

TAA One Conference & Expo Group Registration



The first step for Group Registration is to create your Group Account.

*Note: Exhibitor Registration is only available inside the [Exhibitor Resource Center](#).



Group Bulk Purchase Registration

Non-Exhibiting Supplier Partners must use [Attendee Registration](#) to register and cannot use the group bulk registration option.

Exhibitor Registration is only available inside the [Exhibitor Resource Center](#).

 **Before you proceed, review the Group Instructions**

Create Group Account

A group account must be created prior to a bulk purchase. Please click on create group account to proceed to a bulk purchase. Please refer to the Group Instructions link above.

[CREATE](#)



Manage Group

A group account must be created prior to managing the group. If you have already created a group, please provide your group login number and password and then click "Login" to proceed to manage your group.

Login Number

Password

[LOGIN](#)

Complete all information on this page and then click Continue.



Group Registration – Bulk Purchase

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 bulk purchase.
Select "Continue" to proceed to the review page.*

Group Information

Company Name *	<input type="text" value="TAA Group"/>	Address 2	<input type="text" value="Address 2"/>
Address 1 *	<input type="text" value="111 Test Lane"/>	Postal Code *	<input type="text" value="22030"/>
City *	<input type="text" value="Fairfax"/>	Country *	<input type="text" value="USA"/>
State/Province *	<input type="text" value="Virginia"/>		

Group Coordinator Information

First Name *	<input type="text" value="James"/>	Last Name *	<input type="text" value="Smith"/>
Phone *	<input type="text" value="555-888-9696"/>		
Email *	<input type="text" value="testta@test.com"/>	Email (Confirm) *	<input type="text" value="testta@test.com"/>

Login Password

Password *	<input type="password" value="****"/>	Password (Confirm) *	<input type="password" value="****"/>
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[CANCEL](#) [CONTINUE](#)



Review that all looks correct.

If you need to edit your information, click “Edit Group Information”.

If all is correct, click “Continue”



Group Coordinator Information

Please review the following information

Group Information

Company Name:
TAA Group

Address:
111 Test Lane

Fairfax, VA, 22030
USA

[Edit Group Information](#)

Group Coordinator Information

Contact/Onsite Name:
James Smith

Phone:
555-888-9696

Email:
testta@test.com

CANCEL

CONTINUE

If ready to purchase registrations, click “Purchase Bulk Registration”



Group Registration Confirmation

Group Coordinator Login Number is: 700986

Your Group Password is: test

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.

[PURCHASE BULK REGISTRATION](#)

[EMAIL GROUP DETAILS](#)

Hotel Information

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

If your group needs 10 or more hotel rooms per night, you can set up a block of hotel rooms to manage your group. Please contact taahousing@registration.com for assistance.

Substitution Policy

All substitutions and name changes must be received in writing by 11:59 p.m. Wednesday, April 30, 2025 sent to taaregistration@spargoinc.com. Substitution requests must be accompanied by a letter from the original registrant. After Wednesday, April 30, 2025 all changes must be processed onsite at the Registration check-in counter onsite in the convention center.

Cancellation Policy

All cancellations must be received in writing by Wednesday, April 09, 2025 to receive a 100% refund. Cancellations after Wednesday, April 09, 2025 will receive a 50% refund. No refunds will be processed after Wednesday, April 30, 2025.

- Payments made by credit card will not be refunded the 3 percent processing fee. Monies paid will not be eligible to be applied to future ONE Conference & Expo events.
- Balance Dues: Badges and other registration materials will not be distributed to any registrant that has not paid in full.
- TAA reserves the right to review all conference registrations. If TAA identifies your company as a Non-Exhibiting Supplier, you will be notified and required to register as a Non-Exhibiting Supplier.

Registration Fulfillment Deadline

Wednesday, April 09, 2025, is the deadline to fulfill all registrations. Group Coordinators must have all individuals in their group complete the registration process by this deadline.

You can review the Registration Prices on this page as well as review the schedule of events.

Once you have determined the group package you would like to purchase, select it and enter the number of registrations that you want.

If you wish to purchase party tickets for your registrants, select it and enter the number of tickets that you want.

Click "Continue" when complete.



Group Packages

[View the Registration Prices](#) before purchasing. ←

Group Registration Discounts available per each credit card transaction:

- 6-10 employees: 5% discount
- 11-25 employees: 10% discount
- 26-50 employees: 15% discount
- 51+ employees: 20% discount

Please select a group package and then indicate the number of registrations in your bulk purchase.

Early Rate: 10/28/2024 - 3/4/2025
Regular Rate: 3/5/2025 - 4/9/2025
Late/On-Site Rate: 4/10/2025 - onsite

Deadline to fulfill all registrations is Wednesday, April 09, 2025.

To review the schedule of events please visit [2025 TAA ONE Conference & Expo | Texas Apartment Association](#). ←

Full Conference Registration

Access Wednesday to Friday.

Conference Registration

Please enter the number of registrations in your bulk purchase: ←

Daily Conference Registration Options

- Wednesday Conference
 Thursday Conference

Total registrations in group: 0
You are eligible for the **1-5 Employees (full rate)** discount.

Party Tickets

Group discounts do not apply to the price of party tickets.

Thursday Networking Event - Planet Pop ←

\$95.00

CANCEL

IMPORTANT: If you go back and buy additional group packages after purchasing your initial group package, the discounts are not cumulative.

Discounts only apply for group registrations purchased at a single instance, so if you go back and buy additional group packages, your discount will be based off how many registrations you are **purchasing at that time.**



Group Packages

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To review the schedule of events please visit [2025 TAA ONE Conference & Expo | Texas Apartment Association](#).

Full Conference Registration

Access Wednesday to Friday.

Conference Registration

Please enter the number of registrations in your bulk purchase:

Daily Conference Registration Options

- Wednesday Conference
 Thursday Conference

 Total registrations in group: **8**
You are eligible for the **6-10 Employees (5% off)** discount.

Party Tickets

Group discounts do not apply to the price of party tickets.

Thursday Networking Event - Planet Pop

\$95.00

CANCEL [CONTINUE](#)

Payment is due at time of purchase.

New this year for credit card payments, there is a 3% credit card processing fee. You will be charged this additional amount to your total amount due.

Enter payment information, agree to cancellation and substitution policies, then click "Confirm Payment"



Bulk Purchase Payment

How would you like to pay?

Credit Card ACH Check



Substitution Policy

All substitutions and name changes must be received in writing by 11:59 p.m. Wednesday, April 30, 2025 sent to taaregistration@spargoinc.com. Substitution requests must be accompanied by a letter from the original registrant. After Wednesday, April 30, 2025 all changes must be processed onsite at the Registration check-in counter onsite in the convention center.

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Registration Fulfillment Deadline

Wednesday, April 09, 2025, is the deadline to fulfill all registrations. Group Coordinators must have all individuals in their group complete the registration process by this deadline.

By checking this box, I agree to the substitution and cancellation policy stated above. *



BACK [CONFIRM PAYMENT](#)

Once payment is confirmed, click “Manage Group” to access your group registration link.



Group Package Confirmation



Your payment has been routed, processed, and secured.

Package Purchased	Quantity	Group Rate	Discount	Total Amount	Transaction Date
Full Conference Registration	8	\$499.00	5% off	\$3,992.00	10/21/2024

Note: Your receipt has been emailed.

Click on the "Manage Group" button to access your groups registration links that you will distribute to individuals to complete registration.



You have three options this year to manage your group registrations.

Option 1: Send link to each person you purchased a registration for. Click “Copy link” and paste into email you send to your registrant.

Make sure to send them the link to the correct registration type if you purchased multiple registration types.



Group Details

LOG OUT

Purchase Group Packages and Party Tickets

[PURCHASE ADDITIONAL REGISTRATIONS AND PARTY TICKETS](#)

Group Packages Purchased & Fulfillment Instructions

[DOWNLOAD GROUP PERSONNEL LIST](#)

Option 1: [Send link to individuals to register on their own \(more info\)](#) 

Step 1: Click the "Copy Link" associated to the registration package purchased.

Step 2: Send an email to each person who you purchased a registration for so they can complete their registration:

- Include the link to the registration type you purchased for them
- Suggested email copy to use:

"Hello! I have purchased a registration for you to attend the 2025 TAA ONE Conference & Expo. Please use this link (insert the copied link) to complete your registration. Please complete your registration no later than Thursday, April 3, 2025."

Step 3: After the registration is completed, your team members can proceed to reserve a hotel room, unless you already have a group hotel room block that you are managing.

Option 2: [Individually register them through the group portal \(more info\)](#)

Option 3: [Submit import file of registrants \(more info\)](#)

Package Description	Group Size	# Assigned	# Available	
Full Conference Registration	8	0	8	+ Add Registration Copy Link



You have three options this year to manage your group registrations.

Option 2: Click on the "Add Registration" link associated to the registration package purchased.

Walk through the registration process for each registrant to add them to your group, a confirmation will be sent once you complete the registration.

After the registration is completed, your team members can proceed to reserve a hotel room, unless you already have a group hotel room block that you are managing.



Group Details

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PURCHASE ADDITIONAL REGISTRATIONS AND PARTY TICKETS

Group Packages Purchased & Fulfillment Instructions

DOWNLOAD GROUP PERSONNEL LIST

Option 1: Send link to individuals to register on their own ([more info](#))

Option 2: Individually register them through the group portal ([more info](#))

Step 1: Click on the "Add Registration" link associated to the registration package purchased

Step 2: Walk through the registration process for each registrant to add them to your group, a confirmation will be sent once you complete the registration.

Step 3: After the registration is completed, your team members can proceed to reserve a hotel room, unless you already have a group hotel room block that you are managing.

Option 3: Submit import file of registrants ([more info](#))

Package Description	Group Size	# Assigned	# Available	
Full Conference Registration	8	0	8	+ Add Registration Copy Link



You have three options this year to manage your group registrations.

Option 3: For groups of 25 or more.

Download the spreadsheet template and instructions to fill out for group import.

Upload the spreadsheet no later than Thursday, April 3, 2025, and allow 5 business days for spreadsheet to be imported.

After the import is completed, your team members can proceed to reserve a hotel room, unless you already have a group hotel room block that you are managing.



Group Details

LOG OUT

Purchase Group Packages and Party Tickets

[PURCHASE ADDITIONAL REGISTRATIONS AND PARTY TICKETS](#)

Group Packages Purchased & Fulfillment Instructions

[DOWNLOAD GROUP PERSONNEL LIST](#)

Option 1: Send link to individuals to register on their own ([more info](#))

Option 2: Individually register them through the group portal ([more info](#))

Option 3: Submit import file of registrants ([more info](#))



Step 1: Download spreadsheet template and instructions to fill out for group import.

Step 2: Upload spreadsheet no later than Thursday, April 3, 2025 and allow 5 business days for spreadsheet to be imported.

Step 3: After the import is completed, your team members can proceed to reserve a hotel room, unless you already have a group hotel room block that you are managing.

Package Description	Group Size	# Assigned	# Available	
Full Conference Registration	8	0	8	+ Add Registration Copy Link

Do you need to purchase additional registrations?

Log in to your account using the ID and password sent when you first created your account.



Group Bulk Purchase Registration

Non-Exhibiting Supplier Partners must use [Attendee Registration](#) to register and cannot use the group bulk registration option.

 **Before you proceed, review the [Group Instructions](#)**

Create Group Account

A group account must be created prior to a bulk purchase. Please click on create group account to proceed to a bulk purchase. Please refer to the [Group Instructions](#) link above.

[CREATE](#)

Manage Group

A group account must be created prior to managing the group. If you have already created a group, please provide your group login number and password and then click "Login" to proceed to manage your group.

Login Number

Password

[LOGIN](#)



Select "Purchase Additional Registrations".

This will take you back to the page where you can purchase additional registrations for your group.

IMPORTANT: If you go back and buy additional group packages after purchasing your initial group package, the discounts are not cumulative.

Discounts only apply for group registrations purchased at a single instance, so if you go back and buy additional group packages, your discount will be based off how many registrations you are **purchasing at that time.**



Group Details

LOG OUT

Purchase Group Packages and Party Tickets

[PURCHASE ADDITIONAL REGISTRATIONS AND PARTY TICKETS](#)



Group Packages Purchased & Fulfillment Instructions

[DOWNLOAD GROUP PERSONNEL LIST](#)

Option 1: Send link to individuals to register on their own ([more info](#))

Option 2: Individually register them through the group portal ([more info](#))

Option 3: Submit import file of registrants ([more info](#))

Package Description	Group Size	# Assigned	# Available	
Full Conference Registration	8	1	7	+ Add Registration Copy Link

Questions on Group Registration?
Contact the TAA ONE Registration Center:
Email: taaregistration@spargoinc.com
Phone: 888-927-5159/571-832-7105
Hours: Monday-Friday, 8:30am-5:00pm ET

