

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.

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:

Group Registration

Group Registration Instruction

Create a Group Coordinator

A Group Coordinator must be created prior to purchasing a group registration package.

Please login below and click "Continue" to proceed to create a group. If you do not see your company listed as a member and you believe this to be an error, please contact 833-86-MYNAA. New companies will be charged at the non-member rate.

Last Name

Email Address

[Continue](#)

Register Group Attendees

A Group Coordinator must be created prior to registering group attendees. If you have already created a Group Coordinator and are ready to register your attendees, please provide your Group Coordinator login number and password and click "Login" button to proceed.

Login Number

Password

[Login](#)

- 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

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 - Nonmember

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

Group Name *	<input type="text" value="Group Test"/>	Company Name	<input type="text" value="Text Company"/>
Membership	Nonmember		
Address 1 *	<input type="text" value="123 Main St"/>	Address 2	<input type="text" value="Address 2"/>
City *	<input type="text" value="Anywhere"/>	Postal Code *	<input type="text" value="22030"/>
State/Province *	<input type="text" value="Virginia"/>	Country *	<input type="text" value="USA"/>
Group Coordinator Information			
First Name *	<input type="text" value="FirstName"/>	Last Name *	<input type="text" value="LastName"/>
Phone *	<input type="text" value="5555555555"/>	Cell Phone *	<input type="text" value="5555555554"/>
Email *	<input type="text" value="testemail@email.com"/>	Email (Confirm) *	<input type="text" value="testemail@email.com"/>
Login Password			
Password *	<input type="text" value="*****"/>	Password (Confirm) *	<input type="text" value="*****"/>

[Cancel](#) [Continue](#)

- 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.