

# HOW TO REGISTER FOR A NATIONAL MEETING

Before starting, please make sure you do not use a previously saved/bookmarked urls.

1. Go to [USPS.org](https://www.usps.org).
2. Click on Login -> Membership Portal.

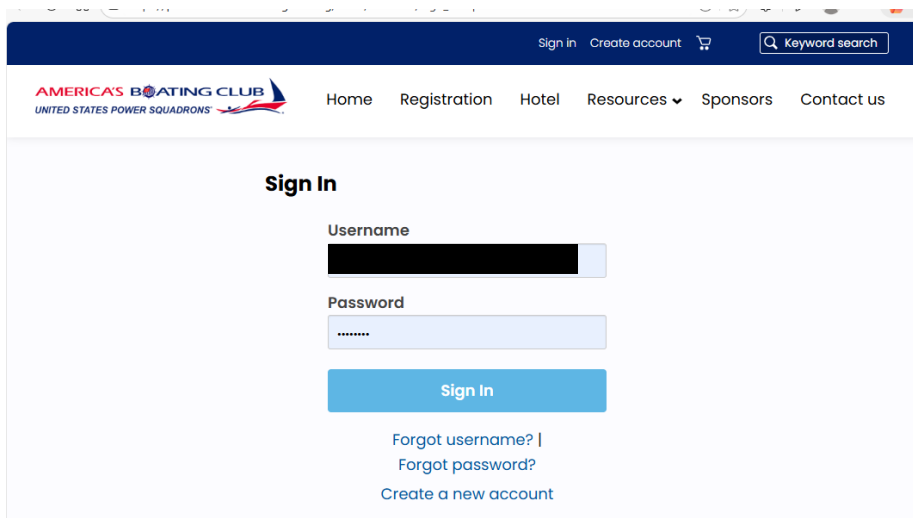


## PRO TIP:

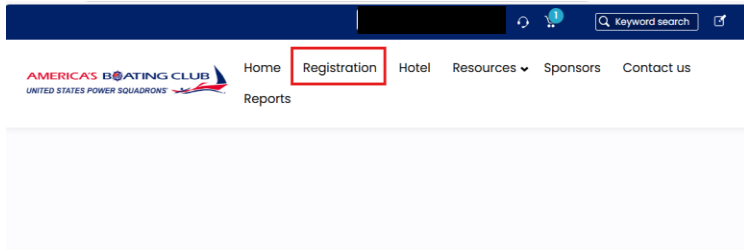
Add this link to your browser Favorites or Bookmarks and use to access your iMIS account each time.

<https://portal.americasboatingclub.org/>

3. On login page, enter your iMIS username (usually an email address) and password. Click on Sign In button.
  - a. If you forgot your username or password, follow the links provided.
    - i. Follow the steps provided to obtain your username and password.
  - b. If you are not a member of USPS | ABC or have never logged in before, click on Create a new account.
    - i. Follow the questions to setup an account.
  - c. If you are already signed in, move to the next step.

A screenshot of the 'Sign In' page on the America's Boating Club website. The page has a dark blue header with 'Sign in', 'Create account', and a search bar. Below the header is a navigation menu with 'Home', 'Registration', 'Hotel', 'Resources', 'Sponsors', and 'Contact us'. The main content area is titled 'Sign In' and contains two input fields: 'Username' and 'Password'. The 'Username' field is filled with a blacked-out string. Below the fields is a blue 'Sign In' button. At the bottom of the form are three links: 'Forgot username? |', 'Forgot password?', and 'Create a new account'.

4. On the next page, click on the "Registration" option at the top.



5. Take a look at the URL at the very top. Make sure it says "2026AnnualMeeting" in it.

- a. If it doesn't, stop, using a different browser or clear the cache of your current browser, start again with Step 1. Do not use any saved links.



6. Below is the registration screen. Read through the various areas in red boxes.

Important information about the meeting

Make sure it says your name. If not, you are not logged in to the Membership Portal (iMIS).

Use this option to register a **non-member**.

Use this option to register an **additional member**.

**2026 Annual Meeting - Myrtle Beach SC**

The annual meeting for United States Power Squadrons | America's Boating Club national organization.

**Meals and Event Registration - Scroll Down**

**Book Hotel Reservation - Click Here**

- Download a list of Meals and Events - [Click Here](#)
- Download the December Newsletter - [Click Here](#)

**Other Items to Note for Hotel:**

- Download the Agenda - [Click Here](#)
- Download Articles for Newsletters (Coming Soon!)
- Download Call to Meeting (Coming Soon!)
- Download or View Seat Packet Reports (Coming Soon!)

• Room rate is less than last 3 meetings.

• Resort Fee of \$25 includes a free daily breakfast, daily cocktail party, free parking, free room and common area WIFI, pool access, etc.

• Last Date to Book Hotel: Jan 15, 2026 (contact [NMCHelp@usps.org](mailto:NMCHelp@usps.org) if need a room after this date)

• Book Hotel Reservation By [Clicking Here](#)

• Early Bird rate last date for meals and tours: Jan 7, 2026

Registration

Add guest

Remove

Register Someone Else

Register multiple contacts

Check Out & Confirm Registration

Last day to register is 2/14/2026

7. ADDING A **MEMBER** TO YOUR REGISTRATION: Click on the [Register Someone Else](#) button. You will enter a part of their name to find them in the database. If they are NOT listed, then **do not “add”** them. If they are listed click on their name. If they are listed twice, choose the one with the lowest iMIS number (in one of the columns). Contact [nmchelp@usps.org](mailto:nmchelp@usps.org) with any issues.
8. ADDING A **NON-MEMBER** TO REGISTER: Click on the [Add guest](#) words. Enter the contact information of the non-member. (Do not enter this information if they are already a USPS | ABC member.)
9. Once everyone is added:
  - a. Scroll down to the [Registrants](#) section.
  - b. Click on the additional member or guest name. (Their name will have a black box around it.)
  - c. Answer the questions section for that person.
  - d. Under [2026 Annual Meeting Program](#) section scroll through the days and each event.
  - e. Click on [Add](#) button on left by each event.
    - i. A green **Selected** box will appear by the event.
10. Scroll back up to click on your name to start selecting the items for your name. (NOTE: Select all meal options for everyone on the reservation before entering your own.)
11. Once all meals have been selected for everyone, click on the Proceed to Checkout button at the bottom.

The screenshot shows the '2026 Annual Meeting Program' interface. At the top, there is a dropdown menu for 'Select programs by' set to 'Day' and a checkbox for 'Only display program items in registrant's itinerary'. Below this is a list of dates from Tuesday, 10 February 2026 to Saturday, 14 February 2026. A callout bubble points to a small icon on the Tuesday date, saying 'Click here to expand each day.' Below the dates, a specific event is shown: 'Change of Watch Dinner Dance - Chicken (Option 1) - Saturday' at 6:30 PM. A callout bubble points to the 'Add' button next to this event, saying 'Click here to purchase a ticket to this event'. Below this event, another event is shown: 'Change of Watch Dinner Dance - Steak (Option 2) - Saturday' at 6:30 PM. A callout bubble points to the 'Remove' button next to this event, saying 'Once added, the button will change to Remove and the green Selected indicator will appear.' At the bottom of the page, a 'Proceed to Checkout' button is highlighted with a red box.

12. Next, you will be taken to your iMIS Shopping Cart.
  - a. All reservations, per person, for the national meeting will be in your shopping cart.
  - b. If you need to pay your organization dues, they may be in here as well.
  - c. If you were in iMIS and selected another event to register for (say for your squadron and/or district), it would also be listed.
13. Depending what was selected, there may have been questions asked that were missed. If so, you will see a notice in red.
  - a. Click on the arrow in far right column, by the notice to see the itemized list of selections.
    - i. If there are off-site events selected, there are transportation questions that need answered.
  - b. Take a look at the URL at the very top. Make sure it says "2026AnnualMeeting" in it.
  - c. Press and hold the CTRL key on your keyboard and press the F5 key at the top of the keyboard.
    - i. This is clearing the cache. There are other ways that work too, but it needs to be done here.
  - d. To fix, you will need to click on **Continue Shopping**.
    - i. On the registration selection page, find the off-site event.
    - ii. Scroll down below the off-site event to see questions.
  - e. If there are not any red notices, continue.

The screenshot shows a shopping cart titled "Shopping cart" with a table of items. A red box highlights a red notice: "There are required questions related to this event." A callout box points to the "Continue Shopping" button, stating "Click here to go back to registration page". Another callout box points to the "Remove" button next to an item, stating "Click Remove to remove this person. Once change is made the Update button will become available." A third callout box points to the "Update" button, stating "Click here to see all items for this person." A fourth callout box points to the item name, stating "Name of each attendee 1".

Item	Quantity	Price	Total	
2026 Annual Meeting - Myrtle Beach SC - [Redacted]	1	384.00	384.00	Remove
There are required questions related to this event.				
2026 Annual Meeting - Myrtle Beach SC - [Redacted]	1	192.00	192.00	Remove
Credit Card Processing Fee	1	17.28	17.28	

14. If all red notices are gone, scroll down to enter payment information.
15. From the Payment method list, select your credit card type.
  - a. Your member name will appear in the Name on card box.
    - i. Change if different on your card.
  - b. Enter the card details under Card.
  - c. Confirm the Billing Address listed.
    - i. Click on **Choose another address** if the card billing address is different.
  - d. If desired, click on "Save payment details for use in future purchases" if you don't want to enter the details next time (saves you a few key entry steps).
16. Click on **Submit Order** to process payment.

**Cart charges**

Item total	593.28
Shipping	0.00
Handling	0.00
<b>TRANSACTION GRAND TOTAL</b>	<b>593.28</b>

Promotional code

Available credit 0.00

**Payment details**

Payment amount  
593.28

Payment method  
Visa

\*Name on card  
[Redacted]

\*Card  
\* Card number \* MM/YY CSC Postal code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Billing address  
[Redacted]

[Choose another address](#)

Save payment details for use in future purchases

17. If a Reload option appears, the page timed out/expired before the payment was processed. Click on [Reload](#) button.
  - a. The credit card information will need to be re-entered.
18. Click [Submit Order](#) again.
19. The [Order confirmation](#) page appears with all the itemized details, payment info (not full credit card displaying), and totals.
20. At the very bottom, it states that a copy of the confirmation page is being sent to the primary registrants USPS | ABC email address.
  - a. If a copy needs to be sent to an additional email address, enter it in the [Send another copy](#) to box. Click **Send**.

Any issues? Contact [NMCHelp@usps.org](mailto:NMCHelp@usps.org).