

Creating an Group: Apartmentalize 2019

The Group Primary contact (GCO) should be the one maintaining the responsibility of registering and monitoring those who are added to the GCO's record.

Do not give your log in information to anyone. Anyone with this information will have complete access to your group attendee records, including access to your allotted attendee badges, the ability to make name changes, and purchasing extra tickets on the company's behalf.

To create a Group:

- 1) Type in your Last name and Email address associated with your NAA Membership.
If you are uncertain on your membership status, please contact: 833-86-MYNAA and someone will assist you.

Group Registration

Create a Group Contact

A group contact must be created prior to purchasing a group registration package.

Please enter your company name below and click "Continue" to proceed to create a group. If you do not see your company listed, please click "Create a New Company". New companies will be charged at the non-member rate. If you have questions on your membership status, please contact 833-86-MYNAA.

Last Name

Email Address

[Continue](#)

Register Group Attendees

Please provide your Group contact login number and password and then click "login" button to proceed.

Login Number

Password

[login](#)

- 2) Fill out the required information from the Group registration page. You will have the ability to change the Company Name on the individual attendee's badge.
- 3) Review the information, make sure that the Coordinator Information is correct.
- 4) Once you hit continue you will be given your login number and password. There will be an email that is sent out with this information.
Please make sure to save that information as the Login Number is how you go back into the portal to make any changes.

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Group Registration

Provide the following information for your Group Coordinator. Items noted with an asterisk (*) are required. Once all information has been provided and reviewed, you will receive your Group Login number and will have the option to begin registering your group personnel. Select "Continue" to proceed to the review page.

Group Information - Nonmember

If you have questions regarding your membership status, please contact NAA at 833-86-MYNAA

| | | | |
|------------------|---|---------------|---|
| Group Name * | <input type="text" value="Group Test"/> | Company Name | <input type="text" value="Test Company"/> |
| Membership | Nonmember | | |
| Address 1 * | <input type="text" value="123 abc"/> | Address 2 | <input type="text" value="Address 2"/> |
| City * | <input type="text" value="burke"/> | Postal Code * | <input type="text" value="22039"/> |
| State/Province * | <input type="text" value="Virginia"/> | Country * | <input type="text" value="Usa"/> |

Group Coordinator Information

| | | | |
|--------------|--|-------------------|--|
| First Name * | <input type="text" value="First"/> | Last Name * | <input type="text" value="Last"/> |
| Phone * | <input type="text" value="5556664444"/> | Cell Phone * | <input type="text" value="1112223333"/> |
| Email * | <input type="text" value="Testemail@email.com"/> | Email (Confirm) * | <input type="text" value="Testemail@email.com"/> |

Login Password

| | | | |
|------------|--|----------------------|--|
| Password * | <input type="password" value="*****"/> | Password (Confirm) * | <input type="password" value="*****"/> |
|------------|--|----------------------|--|

[Cancel](#) [Continue](#)

- 5) You have now reached the Group Portal, you are required to purchase your full conference registration packages in bulk.
- 6) Based on your membership status, you will be given the opportunity to purchase at minimum 5 to 100+ Full conference registrations.
 - a. You are required to choose a fee rate and type-in the number of registrations you plan on purchasing. Please keep in mind that the GCO will only be able to purchase one

Purchase Group Packages

Purchase Group Full Conference Registrations in Bulk.

[Purchase Package](#)

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package per group. If you end up not purchasing enough Full conference registrations, you will need to contact: naaapartmentalizereg@spargoinc.com.

- 7) Once you have finalized your group package, you will be able to register your group attendees.
 - a. Type in the email address associated with the attendees NAA Membership, if they are not members, please click continue.
 - b. Please fill out the required information, make sure that you use their email address, the system will not allow you to use duplicated emails

- 8) Edit Group List, allows you to view, modify and cancel your group registrations.
 - a. By clicking on the Registration ID you can edit/change the contact information.

- 9) We offer the opportunity for the GCO to schedule a time to pick-up all the Attendees badges. Registration badges will not be mailed. If the GCO selects this option, all the attendees will have to go meet their group coordinator to pick up their badge as it will not print out at the Registration Counters.

- 10) The GCO can also assign someone onsite that can manage the GCO Account. They will be able to pick up the badges, register individuals, as well as, cancel attendees.

Add a Group Attendee

Add a group Attendee. Provide their email address, then click create.

Create

Edit Group List

Select below for the group list and address changes for the existing group registration.

Edit List

Badge Pick up Options

Select below for view/select a scheduled time for badge pick-up time when onsite.

Schedule

Add Onsite Contact Information

If available, please provide onsite contact information.

Save