

# 2026 NAEHCY Annual Conference Group Registration Instructions

## Step 1: Create a Group Account

Click the “Create a Group” button to create a group account. This account will allow you to manage your group registrations.



## WELCOME TO 2026 NAEHCY ANNUAL CONFERENCE ONLINE GROUP REGISTRATION

### Create a Group Account

If you are registering two or more attendees, you may register a group. All groups must first create a group leader account. Please click the “Create a Group” button below to begin.

For help with group registration, you may view the group management instructions or contact us at [naehcyregistration@spargoinc.com](mailto:naehcyregistration@spargoinc.com).

Create a Group

### Manage Existing Group

If you have already created your group account and would like to manage your group registrations, please provide your group number and password below.

Login Number \*

Password \*

Login

### NAEHCY Registration Center

1881 Campus Commons Drive  
Suite 350

Reston, VA 20191

Phone: 866-470-2935 (U.S. toll-free) or 571-549-4519

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

### Customer Service Hours:

Monday - Friday, 8:30 AM - 5:00 PM, Eastern Time



**NAEHCY**

National Association for the Education  
of Homeless Children and Youth

### Connect With Us





# 2026 NAEHCY Annual Conference Group Registration Instructions

## Assign a Group Leader

Fill out the group leader contact information, create a password, and click “Continue” when finished. All required fields are marked with an asterisk (\*).

**NOTE:** The group leader’s contact information will be displayed on invoices and receipts.

### GROUP LEADER INFORMATION

Please provide the following information for your Group Leader. Required information is noted with an asterisk \*.

#### Group Leader Contact Information

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Organization *	<input type="text"/>		
Address 1 *	<input type="text"/>	Address 2	<input type="text"/>
City *	<input type="text"/>	State/Province *	<input type="text" value=""/>
Postal Code *	<input type="text"/>	Country *	<input type="text" value="USA"/>
Phone *	<input type="text"/>		
Email *	<input type="text"/>	Email (confirm) *	<input type="text"/>

---

#### Login Password

Password requirements: 6-15 alpha-numeric characters and/or special characters: !, @, #, \$ (no spaces, password is case-sensitive)

Password *	<input type="text"/>
Password (confirm) *	<input type="text"/>

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# 2026 NAEHCY Annual Conference Group Registration Instructions

## Review the Group Leader Information

Review the group leader account information, accept the Terms and Conditions, and select "Create My Group Account."

### GROUP LEADER INFORMATION REVIEW

Please review the following information for your Group Leader. If you would like to modify the information below you may [return to the previous page](#) to edit your information.

If your information is correct, select "Create my Group Account" below.

#### Group Leader Contact Information

<b>Name *</b>	Ashley Garnett		
<b>Organization *</b>	SPARGO TEST		
<b>Address 1 *</b>	1881 Campus Commons Drive	<b>Address 2</b>	Suite 350
<b>City *</b>	Reston	<b>State/Province</b>	Virginia
<b>Zip</b>	20191	<b>Country *</b>	USA
<b>Phone *</b>	703-631-6200		
<b>Email *</b>	test@spargoinc.com		

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#### Login Password

<b>Password *</b>	Test#123
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#### Terms and Conditions

Yes, I agree to the [Terms and Conditions](#) and [Privacy Policy](#).

[Back / Make Changes](#) [Create my Group Account](#)



# 2026 NAEHCY Annual Conference Group Registration Instructions

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## Group Leader Account Confirmation

The group leader account is complete, and a login number will be located on this page. An email confirmation will also be sent to the email address on the record. Select the "Continue" button to proceed to group registration.

**NOTE:** Keep record of your group leader login number and password. If you misplace this information, you may reach out to [naehcyregistration@spargoinc.com](mailto:naehcyregistration@spargoinc.com) for assistance.

### GROUP LEADER ACCOUNT CONFIRMATION

Thank you for completing your Group Leader account for the 2026 NAEHCY Annual Conference.

Your Group Leader Login Number is: **800189**

Your Group Leader Password is: Test#123

A confirmation email has been sent to you. Please keep a copy of this email for your records. It details your group account login information.

**NOTE:** For future visits, you will need your **login number** and **password** to access and manage your group leader account.

**NEXT STEPS:** Select "Continue" to begin managing your group.

#### Cancellation Policy

Requests to cancel registration must be submitted in writing via email to [naehcyregistration@spargoinc.com](mailto:naehcyregistration@spargoinc.com) by Monday, October, 12, 2026 at 11:59 PM (EDT). Refunds will not be given for requests for registration cancellation made after Monday, October, 12, 2026 at 11:59 PM (EDT). All credit card and purchase order service fees are non-refundable.

#### Registrant Substitutions/Name Changes

Unable to attend the conference? You may request a transfer of your registration to a colleague by emailing [naehcyregistration@spargoinc.com](mailto:naehcyregistration@spargoinc.com). The deadline to submit substitutions is Friday, October 23, 2026.

Continue

# 2026 NAEHCY Annual Conference Group Registration Instructions

## Step 2: Group Management Menu

From the group registration main menu, leaders can register attendees, manage existing group registrations, make group payments, pull invoices/receipts, and manage group onsite/leader contact information.

**SPARGO**

Group Number: 0      Total Fees: \$0      Total Paid: \$0      Balance Due: \$0

### GROUP MANAGEMENT MENU OPTIONS

Add New Registrant to Group	Manage Onsite Contact Information
Manage Existing Group Registration(s)	Manage Leader Profile Information
Make Group Registration Payment	Exit Group Management
View Group Invoice/Receipt	

**Conference Housing**

Discounted conference hotel rates are available exclusively to registered attendees. Once you complete your group, you'll receive a confirmation email with a link to book your hotel at the group rate. NAEHCY has implemented this process change to help ensure availability and fair access to conference hotel accommodations for confirmed attendees. We appreciate your understanding.

# 2026 NAEHCY Annual Conference Group Registration Instructions

## Step 3: Registering a Group Attendee

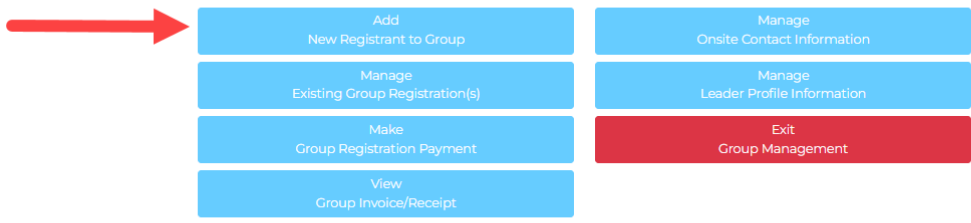
To start a new group registration, select the “Add New Registrant to Group” button on the Main Menu.

**NOTE:** You will need to register each individual one by one.

**SPARGO**

Group Number: 0      Total Fees: \$0      Total Paid: \$0      Balance Due: \$0

### GROUP MANAGEMENT MENU OPTIONS



Add New Registrant to Group	Manage Onsite Contact Information
Manage Existing Group Registration(s)	Manage Leader Profile Information
Make Group Registration Payment	Exit Group Management
View Group Invoice/Receipt	

**Conference Housing**

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# 2026 NAEHCY Annual Conference Group Registration Instructions

## Group Attendee Member Lookup

In the Member Lookup, provide the last name (required) and NAEHCY member ID - or- email address of the individual you would like to register.

If the individual has a NAEHCY Account, the account will appear under the Search Results, and you may select register next to their name. If they do not have an account, you may select the “Continue as Nonmember” button.

[Cancel/Return to Main Menu](#)

### Member Lookup

Search for NAEHCY members by providing their last name (required) and NAEHCY Member ID -or- email address. If you have any questions regarding NAEHCY membership and/or your membership account, please contact [info@naehcy.org](mailto:info@naehcy.org).

Last Name \*      NAEHCY Member ID      Email Address

Anderson           Rebecca.Anderson@spargoinc.com      [Search](#)

### Search Results

If the individual you wish to register is listed below, select 'Register' to the left of their name. If the search results do not reflect an individual you wish to register, please try your search again or select the Continue as Nonmember button.

	ID	Name	Email Address	Company/Institution
<a href="#">Register</a>	OR 4686	Rebecca Anderson	rebecca.anderson@spargoinc.com	SPARGO, Inc.

[Continue as Nonmember](#)

[Cancel/Return to Main Menu](#)

### Member Lookup

Search for NAEHCY members by providing their last name (required) and NAEHCY Member ID -or- email address. If you have any questions regarding NAEHCY membership and/or your membership account, please contact [info@naehcy.org](mailto:info@naehcy.org).

Last Name \*      NAEHCY Member ID      Email Address

Washington           C.Washington@test.com      [Search](#)

### Search Results

If the individual you wish to register is listed below, select 'Register' to the left of their name. If the search results do not reflect an individual you wish to register, please try your search again or select the Continue as Nonmember button.

*The person you are searching for is not found. Please search again.*

[Continue as Nonmember](#)



# 2026 NAEHCY Annual Conference Group Registration Instructions

## Group Attendee Profile Information

Fill out all fields noted with an asterisk (\*).

**Note:** If they have a NAEHCY Membership, the information in the account will be auto populated into the fields on the page. Please make sure to review the information and make updates if necessary.

**Note:** The same email address cannot be used more than once. Each attendee must have his/her own unique email address.

### PROFILE INFORMATION

Please provide the following information. Required information is noted with an \*asterisk.

First Name *	<input type="text" value="George"/>
Last Name *	<input type="text" value="Washington"/>
Title/Position	<input type="text"/>
Organization *	<input type="text" value="SPARGO TEST"/>

Please enter the full name of your organization or school district instead of only an acronym.

Address 1 *	<input type="text" value="1881 Campus Commons Drive"/>
Address 2	<input type="text"/>
City *	<input type="text" value="Reston"/>
State/Province *	<input type="text" value=""/>
Zip/Postal Code *	<input type="text" value="20191"/>
Country *	<input type="text" value="USA"/>
Phone Number *	<input type="text" value="(703)631-6200"/>
Email *	<input type="text" value="G.Washington@test.com"/>

Are you a Student? \*

Yes  
 No

[Continue](#)



# 2026 NAEHCY Annual Conference Group Registration Instructions

## Group Attendee Demographic Information

Select an answer choice for each question.

**Note:** You may select all answers that apply. If additional information is required, then a field will appear.

### DEMOGRAPHIC INFORMATION

Required information is noted with an asterisk \*.

Accessibility - NAEHCY is committed to providing an inclusive and accessible meeting experience for all participants. If you require accommodations to fully participate in the 2026 NAEHCY Annual Conference, please indicate your needs below. You will be contacted by our management company for further information. Please select all that apply. \*

- N/A
- Mobility
- Hearing
- Visual
- Other

If you have any dietary restriction(s), select the option(s) below: \*

- None
- Vegetarian
- Vegan
- Gluten-Free
- Dairy-Free
- Nut-Free
- Shellfish-Free
- Kosher
- Halal
- Other

Back

Continue



# 2026 NAEHCY Annual Conference Group Registration Instructions

## Group Attendee Meeting Registration

Select your registration option. Each registrant may only select **one**. To view what is included, you may click on the checkbox next to each option.

**Tip:** You cannot proceed with more than one registration option selected. If you want to change your selection, you will need to deselect your previous option and select your new one.

### MEETING REGISTRATION

Select from the following registration options.

**In-Person**

Pre-Conference and Conference Registration (Sat. - Tue.) - Member - \$925.00

**What's Included?**

- 2026-2027 NAEHCY Membership
- Access to all **Pre-Conference sessions** (Saturday, October 31, 2026)
- Access to all **Conference education sessions** (Sunday, November 1 - Tuesday, November 3, 2026)
- Access to NASW CE Credits
- Certificate of attendance
- Access to the 2026 NAEHCY Mobile App
- Access to the recorded education sessions to view On-Demand

Conference Only Registration (Sun. - Tue.) - Member - \$850.00

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**On-Demand**

On-Demand Pre-Conference and Conference Registration - Member - \$650.00

On-Demand Conference Only Registration - Member - \$600.00

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**Career Development and Conference Keynote Sessions On-Demand Bundles**

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**Single Learning Track and Keynote Sessions On-Demand Access**

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[Continue](#)

# 2026 NAEHCY Annual Conference Group Registration Instructions

## Group Attendee Registration Summary

Review the registration information.

**Note:** If you need to make changes to the group attendee's profile information you may click the "Update Profile Information" button. If you need to change the registration option, you may click the edit icon next to the event in the shopping cart.

Review the Cancellation Policy and the Registrant Substitution/Name Change Policy.

Review and accept the Policy Agreements.

### REGISTRATION SUMMARY

**Profile Information**

Registration ID# 800013  
 Rebecca Anderson  
 SPARGO, Inc.  
 1308 Waples Mill Road  
 Suite 12  
 Fairfax, VA 22030  
 rebecca.anderson@spargo.com

[Update Profile Information](#)

**Badge Preview**

Rebecca  
 Rebecca Anderson  
 SPARGO, Inc.  
 Fairfax, VA

**Your registration cart contains the following item(s):**

Item	Price	Quantity	Total
The Conference and Conference Registration (Sat. - Tue.) <input type="checkbox"/>	\$925.00	1	\$925.00
			Total Fees: \$925.00
			Total Paid: \$0.00
			Balance Due: \$925.00

**Cancellation Policy**  
 Requests to cancel registration must be submitted in writing via email to [naehcyregistration@spargo.com](mailto:naehcyregistration@spargo.com) by Monday, October, 12, 2026 at 11:59 PM (EDT). Refunds will not be given for requests for registration cancellation made after Monday, October, 12, 2026 at 11:59 PM (EDT). All credit card and purchase order service fees are non-refundable.

**Registrant Substitutions/Name Changes**  
 Unable to attend the conference? You may request a transfer of your registration to a colleague by emailing [naehcyregistration@spargo.com](mailto:naehcyregistration@spargo.com). The deadline to submit substitutions is Friday, October 23, 2026.

**Policy Agreements**

**Event Code of Conduct**  
 NAEHCY is a professional environment that is welcoming to all participants and free from any form of discrimination, harassment, or retaliation. Attendees are expected to treat each other with respect and consideration to create an atmosphere of inclusiveness, professionalism, and collegiality. All participants, including staff, volunteers, vendors, meeting registrants, and guests, are expected to abide by these policies. Unacceptable behavior should be promptly reported to a NAEHCY staff member. NAEHCY reserves the right to remove any individual from the meeting or event and to prohibit attendance at future NAEHCY meetings or events. Registration badges are required for admission to all sessions and events and must be visible at all times. Lost badges must be reported to the Registration staff immediately.

I have read and agree to the NAEHCY Event Code of Conduct.

**Media Consent Release**  
 I grant permission to NAEHCY, contractors, and vendors to use my name and likeness (including photographs, video footage, silhouettes, and audio clips) in publications, productions, promotions and on websites for informational, promotional and other related purposes without further consideration, and acknowledge the right of NAEHCY to crop, treat, edit, or otherwise modify the photographs, video footage, silhouettes, and audio clips at their discretion. \*

Yes  
 No

**COVID-19 Waiver and Liability Release**  
 NAEHCY's number one priority is the health and safety of all Conference participants. Our goal is to hold a safe event, recognizing it is not possible to remove all risks, in particular concerning COVID-19. We will ensure every effort is taken to provide a safe environment for Conference attendees. The policies outlined below, which apply to all in-person Conference attendees including NAEHCY staff, Conference presenters, exhibitors, and volunteers, are consistent with recommendations from the CDC. NAEHCY will continually monitor applicable requirements and public health recommendations and update the policies below as appropriate to best protect the health and safety of attendees. Please check this website periodically for updates.

To attend the Event, we require that all attendees consent to a waiver of liability related to COVID-19. Please carefully review the waiver that follows and indicate your consent below.

I acknowledge the contagious and evolving nature of COVID-19 and voluntarily assume the risk that I may be exposed to the virus at the Event and become infected as a result. I accept sole responsibility for any potential illness or other harm (and any associated expense) related to my contracting the virus while attending the Event. I hereby release, covenant not to sue, discharge, and hold harmless NAEHCY, its employees, agents, and representatives from all liability of any kind related to COVID-19. I will comply with all COVID-related policies that may be implemented by NAEHCY and the Venue and/or required by law. This includes, but is not limited to, requirements related to wearing a face covering, providing proof of vaccination and social distancing. \*

I have carefully read and fully understand all provisions of this waiver, and I consent to its terms.

**Alert Opt Out**

Check this box if you would like to **opt out of receiving updates or promotional messages** from approved conference sponsors and exhibitors.

**Terms and Conditions \***

Yes, I agree to the [Terms and Conditions](#) and [Privacy Policy](#).

[Save Checklist](#)

# 2026 NAEHCY Annual Conference Group Registration Instructions

## Group Registration Summary – Existing Registrations

On the Group Registration Summary screen, you can do the following:

1. View list of your registered group attendees
2. View all paid fees or balances due
3. Edit group attendee events
4. Send confirmations to group attendees or the group leader

**Note: These will show as a balance due until payment is moved to the record(s).**

5. Pull Receipts/Invoices
6. Create a New Registration
7. Return to the Main Menu
8. Pay Group Fees

If you need to register additional group attendees, select *Create New Registration* to repeat the process.

### GROUP REGISTRATION SUMMARY

<b>Registrant Information</b> Confirmation #: 800194 Registration Type: Nonmember Name: George Washington Email: <a href="mailto:c.washington@test.com">c.washington@test.com</a>	<b>Fees</b> Fees: \$950.00 Paid: \$0.00 Bal. Due: \$950.00	<b>Options</b> <a href="#">Make Changes</a> <a href="#">Send Email Confirmation</a> <a href="#">Receipt/Invoice</a>	<b>Badge Layout</b> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-top: 10px;">                     George                      George Washington                      SPARGO TEST                      Reston, VA                 </div>
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<b>Group Finance Summary</b>			
<b>Total Fees:</b> \$950.00	<b>Total Paid:</b> \$0.00	<b>Balance Due:</b> \$950.00	<a href="#">Pay Group Fees Now</a>

Your registration has been saved.

[Send All Group Registration Emails](#)

Click the button above to send your group their registration confirmation emails.

[Send Confirmation Email to Leader](#)

Click the button above to send a confirmation email to the group leader.

[Create New Registration](#) [Return to Main Menu](#)

Credit Card payments take 24 to 48 business hours to disperse into group registration records. Group registrations will show as a balance due until the funds have been moved to the record(s).

SPARGO TEST			
Group Number: 1	Total Fees: \$950	Total Paid: \$0	Balance Due: \$950



# 2026 NAEHCY Annual Conference Group Registration Instructions

## Step 4: Group Registration Payment

When you are done adding your group registrations, you may make payment.

If paying by **credit card**, fill out the fields marked with an asterisk (\*). Be sure that the Name on Card and Billing Address fields match what is associated with the credit card.

If paying by **check**, review and agree to the payment policy. Your school or organization's accounting contact information is also required.

If paying by **purchase order**, review the payment policy and the select to either upload your purchase order document or proceed without a purchase order document. If you proceed without uploading a document, you may return to the website at a later time and upload the document. **Be sure to factor in the 2% processing fee into the total on the purchase order document.**

[View Receipt/Invoice](#) [Return to Main Menu](#)

### Group Registration Payment

Group finance summary: **Total Fees:** \$950.00    **Total Paid:** \$0.00    **Balance Due:** \$950.00

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Credit Card - (An additional 2% processing fee will be added)

Check

Purchase Order (P.O.) - (An additional 2% processing fee will be added. Please make sure to include this fee in your P.O.)

[Submit Payment](#)

# 2026 NAEHCY Annual Conference Group Registration Instructions

## Group Payment Confirmation

If you selected to pay by **Credit Card**, it may take up to **48 hours for your funds to disperse** into the registration record(s) once payment has been processed.

If you selected **Check or Purchase Order** as your payment type, then the registration(s) will remain **incomplete** until full payment has been received and applied to your record(s).

**NOTE:** If you selected to pay by Purchase Order **and** uploaded a purchase order document, then you will not have the option to change your group attendees' registration events online. If you need to change an event, please contact [naehcyregistration@spargoinc.com](mailto:naehcyregistration@spargoinc.com) for assistance.



[View Receipt/Invoice](#)

[Return to Main Menu](#)

Current balance due: \$0.00



Your payment has been routed, processed and secured.

Thank you for your online payment!

An email confirmation has been sent to test@spargoinc.com.

**NOTE: Credit Card payments take 24 to 48 business hours to disperse into group registration records. Group registrations will show as a balance due until the funds have been moved to the record(s).**

[Return to Main Menu](#)



# 2026 NAEHCY Annual Conference Group Registration Instructions

## Logging Back Into Your Group

If you have an existing group account, you may access it by using the Manage Existing Group section. You will need to enter your Group Leader Login Number and Password.

**NOTE:** Your Login number can be found on the confirmation you received after creating your group leader account. If you need assistance with your password, you may contact [naehcyregistration@spargoinc.com](mailto:naehcyregistration@spargoinc.com).



## WELCOME TO 2026 NAEHCY ANNUAL CONFERENCE ONLINE GROUP REGISTRATION

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Create a Group

### Manage Existing Group

If you have already created your group account and would like to manage your group registrations, please provide your group number and password below.

Login Number \*

Password \*

Login