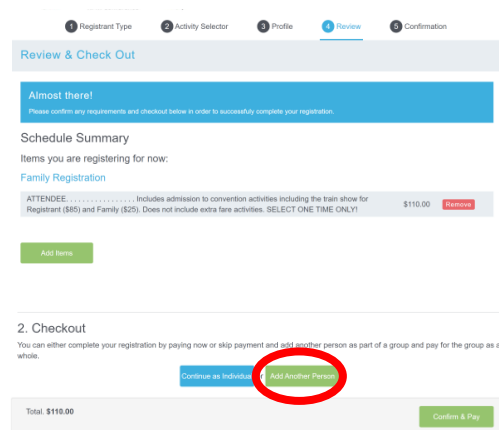
INSTRUCTIONS FOR FAMILY REGISTRATION
INDY JUNCTION 2022
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12. If additional convention activities are desired, click "Add Items", repeat steps (2) through (11). **Do not use this to add family members!**



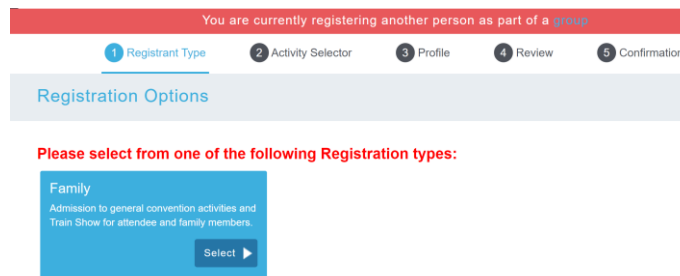
NOTE: Using the "Add Items" button will add the activity to the last Family member registered. If you wish to add items to specific family members' activities and did not enter them at the time their profile was created, you will be able to add them after registration is completed with payment. You will have the opportunity to edit each registered Family member's schedule and make additional payment at that time if required.

13. To add family members, at Review & Check Out, select "Add another person". **Do not select "Add Items"**. At this point you should have already selected ATTENDEE (**one time only!**) and made convention selections for the ATTENDEE). **Do not select "Continue as Individual"**.

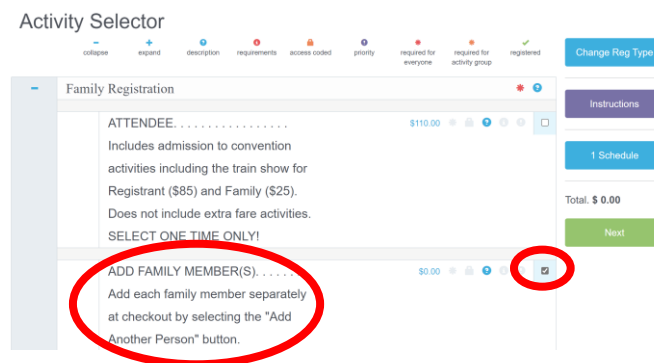


INSTRUCTIONS FOR FAMILY REGISTRATION
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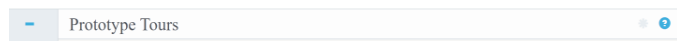
14. Click “Select” in the Family Option box on the Registration Options screen.



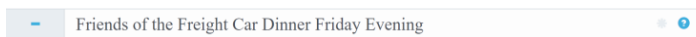
15. Inside the "ADD FAMILY MEMBER" box, click to place a checkmark.



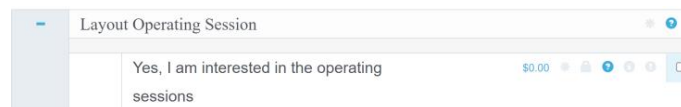
16. Make convention selections for this FAMILY MEMBER.



Select from the Tours listed. (Tours are not listed here as they are subject to change.)



Select from the Pork, Beef, Tilapia or Dietary Restricted Meal options. If a Dietary Restricted Meal is requested, the hotel will work with you to provide a meal that meets your dietary needs.



Operating Sessions are being coordinated using OperatingSessions.com. Click to select “Yes, I am interested in the operating sessions”. You will receive an email with an authorization code that will allow you to browse the layouts and register at OperatingSessions.com.

**INSTRUCTIONS FOR FAMILY REGISTRATION
INDY JUNCTION 2022
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Order (Qty 1) Adult Small Convention Shirt	\$30.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Order (Qty 2) Adult Small Convention Shirts	\$60.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Order (Qty 3) Adult Small Convention Shirts	\$90.00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Convention Shirts are available in sizes S to 3X, priced \$30 - \$32 - \$34 depending on size. If you wish to order 1, 2, or 3 shirts of the same size, simply select 1, 2, or 3. To order 4 shirts of the same size, select 1 AND 3. To order 5 shirts of the same size, select 2 AND 3. To order 6 shirts of the same size, select 1, 2 AND 3. Example above shows options for Small Convention Shirts. You will see the same options for the other sizes. NOTE: Convention Shirts are available for pre-order only. They will not be available for sale at the convention. Watch <https://www.indyjunction2022.org> for notification of order cutoff date.

17. After making the selections, click Next. This will generate a Profile Screen.

You are currently registering another person as part of a **Family**

Register Type
 Activity Selector
 Profile
 Review
 Confirmation

Your Profile

Fields marked with an * are required

No Email? Mark this if you do not wish to create a User account with this registration.

Email

First Name *

Last Name *

Address

Line 1 * Street Address

Line 2 Street Address 2

City * City

Zip code * Zip Code

Mobile Phone Mobile Phone Number You can opt-out of receiving text messages if you leave this field blank. By providing a phone number you agree to receive text messages (SMS) from us.

Name (First Name or Nickname) you would like on your badge * Name (First Name or Nickname) you would like on your badge

NMRA Number (if applicable) NMRA Number (if applicable)

NMRA Region (if applicable) NMRA Region (if applicable)

NMRA Division (if applicable) NMRA Division (if applicable)

NMRA MMR Number (if applicable) NMRA MMR Number (if applicable)

18. **IMPORTANT: Check the "No Email" box**, then add information requested for Family member profile.

No Email? Mark this if you do not wish to create a User account with this registration.

First Name * SPOUSE

Last Name * SPOUSE Name (First Name or Nickname) you would like on your badge

Name (First Name or Nickname) you would like on your badge * SPOUSE

NMRA Number (if applicable) NMRA Number (if applicable)

NMRA Region (if applicable) NMRA Region (if applicable)

NMRA Division (if applicable) NMRA Division (if applicable)

NMRA MMR Number (if applicable) NMRA MMR Number (if applicable)

INSTRUCTIONS FOR FAMILY REGISTRATION
INDY JUNCTION 2022
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- 19. When finished completing FAMILY MEMBER profile, click Next. (Example shown is SPOUSE)
- 20. At Review and Checkout, select "Add another person" and follow steps (14) - (19) until all family members are added.

Schedule Summary
Items you are registering for now:
Family Registration
ADD FAMILY MEMBER(S) Add each family member separately at checkout by selecting the "Add Another Person" button. \$0.00 [Remove](#)

[Add Items](#)

Guests in this group:

Name	Email	ID	Status
ATTENDEE ATTENDEE	attende@indyjunction2022.org	1829951	incomplete
SPOUSE SPOUSE		1829971	incomplete

[Add Another Person](#) [Checkout](#)

- 21. At Review and Checkout, select "Checkout" if finished adding Family members.

Schedule Summary
Items you are registering for now:
Family Registration
ADD FAMILY MEMBER(S) Add each family member separately at checkout by selecting the "Add Another Person" button. \$0.00 [Remove](#)

[Add Items](#)

Guests in this group:

Name	Email	ID	Status
ATTENDEE ATTENDEE	attende@indyjunction2022.org	1829951	incomplete
SPOUSE SPOUSE		1829971	incomplete
CHILD CHILD		1829979	incomplete
CHILD 2 CHILD 2		1830723	incomplete

[Add Another Person](#) [Checkout](#)

- 22. Almost done! Verify the selections are correct and proceed with credit card information. The address used in the **ATTENDEE** profile automatically populates the credit card screen. Please verify that the address is the correct one for the credit card being used.

Group Checkout
Indy Junction 2022
18 May - 22 May

Guests in this group:

Name	Email	ID	Status	Balance
ATTENDEE ATTENDEE	attende@indyjunction2022.org	1829951	incomplete	\$110.00
SPOUSE SPOUSE		1829971	incomplete	\$0.00
CHILD CHILD		1829979	incomplete	\$0.00
Total				\$110.00

[Pay by Credit Card](#)

Pay Instantly & Securely Using your Credit Card

Credit Card Information

Name of Card Card number

Exp month Exp year CVV

Address

Line 1 Line 2

Country State

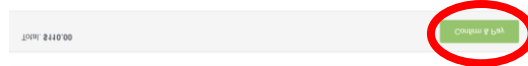
City Zip code

Phone

Total: \$110.00 [Confirm & Pay](#)

INSTRUCTIONS FOR FAMILY REGISTRATION
INDY JUNCTION 2022
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23. Click Confirm & Pay. You will receive an email confirmation and summary of the convention activities selected for you, along with a receipt for your credit card transaction. You will also receive an email for you as the Group Leader with your Family member activities listed.



Remember the email address and password used for registration; you will be able to log in to your account and add convention activities if any are added to the schedule after you registered.

You are not considered “registered” until you confirm and pay. If you create your account, enter some information but don’t follow through to complete payment, the registration system “remembers” you as having an account, but not as a *registered* guest, therefore, you can’t simply use the “LOGIN” button. To get back into the system to complete your registration:

- Select Register Now.
 - Select Family from the Registration Types.
 - Select the ATTENDEE option. Click Next.
 - Type the email address used previously where requested. You will note that it populates in the LOGIN Box.
 - Type the password where requested in the Register Now box. You will get the following message:
- Email exists. You may already have an account. Please try to log in.
- Insert the password in the LOGIN box.
 - This generates the ATTENDEE profile page. Click Next.
 - Complete Steps (7) – (23) as needed to complete your registration.

THANK YOU for registering for Indy Junction 2022! We look forward to seeing you there!



National Model Railroad Association Multi-Regional Convention
Midwest, North Central, & Mid Central Regions
and the RPM Conference
May 18-22, 2022
Indianapolis, Indiana