

The Affiliate Group Primary contact (Group Leader) should be the one maintaining the responsibility of registering and monitoring those who are added to the Group Leaders 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.

#### Affiliate Bulk Purchase

An affiliate contact must be created prior to a bulk purchase. Please enter your affiliate name below and click "Continue" to proceed to a bulk purchase.

Affiliate Name

#### Manage Affiliate Group

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

Login Number

Password

To Create an Affiliate Group:

- 1) Start typing in your companies Affiliate Member Account name and select to corresponding company.
- 2) You will be required to fill in the GCO Coordinator information, and the Group Company information.
- 3) Confirm that the 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.**
- 5) You have now reached the Group Portal, you are required to purchase your full conference registration packages in bulk.
- 6) The GCO is 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.
- 7) Once you have purchased the bulk registrations, you can send Customer Invites: Send your guest(s) a Courtesy Invitation Ticket to experience the energy that only a live event like NAA

#### 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 - Member

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

Group Name *	<input type="text" value="Test Affiliate Company"/>	Company Name	GREATER COLUMBUS APARTMENT ASSOCIATION, Columbus, GA
Membership	Member		
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="Test First"/>	Last Name *	<input type="text" value="Test Last"/>
Phone *	<input type="text" value="5556664444"/>	Cell Phone *	<input type="text" value="1112225555"/>
Email *	<input type="text" value="EMAIL@EMAIL.COM"/>	Email (Confirm) *	<input type="text" value="EMAIL@EMAIL.COM"/>
Login Password			
Password *	<input type="text" value="....."/>	Password (Confirm) *	<input type="text" value="....."/>

## Purchase Group Packages

Purchase Group Full Conference Registrations in Bulk

Apartmentalize can create. Provide your guest(s) name and email address by clicking on Add Another, then click send to provide them with information needed to register for the event.

8) If you need to resend the invitation, click on Sent.

9) The Invited attendees will receive the email below, they will be required to register by clicking on the link in the body of the email. As invited attendees register, your dashboard will reflect the changes.

10) The Group Leader can now purchase additional registrations to add to their package. Affiliate Groups will stay in the original fee rate that they purchased, however if they go up in bracket, the new registrations are the only ones that will receive the new rate.

