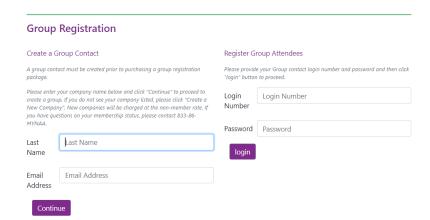Creating an Group: Apartmentalize 2020

The Group Primary contact Group Leader should be the one maintaining the responsibility of registering and monitoring those who are added to the Group Leader'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 [Last Name]

Email Address [Email Address]

[Continue]

Register Group Attendees

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

Login Number [Login Number]

Password [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.**

June 26-28, 2019 / Denver

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 "Countinue" 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 *	Group Test	Company Name	Test Company
Membership	Nonmember		
Address 1 *	123 abc	Address 2	Address 2
City *	burke	Postal Code *	22039
State/Province *	Virginia	Country *	Usa

Group Coordinator Information

First Name *	First	Last Name *	Last
Phone *	5556664444	Cell Phone *	1112223333
Email *	Testemail@email.com	Email (Confirm) *	Testemail@email.com

Login Password

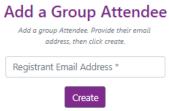|			
Password *	•••••	Password (Confirm) *	•••••

[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.

Purchase Group Packages

Purchase Group Full Conference Registrations in Bulk.

[Purchase Package]

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

Add a Group Attendee

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

Registrant Email Address *

Create

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 Group Leader to schedule a time to pick-up all the Attendees badges. Registration badges will not be mailed. If the Group Leader selects this option, all the attendees will have to go their Group Leader to pick up their badge as it will not print out at the Registration Counters.

Edit Group List

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

Edit List

10) The Group Leader can now purchase additional registrations to add to their package. The Rate is affected both at the time of purchase as well as if you go up in bracket; the new registrations are the only ones that will receive the new rate if you go up in bracket.

Badge Pick up Options

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

Schedule

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

Add Onsite Contact Information

If available, please provide onsite contact information.

Name *

Phone *

Email *

Save