

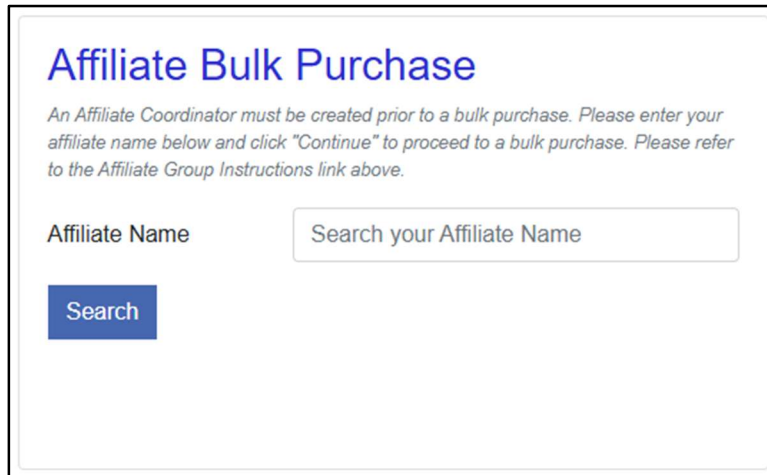
## Affiliate Group Instructions

### Important:

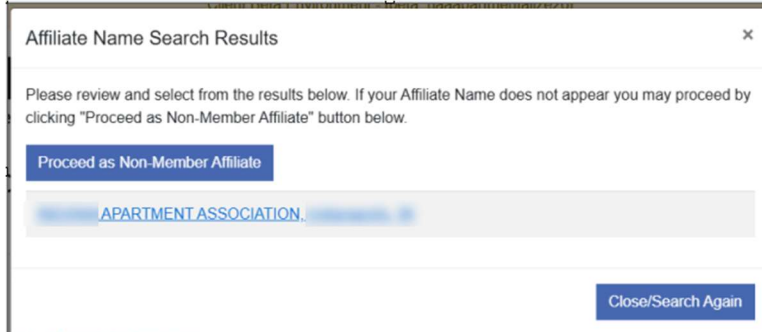
- The Primary Group Contact (Group Coordinator) is responsible for the group account.
- **Do not share your login information.** Anyone with access to the account can view attendee records, send the registration link, cancel badges and purchase tickets on behalf of your company.

### Create a Group

1. Enter your affiliate name and click **Search**.



2. You will be provided with any matching results and the option to proceed as a non-member. If the organization matches, please click on the link.



3. Complete the required fields on the Group Registration Page. This includes creating your password.

- Review all details to ensure the coordinator's information is correct.

### Group Coordinator Information

Please review the following information

Group Information	Group Coordinator Information
Company Name: SPARGO, Inc.	Contact Name: Danielle Keene
Address: 11208 Waples Mill Road Fairfax, VA, 22030	Phone: 7036316200
Country: USA	Email: danielle.keene@spargoinc.com
<a href="#">Edit Group Information</a>	Email Type: HTML
	Onsite Name: Danielle Keene
	Cell Phone: 7036316200

Cancel
Continue

- Click **Continue**. Your login number and password will be emailed to you. Save this information – these credentials are required to access the portal.

### Group Registration Confirmation

Group Coordinator Login Number is: 800117

Your Group Password is: 123456

**NOTE:** You need your Group Coordinator Login Number and password to access your online group registration site now and for future visits. You will receive an immediate email confirmation of your group registration. Please keep a copy of your confirmation for your records.

Manage Group Registrations
Email Group Details

#### Hotel Information

Once you pay for your group registration and send out your attendee invitations, each individual may reserve a hotel room after they complete their meeting registration.

If you prefer to set up a block of rooms to manage your group, please contact [naaapartmentalizehousing@spargoinc.com](mailto:naaapartmentalizehousing@spargoinc.com) for assistance.

Exit

## Purchase Group Package

- The package price is based on your membership status and the size of the package.
- A minimum of 5 registrations** is required to purchase a bulk package.
- Select the desired package using the radio buttons, then enter the total number of registrations in the text box and click **Continue**.

	Description
<input checked="" type="radio"/>	Group Package 5-24
<input type="radio"/>	Group Package 25-49
<input type="radio"/>	Group Package 50-99
<input type="radio"/>	Group Package 100-249
<input type="radio"/>	Group Package 250-399

Please enter the number of registrations in your bulk purchase.

15

4. Choose your payment method (check or credit card).
  - a. Credit Card – Cards accepted are:
    - i. American Express
    - ii. MasterCard
    - iii. Visa
    - iv. Discover
  - b. Check – Checks must be drawn from a U.S. bank in U.S. dollars. Please make checks payable to NAA Registration.
    - i. If you pay by check, you will not be able to add attendees until your payment has been received and processed.


## Add Group Attendees

After your package has been purchased and paid, you can begin sending your registration invitations.

### Send Customer Invites

Copy and paste this link into your own invitation email, so your guests can register for Apartmentalize 2025. Use of this link is limited to the number of group registrations that you have purchased.

NAA [APARTMENT ASSOCIATION Registration Link](#)



## Registered Attendees

1. You will be able to see the list of people registered with the group from the portal as well as download the list.

Registered Attendees			<a href="#">Download your Registration List</a>
Registration ID	Name	Status	
800204	Flintstone, Wilma	Active	<a href="#">Edit</a>   <a href="#">Send Email</a>   <a href="#">Cancel</a>

Exit

## Modify Attendees

1. There are three options listed next to each registrant name:
  - a. Edit – You can edit the person’s contact information or add an **additional** Thursday Night Concert ticket.
  - b. Send Email – Send an email confirmation to the person.
  - c. Cancel – Cancel the person’s registration.

## Additional Group Registrations

1. Please email the registration center if you wish to increase your registration package and the registration center will process and send an email notification.
2. As with the initial purchase, these registrations must be **paid** before you are able to enter the attendee information.
3. If the added registrations move your group into a different pricing bracket, the new rate will apply to the **additional registrations only**.



Previously purchased packages will remain at their original rate.

### **Group Hotel Reservation Options**

1. Individuals may reserve their own hotel rooms once the registration has been completed.
2. Alternately you can create a room block for your group

### **How Do I Request a Cancellation/Substitution?**

The policies are posted on the Apartmentalize website and were also shared during group registration.

- **Cancelling a registration**
  - If someone in your group can no longer attend, please cancel their registration through the group registration site.
  - If no one will be taking their place, email the registration center to reduce your group package. A cancellation fee (based on the date of cancellation) will apply. Refunds will be issued after the conference concludes.
- **Substituting a registration**
  - If someone is attending in place of a cancelled registrant, please send the registration link to the new person.
  - The registration will remain unassigned until a replacement is registered or you reduce your group package with the registration center.
- **Refunds**
  - No refunds will be issued for cancellations not submitted in writing before the posted deadlines.
  - Refunds will not be provided for unassigned registrations.

### **Onsite Registration Hours and Location**

Registration will be outside The Great Hall of the [Ernest N. Morial Convention Center](#).

Monday, June 15	11:00 a.m. – 5:00 p.m.
Tuesday, June 16	8:00 a.m. – 6:00 p.m.
Wednesday, June 17	8:00 a.m. – 5:00 p.m.
Thursday, June 18	8:00 a.m. – 5:00 p.m.
Friday, June 19	8:00 a.m. – 5:00 p.m.

### **NAA Group Registration Center Contact Information**

#### **2026 Apartmentalize**

11208 Waples Mill Road

Suite 112

Fairfax, VA 22030

Phone: 800-934-1957 or 571-549-4518

Fax: 703-574-8332

Email: [naaapartmentalizereg@spargoinc.com](mailto:naaapartmentalizereg@spargoinc.com)