

GovTravels Symposium 2023 GROUP Registration Instructions

- 1) If you are an NDTA member or have registered for an NDTA event in the past, you should already have an NDTA account. Contact events@ndtahq.com and provide your name and organization to request permission to register a group on behalf of your organization. Then go to step #3.
- 2) If you are not an NDTA member and have never registered for an NDTA event in the past:
 - Go to <https://members.ndtahq.com> and select **Create an account**
 - Follow field prompts
 - At the **Organization** prompt, select the organization that all group attendees will use in their profile. If you don't see your organization name, you may add it.
 - After creating a new account, you will land on your profile page
 - Contact events@ndtahq.com to request permission to register a group on behalf of your organization.
- 3) Upon receiving permission for group registration, from your profile:
 - Select the **Account tab** and review your **Personal** and **Contact info**.
 - Select the **Organizations tab** and review organization info. Ensure **Organization name** is correct and matches what all group attendees have been given to update their individual profiles.
 - On the left margin, select: Events / Upcoming meeting/ 2023 GovTravels, then click **Register to Attend**.
 - Select **Group Registration** tile
 - Select **Register an Attendee**. A search field will appear to search and select the name of the attendees to be registered from a drop-down list. **Please note**, if the organization in an attendee's profile does not exactly match what's being used for group registration, the attendee's name will **NOT** appear (i.e., NDTA vs National Defense Transportation Association). **(Tip: Check each name to see if a profile exists before you start the actual registration process. Notify anyone in the organization who does not appear to update their profile of their account following the steps above.)**
 - Once the proper attendee's name appears, select the name and the first registration screen will appear. You must complete the first page of registration for each attendee in the group.
 - Meeting package – Select ONE program option for each registrant (Group Registrants are not required to select the same meeting package.)
 - Select **ADD** at the bottom of the page, then **Register an Attendee**.
 - Once all attendees have been added, select **NEXT** to see Available Sessions, then **NEXT** again, then **Review & Checkout**.
 - Note, items on Available Sessions are where registrants can return to purchase non-TDY lunch, register for CEU credits, etc. They are **NOT required** for initial group registration.
- 4) After selecting **Checkout**, follow prompts to submit payment information and complete your order. Upon final payment, each attendee will receive their own automated confirmation email with instructions to return to their NDTA account to add/pay for lunches or ticketed events listed in the Sessions pages.

