

How to register your delegation

A step-by-step guide for partners managing waived and paying delegate registrations

AFS Forum 2026

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Partner registration

One account manager registers all delegates under your organisation — waived, paying, youth and speakers in a single group.

Partner only

STEP-BY-STEP PROCESS

1

Receive partner credentials

AFS Secretariat sets up your organisation with a partner account, sets your waiver allocation (e.g. 20 seats for Gold partners), and provisions a login for your designated account manager. You will receive login details by email.

Done by AFS

You need: account manager email

2

Log in and start a group

Account manager logs in to the AFS Forum portal and goes to **Group Registration**. Click **+ New Group** and name it after your organisation. Your waiver allocation is shown at the top of the page.

3

Add delegates and select their type

For each delegate add their name, email, organisation and country. For each row, select the delegate type from the dropdown:



Waived partner seat

Counts against your allocation



Paying delegate

Resident or international



Youth (under 35)

Auto-waived — does not count against allocation



Speaker

Auto-waived — does not count against allocation

Bulk upload available via Excel template

4

Review the composition and invoice

Before submitting, the system shows a live breakdown: waived count, youth count, speakers count, and the number of paying delegates with the calculated invoice total. Adjust delegate types if needed — you can re-allocate which delegates use the waiver.

5

Submit and pay for the paying delegates

Click **Submit**. An invoice is generated covering only your paying delegates (waived, youth and speakers are zero-cost). Pay via PayPal, Google Pay, Apple Pay or Mobile Money. Each delegate receives an individual confirmation email and QR badge.



Adding new delegates later

You can return to the group at any time before the registration deadline to add more delegates. The waiver allocation remains valid until used or until the cutoff date.