

2027 Highlights of ASH in Asia-Pacific Step-by-Step Registration Instructions for Groups

1. Visit <https://show.jspargo.com/ashhap27/groupx/default.asp>
2. Click “Create Your Group” button to begin

Registration Change/Cancellation Policy
New registrations, changes and/or cancellations can be made online any time using the registration website. To substitute one delegate for another, the administrator must cancel the original registration and create a new registration using the new delegate's information.
Processing fees will be charged to any registration that is entered, changed or canceled by the ASH Registration Center. These fees apply to fax, mail, email, and phone requests. Please use the registration website to avoid additional fees. Refunds will not be granted for any cancellations made after Friday, February 26, 2027.

If you are representing a group of attendees please click "Create Your Group" below to register.
If you have received an email from ASH with special registration instructions please choose your organization from the menu below and enter the password you were provided to login.

Login:
Organization *
Password *

Create a Group:

Can't remember your password? Click here to have it e-mailed to the contact on file.

Contact Information

This is where you'll submit information regarding the company and the administrator managing the registration process. This does not create a registration so if this person is traveling to the meeting please make sure to register them for a badge as well.

1. Complete the “Contact Information” page with all required information. Required fields are marked with a red asterisk. Save the password you create in a safe place as you'll need it to login each time you visit this site.
2. Click the “Continue” button to proceed.
3. Review all Contact Information on the next page and click the “Save” button to proceed. Click the “Edit” button to revise any of this information.
4. Your group is now created. Click “Login to Group Registration” to now login to the group you created.
5. Under “Login” click on the down arrow and choose the name of your organization from the “Groups” list and enter the password and click “Login”

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Main Menu

From this menu is where you'll manage the registrations. We have simplified the process in 4 easy steps and added a new feature this year.

1. Step 1: To add registrations, you now have 2 options:
 - a. If you wish to register everyone yourself, you can click the “Add New Registration” link to register the first registrant.
 - b. If you wish the individual to register themselves, you can click the “Send Link to Registrant” link to view the direction on how to get a link to copy and send via email. The registrants will register on their own and it will link them to the group where you can further manage them.
 - i. Please note it is the responsibility of the administrator to explain the process to the registrant and let them know if payment is applicable to either pay on their own or they can save their registration, and it will be paid for them.
2. Step 2: View summary / pay fees
 - a. If you have payments to be made, click on this link to see a quick summary of fees and to pay any balance due. Please note bulk payments take 48 hours to process and transfer.
3. Step 3: Print Receipt/Invoice
 - a. If you require a receipt/invoice, click here to download and save one for your records

4. Step 4: Send Confirmations
 - a. Once you have verified payment has processed and transferred click on this link to send confirmations to each registrant or you can send to yourself to send or print for them.
5. Additional Options
 - a. View Personnel List: if you wish to download a spreadsheet of everyone attached to your group click on this link
 - b. Make Changes: if you need to cancel, substitute, resend confirmations you can click this link to visit the existing registrations menu
 - c. Send Summary Confirmation: if you wish to send yourself a confirmation with a summary of everyone you added click on this link

Adding New Registration

If for Step 1 you choose to manually add the registrations yourself follow the steps below.

1. On the “New Registration” page, you have two options to look someone up in the ASH membership database:
 - a. If you know that the registrant IS a member of ASH, provide either the email address associated with their membership or click the circle next to “ASH Member ID”, enter the ID in the box, and click the “Next” button.
 - b. If the registrant is NOT a member of ASH, enter their email address and click the “Next” button.
2. You will now complete a series of registration pages and answer questions based on registrant #1:
 - a. “1: Profile” Page
 - i. You will see “Registration Type” auto populated based on membership search
 - ii. Please enter registrant #1’s information, all mandatory fields are marked with a red asterisk
 1. Please remember to enter registrants #1’s email address in the “Email*” box, and YOUR email address in the “Additional Email” box so that you receive confirmation it has been completed.
 - iii. Once you complete all required fields, click the “Next” button to proceed.
 - b. “Registration Information Review” Page
 - i. Review all information about registrant #1 and click the “Next” button to proceed.
 - c. “Thank you for registering” Page
 - i. This is registrant #1’s registration confirmation!
3. To add additional registrations, click “Add New Registration” and follow the same process as above for each new registrant.

For any questions about this process, please reach out to

ASH Registration Center:

- Email: ashhighlightsap@spargoinc.com
- Phone: 001-703-449-6418 (international toll) or 888-273-5704 (toll free)