

How to Create a Group and Manage Group Registrations for IMS Annual 2025

Go to the group registration website here: <https://show.jspargo.com/imw25/groupreg/>

1. Click next under Step 1 to create a group contact record. This record will allow you to manage your group registrations.

The screenshot shows the 'Group Registration' page for the 22nd Annual International Myeloma Society Meeting & Exposition, held from September 17-20, 2025, in Toronto, Canada. The page is divided into two main steps: Step 1, 'Create a Group Contact', and Step 2, 'Register Group Attendees'. Step 1 includes a 'Next' button and a link to contact support. Step 2 includes fields for 'Login Number' and 'Password', a 'Next' button, and a link to 'Forgot your login number or password? Select here'.

22nd Annual MEETING & EXPOSITION
September 17-20, 2025 • Toronto, Canada

International Myeloma Society

Group Registration

[Home](#) [Contact Us](#)

Step 1

Create a Group Contact:

All groups must register a group contact using this option prior to registering group personnel. Click the Next button below to begin. This will provide the group leader with their login number and the password needed to register group personnel attending the International Myeloma Society Annual Meeting.

[Next](#)

For help with group registration contact us using the contact details below in the footer.

Step 2

Register Group Attendees

If you have already created a group contact to the left, you may begin registering attendees by selecting a registration option below.

Provide your group contact login number and password and click Next.

Login Number:

Password:

[Next](#)

[Forgot your login number or password? Select here](#)

2. Agree to the IMS group registration policies.

The screenshot shows the 'IMS Group Registration Information' page. It provides details about the requirements for group registrations, including the number of registrants (5 or more), the submission method (online or import spreadsheet), and the submission date (Midnight, Eastern Time, Wednesday, August 20, 2025). It also includes a link to the 'Import Spreadsheet' and a 'Continue' button.

IMS Group Registration Information

Official IMS groups must have 5 or more individual registrations. Group administrators will be required to provide an accurate mailing address and unique email for each individual group registrant. The address should not be a duplicate of the group administrator's mailing address.

There are 2 ways to register for the IMS depending on the size of your group:

Online (5 or more group delegates may be submitted):
Group administrators must enter registrations online unless there are more than 50 delegates in the group. ([View group registration policies](#)). Please do not use the individual attendee registration website for groups of 5 or more delegates. Administrators will first set up a record of general group information. This password protected record allows the administrator to create and manage the delegate registrations. Any leader with 5 or less registrants must register them as individuals through the attendee registration website.

Import (must submit 50 or more group delegates):
If your group consists of 50 or more delegates, you may submit the import spreadsheet. Group administrators will first set up a record of general group information. After submitting the import spreadsheet, this password-protected record allows the administrator to create and manage the delegate registrations. Please do not use the individual attendee registration website for group registrants. Please allow 5-10 business days for the import to process. ([View group instructions and import template](#)).

Important note about submission method:
Registration forms are not available for groups. All group registrations must be submitted on the group registration website or in an import spreadsheet (restrictions apply).

Spreadsheet Submission Date:

- Midnight, Eastern Time, Wednesday, August 20, 2025 *

* The Import Spreadsheet may be submitted earlier than the dates posted above. Please allow up to 5-10 business days until you are able to access your group registrations online.

☐ Check here to accept that you agree to the above policies.

[Continue](#)

3. Fill out the group contact information and select your password. Please note that the group name and address will be displayed on invoices and receipts.

Group Registration

- Provide the following information for your Group Contact.
- Items noted with an asterisk (*) are required
- Once all information has been provided you will be given your Group Login number and will have the option to begin registering Group Registrants.
- Click the **Next** button to proceed.

Group Info

Group Name *	
Address *	
Address (cont'd)	
City *	
State	-- select
Zip/Postal Code *	
Country *	USA

- ☐ I agree to the [IMS Photography Policy](#)
- ☐ I agree to the [IMS Code of Conduct Policy](#)

Contact Info

First Name *	
Last Name *	
Phone *	
Email *	
Confirm Email *	

Password

Please provide your desired password below.

This password along with your Group Login number will allow you to begin Group Registration. Passwords are not case sensitive.

Password (3-10 characters) *	
Confirm password *	

Next

4. Review the group contact information and click next.

Group Registration Review

- Review the following information for your Group.
- If you would like to make any changes/corrections use your browser's back button
- Click the Next button to proceed

Group Info

Group Name *

Test Group

Address *

Address1

Address (cont'd)

Address2

City *

City

State

-- select

Zip/Postal Code *

99999

Country *

France

Contact Info

First Name *

First Name

Last Name *

Last Name

Phone *

7229998888

Email *

email@test.com

Next

5. The group contact record is complete, and a login number will be located on this page. An email confirmation will also be sent to the email address in the record. Select “Login to Group Registration” on this page to continue.

Thank you for completing your group registration for the IMS Annual Meeting & Exposition.

Group Information:

- Your login number is: #700061
- Your password is: **test**

Note: From this point on you will need your group login and password to access your online group record.

You will receive an immediate email confirmation of your group registration. Please keep a copy of your confirmation for your records - this is your receipt. You will not receive another confirmation.

Choose Activity

- [Login to Group Registration](#)
- [Contact the IMS Annual Meeting & Exposition Customer Service Center](#)

Cancellation Policy

Registration cancellations must be submitted in writing to the IMS Registration Center by August 20, 2025 to receive a refund less \$150 processing fee. All requests must include a brief description of the reason for cancelling. Refunds will not be granted after August 20, 2025. Refunds will appear as a credit on the credit card account within four weeks.

[IMS Photography Policy](#)

[IMS Code of Conduct Policy](#)

6. Fill out the Login number and password under step 2 and click next to log into the group registration website.

Group Registration

[Home](#) [Contact Us](#)

Step 1

Create a Group Contact:

All groups must register a group contact using this option prior to registering group personnel. Click the **Next** button below to begin. This will provide the group leader with their login number and the password needed to register group personnel attending the **International Myeloma Society Annual Meeting**.

Next

For help with group registration contact us using the contact details below in the footer.

Step 2

Register Group Attendees

If you have already created a group contact to the left, you may begin registering attendees by selecting a registration option below:

Provide your group contact login number and password and click **Next**.

Login Number:

700061

Password:

.....|

Next

Forgot your login number or password? [Select here](#)



7. From the group registration main menu leaders can register attendees, review/make changes to records, make group payments, pull invoices/receipts, and send email confirmations to themselves as well as the group registrants.
- To start a new group registration, provide the email address and last name of the attendee in the “Register New Group Attendee” fields and click next.

Group Registration Options and Information

- Group Contact: First Name Last Name
- Company Name: Test Group

Registration by spreadsheet

(Available to groups with 50 or more attendees only)

[Submit a registration spreadsheet](#)

Register New Group Attendee

Please start by completing the following information.

Email:

A unique email address is required and cannot be used more than once. You must also enter the following.

Last/Family name:

[Next](#)

Pay Group Invoice

Credit Card payments take 24 to 48 business hours to disperse into group registration records. Group registrations will show as a balance due until the funds have been moved in the record.

Total Fees: \$0.00 (U.S Dollars)

Total Amount Paid: \$0.00 (U.S Dollars)

Total Fees Due: \$0.00 (U.S Dollars)

Payments online are credit card only

[Make Payments](#) [Invoice/Receipt](#)

Group Registration Summary/Make Event Changes

[Group Registration Summary](#)

E-mail Confirmation to Group Contact

This sends an email to email@test.com with a list of attached group registrants.

[E-mail Confirmation to Contact](#)

Housing

[Housing Information](#)

Visa Letter

[Print Visa Letter](#)

Exit/Log-out of Group Registration

This logs you out of group registration and returns you to the International Myeloma Workshop website.

[Exit/Log-out of Group Registration](#)

8. Then fill out the personal information for the registrant. Please note the same email address cannot be used more than once.

Personal Information:

You are continuing registration as a non-member. Use your back button to enter your information again or contact the IMS Registration Center if you feel this message is in error.

Please enter personal information below.

- Fields noted with an asterisk(*) are required
- To receive meeting materials, this information must be accurate

*First Name

Middle Initial

*Last Name

Group 1

Degree *

-- Select Degree

Address Information

*Company

*Address 1

Address 2 (cont'd)

*City

State

-- select

*Zip/Postal Code

*Country

USA

Contact Information

*Telephone Number

*CME Email Address

*CME Confirm Email Address

Promo Code

Your unique email address must be provided to us for you to access meeting materials and receive CME credits. You must provide an accurate and unique email address, otherwise you **will not** be able to attend the 22nd International Myeloma Society Annual Meeting.

☐ Check here to opt out of allowing your contact information to be shared with companies involved in supporting the meeting

Continue

9. Any demographic questions with an asterisk are required and must be answered before you are able to continue. Registrants that register in the fellow, resident, nurse, nurse practitioner, physician assistant, or allied healthcare professionals will need to provide proof of status once the registration is complete. Verification can be sent to imsregistration@spargoin.com.

Demographic Information

- Fields noted with an asterisk (*) are required

What is your job function? *

Nurse Practitioner ▼

We are committed to making the meeting accessible to all individuals. Select if you require auxiliary aids or services. If you have a disability as identified by the Accessibility for Ontarians with Disabilities Act (AODA) and the Americans with Disabilities Act, please let us know. You will be contacted by SPARGO for further information.

☐ Mobility

☐ Vision

☒ Hearing

☐ Dietary

☐ Other

As institutional firewalls can occasionally block emails we send related to the IMS Annual Meeting please select if you'd like to provide your mobile phone number to receive urgent IMS Annual Meeting updates via SMS related to your confirmed participation either in-person or virtually. Message and data rates may apply.

☒ Yes, please send me updates via SMS.

Enter Mobile Number

4442225555

How did you hear about us? *

Industry Event / Conference ▼

Next

10. Select the registration choice for the attendee. If a group attendee is a member you will need to register them with the email address in their IMS membership record to see that rate.

Additional information will display for each registration choice when you click the box next to it.

Annual Meeting Registration

☐	In-Person Registration - Non-Member Allied Health Professional	No fee
☐	Virtual Meeting Extended Access - Non-Member Allied Health Professional	No fee
☐	Virtual Meeting Standard - Non-Member Allied Health Professional	No fee
☐	In-Person Nurse Symposium Only Registration - Non-Member Allied Health Professional	\$200.00

Continue

11. Review the registration on the Summary page before agreeing to the policies and checking out to save the record.

Registration Summary

Registration Options

Edit Profile Information

Add/Modify Registration Events

Profile Information
First M. Group1, MD, PhD
Address1
Address2
City, Finland 999999

Phone: 7458887777
Email: Group1@test.org

Registration Events	Quantity	Price	Total
Description			
In-Person Registration	1	No fee	No fee
Spouse/Guest Registration	1	\$300.00	\$300.00
Total Fees			\$300.00
Total Payments			\$0.00
Total Due			\$300.00

Cancellation Policy
Registration cancellations must be submitted in writing to the IMS Registration Center by August 20, 2025 to receive a refund less \$150 processing fee. All requests must include a brief description of the reason for cancelling. Refunds will not be granted after August 20, 2025. Refunds will appear as a credit on the credit card account within four weeks.

Photography/Recording Policy
☐ I agree to the IMS Photography Policy
☐ I agree to the IMS Code of Conduct Policy

Checkout

12. To review your group registrations or make changes select the “Group Registration Summary” button from the main menu.

Group Registration Options and Information

- Group Contact: First Name Last Name
- Company Name: Test Group

Registration by spreadsheet

(Available to groups with 50 or more attendees only)

[Submit a registration spreadsheet](#)

Group Registration Summary/Make Event Changes

[Group Registration Summary](#)

Register New Group Attendee

Please start by completing the following information.

Email:

A unique email address is required and cannot be used more than once. You must also enter the following.

Last/Family name:

E-mail Confirmation to Group Contact

This sends an email to email@test.com with a list of attached group registrants.

[E-mail Confirmation to Contact](#)

Housing

[Housing Information](#)

13. On the group summary click on the registration ID number to make changes to the registration or click “Send Email Confirmation” to send a confirmation to the email address in that record.

To make changes to a record click on the registration ID number next to the registrant’s name. On the next page use the menu on the left side of the page to make changes to the contact information or the registration option.

Group Summary

[Email Confirmations to Attendees](#)
This sends each group attendee their individual email confirmation.

[Email All Confirmations to Contact](#)
This sends all group attendee email confirmations to the group leaders email address.

[Group Roster](#)

REGISTRATION I.D.:	NAME:	Send Email Confirmation	Total Fees:	Total Paid:
700152	Tish jackson-frey - Group	Send Email Confirmation	\$500.00	\$0.00
700151	Tiffany melton - Group	Send Email Confirmation	\$500.00	\$1.00
700160	Mala shanmugam - Group	Send Email Confirmation	\$750.00	\$0.00
			Total: \$1,750.00	Total: \$1.00

*Group registrations that have a balance due will not receive a confirmation email.

Choose Activity

- [Return to Main Menu](#)

14. To send email confirmations to yourself or each of your group registrants with the touch of one button use the buttons on the top of the page. Please note that group attendee confirmations will not go out until they are paid in full, and you select to send them.

The Group Roster button can be selected to download a spreadsheet of group registrants.

Group Summary

[Email Confirmations to Attendees](#)

This sends each group attendee their individual email confirmation.

[Email All Confirmations to Contact](#)

This sends all group attendee email confirmations to the group leaders email address.

[Group Roster](#)

REGISTRATION I.D.:	NAME:	Send Email Confirmation	Total Fees:	Total Paid:
700152	Tish jackson-frey - Group	Send Email Confirmation	\$500.00	\$0.00
700151	Tiffany melton - Group	Send Email Confirmation	\$500.00	\$1.00
700160	Mala shanmugam - Group	Send Email Confirmation	\$750.00	\$0.00
			Total: \$1,750.00	Total: \$1.00

*Group registrations that have a balance due will not receive a confirmation email.

Choose Activity

- [Return to Main Menu](#)

15. Payments via credit card can be made through the “Pay Group Invoice” button on the main menu of the group website. An invoice or receipt can also be printed or saved from the invoice/Receipt button.

Group Registration Options and Information

- Group Contact: TISH JACKSON-FREY
- Company Name: TISH TESTING

Registration by spreadsheet

(Available to groups with 50 or more attendees only)

[Submit a registration spreadsheet](#)

Register New Group Attendee

Please start by completing the following information.

Email:

A unique email address is required and cannot be used more than once. You must also enter the following.

Last/Family name:

[Next](#)

Pay Group Invoice

Credit Card payments take 24 to 48 business hours to disperse into group registration records. Group registrations will show as a balance due until the funds have been moved in the record.

Total Fees: \$1,750.00 (U.S Dollars)

Total Amount Paid: \$1.00 (U.S Dollars)

Total Fees Due: \$1,749.00 (U.S Dollars)

Payments online are credit card only.

[Make Payments](#) [Invoice/Receipt](#)

Group Registration Summary/Make Event Changes

[Group Registration Summary](#)

E-mail Confirmation to Group Contact

This sends an email to MATT.SCHROEDER@SPARGOINC.COM with a list of attached group registrants.

[E-mail Confirmation to Contact](#)

Housing

[Housing Information](#)

Visa Letter

[Print Visa Letter](#)

Exit/Log-out of Group Registration

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[Exit/Log-out of Group Registration](#)

16. The entire amount can be paid, or smaller amounts if a group leader needs to use different credit cards. Please note that it can take 48 hours for your funds to disperse into the registration records once payment has been processed.

Group Summary

Below is a financial summary for your group.

[Click here to view a detailed summary](#)

Total Fees: \$1,750.00 (U.S Dollars)

Total Amount Paid: \$1.00 (U.S Dollars)

Total Fees Due: \$1,749.00 (U.S Dollars)

Pay Registration Fees

Credit Card payments take 24 to 48 business hours to disperse into group registration records. Group registrations will show as a balance due until the funds have been moved in the record.

Payment Amount

☒ Check here to pay the full amount of \$1,749.00 (U.S Dollars).

☐ Check here to pay a partial amount. \$ (U.S Dollars)

Payment Options

Credit Card Type*

--

Card Number*

(numbers only)

Expiration Date

--

Name on Credit Card*

Credit Card Billing Address*

Credit Card Billing Zip*

CVV/AVS(Security Code)*

[Next](#)

Choose Activity

- [Return to Main Menu](#)

17. Invitation letters for international group registrants can be printed from the Visa letter website once their registration is paid in full. You can access the website from the main menu by clicking on “Print Visa Letter”. You can also provide your registrants with the link where they can login using their registration confirmation number and email address to log in.

Group Registration Options and Information

- Group Contact: TISH JACKSON-FREY
- Company Name: TISH TESTING

Registration by spreadsheet

(Available to groups with 50 or more attendees only)

[Submit a registration spreadsheet](#)

Register New Group Attendee

Please start by completing the following information.

Email:

A unique email address is required and cannot be used more than once. You must also enter the following.

Last/Family name:

[Next](#)

Pay Group Invoice

Credit Card payments take 24 to 48 business hours to disperse into group registration records. Group registrations will show as a balance due until the funds have been moved in the record.

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Payments online are credit card only.

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Group Registration Summary/Make Event Changes

[Group Registration Summary](#)

E-mail Confirmation to Group Contact

This sends an email to MATT.SCHROEDER@SPARGOINC.COM with a list of attached group registrants.

[E-mail Confirmation to Contact](#)

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[Housing Information](#)

Visa Letter

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