Creating a Group: Apartmentalize 2021

**The Group Primary Contact (Group Leader) should be the one maintaining the responsibility of registering and monitoring those who are added to the Group account.**

<span style="color:red">**Do not give your log in information to anyone**</span>.   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.



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 save that 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.

## Add a Group Attendee

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

Registrant Email Address *

**Create**

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 attendee's NAA Membership. If they are not members, please click continue
   b. Please fill out the required information, making sure that you use their email address. The system will not allow you to use duplicated email addresses.

## Edit Group List

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

**Edit List**

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

## Badge Pick up Options

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

**Schedule**

9) We offer you, the Group Leader, the opportunity to schedule a time to pick up all your group's badges.  If the Group Leader selects this option, you **must** pick up the badges for **everyone in your group.** All of your group attendees will need to get their badges from you as their badge will be marked as already printed and they will be charged a Badge Reprint fee to print it at the Registration Counters.

## Add Onsite Contact Information

*If available, please provide onsite contact information.*

Name *

Phone *

Email *

**Save**

10) Please provide the information for the person in charge of the group once we get onsite.  This can be the Group Leader or someone else.  The onsite contact will be able to pick up the badges, register individuals and cancel attendees.  We can also share this information with any of your group members who come to the counters with questions that we are unable to assist with answering.