

Group Registration Instructions

Important:

- The Primary Group Contact (Group Coordinator) is responsible for registering and managing all attendees within the group account.
- **Do not share your login information.** Anyone with access to the account can view attendee records, assign badges, make name changes, and purchase tickets on behalf of your company.
- If you have **50 or more** people in your group and would like to submit an import, please email the registration center to receive the template and instructions. The deadline for submitting your import is **6/1/2026**.

Create a Group

1. Enter your Organization and click Search.

Not sure of your membership status? Contact **833-86-MYNAA** for assistance.

Create a Group Coordinator

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

Please enter your Organization Name below and click "Search". If you do not see your member organization listed and you believe this to be an error, please contact 833-86-MYNAA. New organizations will be charged at the non-member rate.

Organization Name

Search

2. Select your organization from the results screen. If not found, select "Proceed as a Non-Member Organization".
3. Complete the required fields on the Group Registration Page. You can update the company name that appears on each attendee's badge later in the process.
4. Review all details to ensure the coordinator's information is correct.
5. Click **Continue**. Your login number and password will be emailed to you. Save this information – these credentials are required to access the portal for future changes or additions.

Group Registration Confirmation

Group Coordinator Login Number is:

800045

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

Purchase Group Package

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

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

Please enter the number of registrations in your bulk purchase.

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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

1. After your package has been purchased and paid, you can begin registering attendees.
 - a. The Group Coordinator may register attendees directly through the portal, or
 - b. Send the group-specific link to attendees so they can register themselves. The link will be provided within the group registration portal.

1. You, as the Group Coordinator, can copy and send the link below via email to everyone in the group to register themselves as part of your group.

[NAA SPARGO, Inc. Registration Link](#)



2. To register attendees yourself, select **Add a Group Attendee** from the main menu.

Add a Group Attendee

Add a group attendee. Provide their last name and email address, then click create.

Create

3. Enter the email address associated with the attendee's NAA account. If they do not have an account, click **Continue**.

Search Results

No results were found using the email address you provided. Please click Continue to register your attendee

Main Menu

Continue

4. Complete the required information, including the attendee's email address. Each attendee must have a **unique email address**. An email address cannot be used more than once and is required to access the **myNAA Planner**.

Edit Group List

1. The **Edit Group List** feature allows you to view, update, or cancel individual registrations within your group. You can:
 - a. **Edit List** – View and manage your group.
 - b. **Download Group List** – Export a spreadsheet of all registered attendees within your group.
 - c. **Download Receipt** – Generate a PDF receipt for your group.
2. To edit an individual's details, select **Edit List** and click on their **Registration ID**. From here, you can update contact information or add an **extra** Thursday Night Concert ticket.

Additional Group Registrations

1. Use this option to purchase **extra registrations** for your group, if needed.
2. Enter only the number of **new registrations** you wish to add (not your updated total).
3. As with the initial purchase, these registrations must be **paid** before you are able to enter the attendee information.
4. 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.

Manage Hotel Reservations

1. **Create Hotel Room Block** – Review and agree to the **2026 Group Housing Policies and Procedures** before creating a new room block.
2. **Manage Room Block** – View or make edits to your room block.

Add Onsite Contact Information

1. Provide the contact details for the person responsible for managing your group **on-site** at the conference.
2. The onsite contact will have authority to:
 - a. Pick up badges
 - b. Add new registrations
 - c. Make cancellations
3. This information may be shared with your group members if they have questions that the registration staff cannot answer about your specific group.

Add Onsite Contact Information

If available, please provide onsite contact information.

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 register the new person directly, or share the registration link with them.
 - The registration will remain unassigned until you either register a replacement online or 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