

# Registering for the 6<sup>th</sup> Annual NACCOP Conference 2019

## NEW THIS YEAR:

- Group Registration (Registering multiple attendees or on behalf of an attendee)
- Registration for Conference, Pre-Conferences, Advanced Track and Networking Event is now available in ONE registration process.

## Before registering:

1. **Make sure all registrants have a record on NACCOP.org.** To create a record, select the “Visitor Login for Events” icon on the NACCOP home page and follow the prompts.
2. **Check membership status of registrants.** To confirm membership, enter your email address and password to log into the system. Once logged into the website, using the instructions above, look at the left side menu. If “NACCOPConnect” and “Resources” do NOT appear on the menu, you are not an active member.

Questions about creating a record or checking on membership status? [CLICK HERE FOR THE FAQ.](#)

## Instructions for registering multiple attendees or on behalf of an attendee for the 6th Annual NACCOP Conference 2019, Pre-Conferences , Advanced Track and Networking Crab Feast Dinner:

1. Login to NACCOP.org.
2. Visit Online Store (left side menu)
3. Select “6<sup>th</sup> Annual NACCOP Conference 2019”.
4. When asked if registering for Yourself or Group, select “Group” and click “Go”.
5. Select fee type. (NOTE – this fee will adjust in the following section, based on individual member/nonmember rates.) NEXT
6. Select Attendees – Member/nonmember rates will show here. NEXT
7. Enter each attendee’s information. NEXT
8. Select Sessions (Pre-Conferences, Advanced Track and/or Crab Feast) for each registrant to attend. The system will not allow registrations for sessions with overlapping times. You do not have to register for sessions (Pre-Conference/Advanced Track or Crab Feast) if you are not interested. You can simply register for only the main conference event.
9. Confirm and Register. REGISTER NOW
10. Shopping Cart – Total price will be shown here. CHECK OUT
11. Check out and payment page.
12. Confirmation page and print out invoice available.

### **Instructions for self-registration:**

When registering only yourself for the NACCOP 6<sup>th</sup> Annual Conference or Pre-Conference options, select “Yourself” from the screen immediately after selecting the 6<sup>th</sup> Annual Conference option from the store. Follow steps 5- 12 above.

### **Need to add a Pre-Conference workshop, Advanced Track or Crab Feast after you’ve already registered?**

Not a problem. Log in to NACCOP.org, click the online store on the left side menu and find the workshop or event you wish to attend. Click on it to register. If the Pre-Conference you are registering for conflicts with a Pre-Conference that you have already registered for, you will not be able to purchase it. In this case, please contact NACCOP at 302-344-1068.

### **Want to bring a guest with you to the Networking Crab Feast Dinner?**

**You can, however, guests must be registered separately. Guests **SHOULD NOT** create a record.** Log in to NACCOP.org under **your** record, click the online store on the left side menu and find “GUEST Conference 2019 Networking Event -Crab Feast Dinner”. Click on it to register. Cost for guests to attend this event is \$75.00.

### **Member Rate:**

NACCOP members will automatically be given the member rate. **If you would like to receive the member rate for the conference, you must first purchase a NACCOP membership.**

If you are not receiving the discounted member rate and would like to join NACCOP, please visit <http://www.naccop.org/join>