

Creating a Group: Apartmentalize 2021

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 account.

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:

Affiliate Bulk Purchase

An Affiliate Coordinator must be created prior to a bulk purchase. Please enter your affiliate name below and click "Continue" to proceed to a bulk purchase. Please refer to the Affiliate Group Instructions link above.

Affiliate Name

Continue

- 1) Start typing in your company's Affiliate Member Account name and select corresponding company that appears in drop down menu.

Group Registration - Affiliate Bulk Purchase

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="AUSTIN APARTMENT ASSOCIATION"/>	Company Name	AUSTIN APARTMENT ASSOCIATION
Membership	Member		
Address 1 *	<input type="text" value="8620 Burnet Rd Ste 475"/>	Address 2	<input type="text" value="Address 2"/>
City *	<input type="text" value="Austin"/>	Postal Code *	<input type="text" value="78757-7071"/>
State/Province *	<input type="text" value="Texas"/>	Country *	<input type="text" value="USA"/>
Group Coordinator Information			
First Name *	<input type="text" value="First Name"/>	Last Name *	<input type="text" value="Last Name"/>
Phone *	<input type="text" value="(512) 323-0990"/>	Cell Phone *	<input type="text" value="Cell Phone"/>
Email *	<input type="text" value="Email"/>	Email (Confirm) *	<input type="text" value="Email Confirm"/>
Login Password			
Password *	<input type="text" value="Password"/>	Password (Confirm) *	<input type="text" value="Password Confirm"/>

- 2) You will be required to fill in the Group Leader 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 save this information as the Login Number is how you go back into the portal to make any changes.**

Purchase Group Packages

Purchase Group Full Conference Registrations in Bulk.

[Purchase Package](#)

- 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.

Send Customer Invites

Send your guest(s) a Courtesy Invitation Ticket to experience the energy that only a live event like NAA Apartmentalize can create. Provide your guest(s) name and email address below, then click send to provide them with information needed to register for the event.

[Preview email to be sent](#)



- 7) Once you have purchased the bulk registrations, you can send Customer Invites. Send you guests(s) a Courtesy Invitation to experience the energy that only a live event like NAA Apartmentalize can create. Provide your guest(s) name and email address by clicking on “Invite Another” to provide them with information to register for the event.
- 8) If you need to re-send the invitation, click on “Sent”

Dear [First Name] [Last Name],

Thank you for purchasing your 2021 Apartmentalize full conference registration through [Organization Name]

[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 Chicago!

2021 NAA Apartmentalize
11208 Waples Mill Rd, Suite 112, Fairfax, VA 22030
Phone: 800-934-1957 or 571-549-4518
Fax: 703-574-8332
Email: naaapartmentalizereg@spargoinc.com

- 9) The Invited attendees will receive the email above. They will need to register by clicking on the link in the body of the email. As invited attendees register, your dashboard will reflect the changes.