

Getting Started with the Updated AMS

Edit your name/contact info, company or title

Obtain CPE Certificates

Cancel your registration

Add a guest

Transfer your registration to someone

The screenshot shows the FEI AMS user interface. At the top, the user is logged in as Jill Green. The navigation menu includes NETWORK, EVENTS, ON-DEMAND, RESEARCH, INFLUENCE, NEWS, and STRATEGIC PARTNERS. Below this is a secondary menu with icons for MY PROFILE, MY COMPANY, MY MEMBERSHIP, MY REGISTRATIONS, MY INVOICES, MY DOWNLOADS, MY EDUCATION, CHAPTER INFORMATION, MY DONATIONS, MY SUBSCRIPTIONS, and MY SETTINGS. The 'MY REGISTRATIONS' icon is circled in red. Below the navigation is a 'My Registrations' section with a table. The table has two columns: 'Event' and 'Registrant'. The first row shows an event 'True Stories: Real Impact' from 9/9/2025 to 9/9/2025, with the registrant 'Green, Jill'. To the right of the registrant name are three buttons: 'View/Edit Details', 'Transfer to Someone Else', and 'Cancel Registration'. Callout boxes with arrows point to these buttons and to the 'MY REGISTRATIONS' icon. Another callout box points to the 'Jill Green' user name at the top right. Below the table is a section titled 'My Registration History' with the text 'Listing of my registrations for past meetings.' Below this section is a callout box pointing to the 'Transfer to Someone Else' button.

<All FEI Chapters are free to use this instructional guide>