

Creating a Group: Apartmentalize 2025

The Group Primary Contact (Group Coordinator) should be the person 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

Please 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 next page.

Group Information - Nonmember

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

Group Name * Company Name

Membership Nonmember

Address 1 * Address 2

City * Postal Code *

State/Province * Country *

Group Coordinator Information

First Name * Last Name *

Phone * Cell Phone *

Email * Email (Confirm) *

Login Password

Password * Password (Confirm) *

[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 completed information above, 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.

Add Onsite Contact Information

If available, please provide onsite contact information.

- 9) Please provide the information for the person in charge of the group once we get onsite. This can be the Group Coordinator 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.