GovTravels 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 profiles. 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 and ID #** are correct and match what all group attendees have been or will be given to update their individual profiles. Sometimes organization names are duplicated or are similar, but the ID #'s are not. Be sure to provide both the organization name and ID # to all group registrants to properly update their profile accounts.
   - On the left margin, select: Events / 2024 GovTravels Symposium, 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. Type the individual's name in the search box (***do not select the blue box with the white plus sign***). If the name is properly linked to the organization name and ID #, it will appear. Click the name where it is underlined, and the registration form will appear below. Please note, if the organization name and ID # in an attendee's profile do not exactly match what's being used for group registration, the attendee's name will **NOT** appear (i.e., DTMO #112 vs DTMO #115).
     -Tip 1: 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 have updated their profile organization name in their account following the steps above.
     -Tip 2: If you know an individual does not have an NDTA account profile at all, you can create one on their behalf provided you have the proper email address and other demographic info required for setting up an account. **Only do this if you are sure there is not an existing account.** To create an account, go to **Register an Attendee** and select the blue box with the white plus sign and follow prompts to create an account with the proper organization name and ID # and then populate the name in **Register an Attendee**. Be sure to share the account details with the attendee for future reference.
   - 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.

- Tip 1: When you ask each attendee to update their individual profile with the correct organization name and ID #, you can provide them with the registration link. Advise the attendee to soft register. Soft register means the individual will fill in the first page of registration, hit the next button and exit the system. The entries will be saved without finalizing the purchase at check-out. This will save you, the Resource Manager, a substantial amount of time because the demographics on the page will already be complete. If the registrants do not soft register the Resource Manager will have to complete the sections/steps below.

- Meeting package – Select ONE program option for each registrant (Group Registrants are not required to select the same meeting package.) After that go down the list and fill in all the required demographic sections for every registrant.
- Select **ADD** at the bottom of the page, then return to **Register an Attendee** to add next registrant in the group.
- Once all attendees have been added, select **NEXT** to see Available Sessions, then **NEXT** again, then **Review & Checkout**.
  - Note, items on Available Sessions and other pages are where registrants can return to purchase non-TDY lunch, register for CEU credits, etc. They are not required for initial group registration.
  - -Note - to sponsors and exhibitors – **DO NOT COMBINE** any complimentary registrants and promo codes with paying registrations, or you will get an error message. You must do a transaction for complimentary group registration and a separate one for paying registrants. Complimentary exhibit booth only reps , and paying exhibit booth only reps (those that do not intend to attend all meetings and events, but only work the booth)- must register at a different link.

4) After selecting **Checkout**, follow prompts to submit payment information and complete your order. Upon final payment, each attendee will receive an automated confirmation email with instructions to return to their NDTA account to add/pay for lunches or ticketed events listed in the Sessions pages.