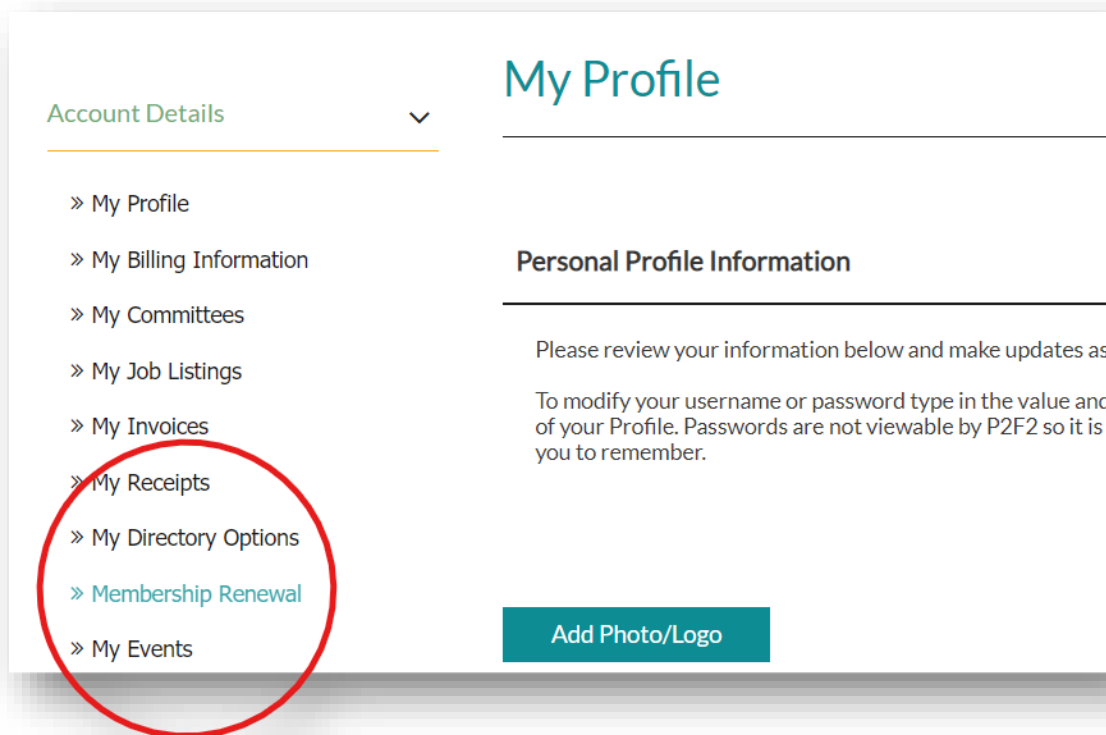# How to Register for the
2025 P2F2 Conference

To register for the P2F2 conference, attendees will need to login to the P2F2 website. Since registration is open to nonmembers this year, please follow the instructions in Step 1 below that correspond to your situation.

Step 1: Be enrolled in the P2F2 membership system

A. **Active Members.** If you are an active P2F2 member, go directly to Step 2 below.

B. **Nonmembers.** If you were enrolled as an APPFA member or a nonmember in 2024, you must first renew your membership for 2025. To do so, login to the P2F2 website and click on "Renew Membership" on the sidebar menu and then on "Renew with Existing Member Type." There is no cost to renew your APPFA or nonmember membership for 2025. If you would like to become a P2F2 member for $300, login to the P2F2 website and click on "Renew Membership" and then on "Renew with a Different Member Type" and select "Individual – Active" as the Membership Option.

C. **Former Members – Expired Membership.** If you were a P2F2 member in 2024 and did not renew your membership in 2025, you can either renew your membership ($300) and then register for the conference as a member, or register for the conference as a nonmember (but pay an additional $300 registration fee). The total cost is the same, but if you register as a nonmember, you will lose out on the benefits of membership. Your username and password are still valid in the P2F2 membership system. To renew your membership, login to the P2F2 website and at the sidebar menu click on "Membership Renewal." If you don't remember your username/password, contact us at information@p2f2.org and let us know you are a former member.

Note: If you are becoming a new member or renewing your membership as an active P2F2 member, Follow the prompts and then click either "Register & Pay Online" to pay with a credit card, or "Register & Bill Me" to receive an invoice and pay by check or credit card after you have received the invoice. To receive the Member conference registration rate, you must renew your membership <u>before</u> you register for the conference. Once your membership is renewed, go to Step 2 below.

D. **Brand New Members.** If you have <u>never</u> been enrolled in our membership system, you must first enroll in our system to obtain a username and password. To do that, go to www.p2f2.org and click on "Membership" and then either "Member Enrollment" or "Nonmember Enrollment."

If you work for a public pension plan in North America, you qualify for membership and are encouraged to become a member before registering for the conference. The cost of becoming a member is $300, but the cost of the conference is $300 less than it is for nonmembers. You'll click on "Member Enrollment" to proceed, then click on the link to enroll as a new member, and then under "Membership Options" select "Individual – Active."

If you work for a governmental agency, nonprofit or educational institution and interact with public pension plans, you qualify for an Associate membership. The cost of becoming an associate member is $300, but the cost of the conference is $300 less than it is for nonmembers. You'll click on "Member Enrollment" to proceed, then click on the link to enroll as a new member, and then under "Membership Options" select "Associate."

If you want to attend the conference without becoming a member, click on "Nonmember Enrollment" to proceed. There is no cost to become a "nonmember", but the cost of the conference is $300 more expensive than it is for members. After you click on "Nonmember Enrollment" you'll click on the link at the bottom of the page, and then under "Membership Options" select "Nonmember."
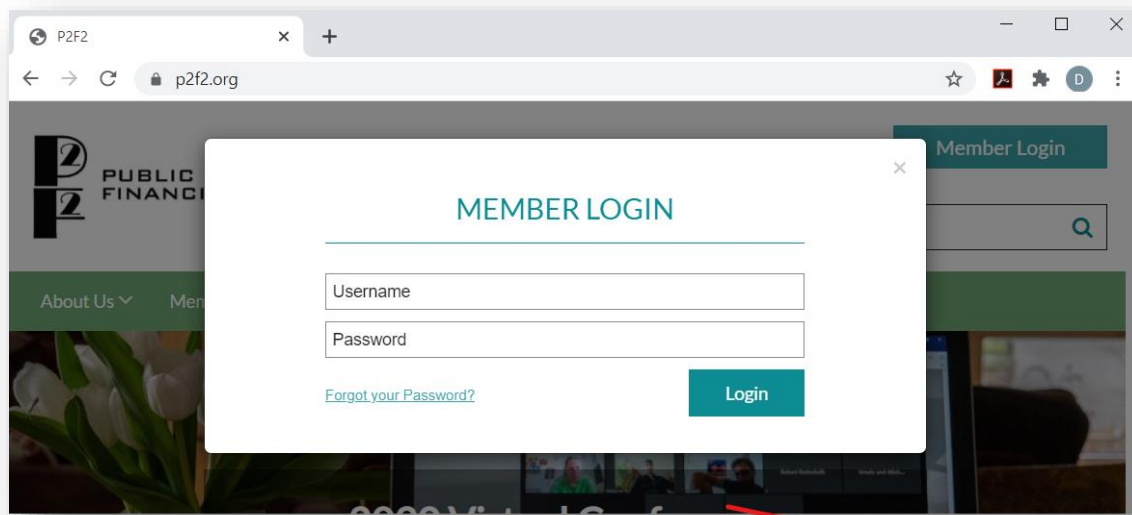
Follow the prompts and fill out the information requested. You'll be able to create your own username and password during the process.

Step 2: Log in to the P2F2 website

At the P2F2 website home page (www.p2f2.org), click on the "Member Login" button at the top of the page.
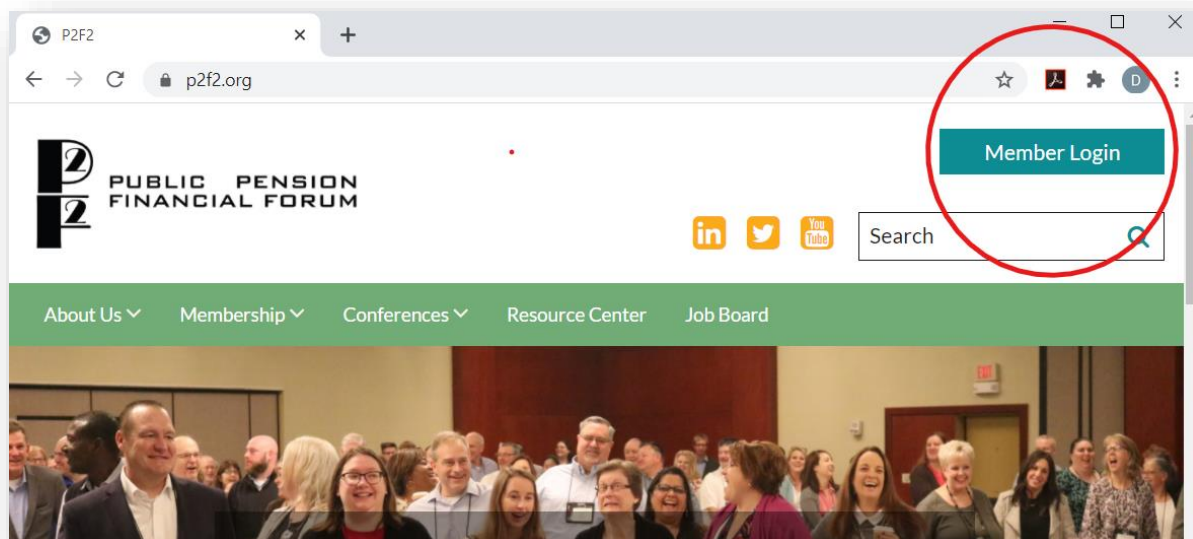
At the prompt, enter your username and password.

Note: If you do not remember your username and/or password, click on the "Forgot your Password?" link on the Member Login screen (shown above). You will see the following prompt:

Enter your email address. If it matches the email address in our system, we will send you your username and password. If you do not receive an email from P2F2, contact us at information@p2f2.org.

Step 3: Once you have logged in, click on "Events & Registrations"

When you click on "Events & Registrations" you will be brought to the Event Calendar. You can also get to the Events Calendar by scrolling to the bottom of the P2F2 website home page.

Step 4: Click on "2025 Conference Registration" to register for the conference.

To register for the conference, click on the "2025 Conference Registration" link. The other link ("2025 Conference Spouse/Guest Registration") is to register your spouse or other guest to attend the networking events on Sunday and Tuesday evening. More information about that option is found later in this document.

After you click on "2025 Conference Registration" you'll be brought to a page that contains quite a bit of information about the conference. Please read through that information before continuing. Once you have read everything, click on "Conference Registration."
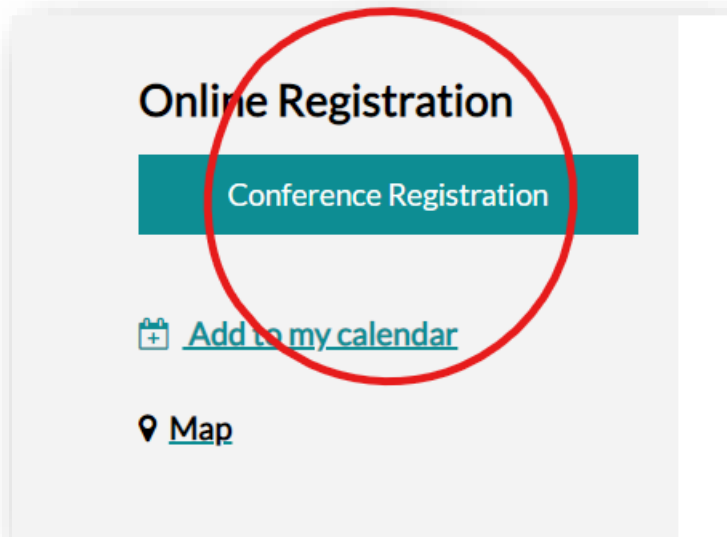
Step 5: Fill out the registration information requested on the 4 tabs.

Information on the first tab ("My Information") should be pre-filled. Please check it for accuracy. If information needs to be changed, please change it, and also notify the registrar at information@p2f2.org. Click "Next" to continue to the next tab.

On the 2nd tab ("Responses"), please answer the questions. Some of the answers are required, others are optional. When done, click "Next" to continue to the next tab.

The 3rd tab ("Pricing") just shows the cost of your selection. The cost depends on whether you are a member or not, and whether you are registering before or after the early bird deadline date. You can still back out and start over if the price doesn't match what you think it should be.

The 4th tab is a summary of the information you provided. If you have not yet provided all the required information, you will see notices on this page that say, "Fix Now" or "Choose One."

My Information	Responses	Pricing	Sessions	Summary

Lunch	**Choose One**
Evening Networking Events	**Choose One**
Total Session	**$0.00**
Other Options	
Sessions	**Cost**
Pre-conference with lunch	$125.00
Total Other Options	**$125.00**
Your Event Responses	
How would you like your FIRST name displayed on your name badge?	**Fix Now**
Is this your first P2E2 Conference?	**Fix Now**

To complete the missing information, click on the red "Fix Now" text and you will be brought back to the tab that needs to be completed.

Once all required data is entered, you will see a button on the bottom of the page that says, "Checkout Now." Your registration is not complete until after you checkout.

Prev	Checkout Now

Step 6: Checkout

Once you click on "Checkout Now" a new "Checkout" tab will appear.

| My Information | Responses | Pricing | Sessions | Summary | Checkout |

Check Out

Line Item	Qty	Unit Cost	Total Cost
Registration Fee - All Days	1	$900.00	$900.00
Early Bird Discount	1	$(100.00)	$(100.00)
Pre-conference with lunch	1	$125.00	$125.00
Monday Lunch	1	$0.00	$0.00
Tuesday Lunch	1	$0.00	$0.00
Sunday Evening Welcome Reception	1	$0.00	$0.00
Tuesday Evening Event - Corona Ranch	1	$0.00	$0.00
		Total Due	**$925.00**

Enter Registration Promotional Code [＿＿＿＿＿＿] [Apply]

[Pay with Credit Card]   [Pay from Invoice]

[Prev]

You have two options for payment: either pay now with a credit card or request an invoice and pay later with a check/warrant or credit card. If you click on "Pay with Credit Card" you will be brought to a screen that will allow you to pay now. Once you have paid, you will receive a confirmation email from our system. If you click "Pay from Invoice" our system will email an invoice to you. As noted above, your registration is not complete until you click on either Pay with Credit Card or Pay from Invoice. Payments are due by October 3, 2025.

Step 7: Register your spouse or other guest

If you would like to bring your spouse or other guest to the Sunday welcome reception or the Tuesday night dinner reception at Corona Ranch, you can do that by logging into the P2F2 website then clicking on "Events & Registration" on the sidebar menu (see Step 3 above). Click on "2025 Conference Spouse/Guest Registration" and follow the prompts to register your spouse or guest. The cost is $25 for the Sunday welcome reception and $80 for the Tuesday night event. Guests are not invited to attend conference sessions or lunches.

If you ever have any questions, contact P2F2 at information@p2f2.org for help.