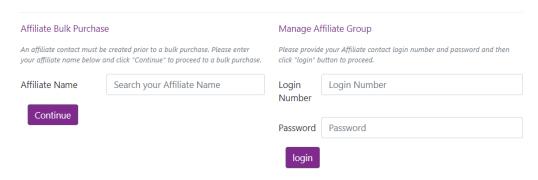
The Affiliate Group Primary contact (Group Leader) should be the one maintaining the responsibility of registering and monitoring those who are added to the Group Leaders record.

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.



Group Registration

To Create an Affiliate Group:

- Start typing in your companies Affiliate Member Account name and select to corresponding company.
- 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.
- You have now reached the Group Portal, you are required to purchase your full conference registration packages in bulk.

	formation for your Group Coordinator. Items not s been provided and reviewed, you will receive yo		
	oceed to the review page.		
Group Information	- Member		
If you have questions re	garding your membership status, please contact	NAA at 833-86-MYNAA	
Group Name *	Test Affiliate Company	Company Name	GREATER COLUMBUS APARTMENT ASSOCIATION, Columbus, GA
Membership	Member		
Address 1 *	123 abc	Address 2	Address 2
City *	BURKE	Postal Code *	22039
State/Province *	Virginia	▼ Country *	Usa
Group Coordinator	Information		
First Name *	Test First	Last Name *	Test Last
Phone *	5556664444	Cell Phone *	1112225555
Email *	EMAIL@EMAIL.COM	Email (Confirm) *	EMAIL@EMAIL.COM
Login Password			
Password *	••••	Password (Confirm) *	

- 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

Purchase Group Packages
Furchase Group Full Conference Registrations in Bulk.

Purchase Package

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 bra

Where everything comes together.

Dear First NameLast Name

Thank you for purchasing your 2019 Apartmentalize full conference registration through GREATER COLUMBUS APARTMENT ASSOCIATION, Columbus, GA

Click here to complete your event registration and housing and select "Attendee Registration & Housing".

If you have questions on your registration, please contact the NAA Apartmentalize Registration Center at the contact information listed below.

We look forward to seeing you in Denver!

2019 NAA Apartmentalize
11208 Waples Mill Rd, Suite 112, Fairfax, VA 22030
Phone: 888-273-5706 or 703-449-6418

purchased, however if they go up in bracket, the new registrations are the only ones that will receive the new rate.

Fax: 703-574-8332
Email: naaapartmentalizereg@spargoinc.com