

2023 NAIS PoCC Group Registration Instructions

New Group Registration Process: We have created a group portal that allows each school to manage its own group of 5 or more people who need to be registered. You will receive a unique link for your school that allows your colleagues to make their own registration selections and then the primary point of contact will be able to secure hotel rooms and make final payment for the entire group. Please follow the following steps for group registration:

- **Step 1:** Determine who will serve as the primary point of contact for the group or assign a group “Registrar.”
 - **IMPORTANT:** *Confirm you have five people to register for PoCC. DO NOT use this portal if you have less than 5 people as group rates won't apply.*
- **Step 2: First-time users:** Create a group; **Returning users:** Log in
- **Step 3:** Enter your contact information as the main registrar for the group, and hit the “Save” button.
 - **IMPORTANT:** *Completing the contact profile information does NOT register you for the conference. You'll complete an additional step in the next section to finalize your own registration.*
- **Step 4:** Click on “Manage Group” to register yourself and others in your group.
- **Step 5:** If you are planning to register yourself for the conference, click the blue “register” button next to your name and complete all the registration questions and then click “Save.” You'll be directed back to the group summary page.
- **Step 6:** Copy the Group Invitation URL and email that link to your colleagues to register themselves as part of your group.
 - Once your colleague opens the link, they will need to enter the school name and the city to locate the school record, and then select your school.
 - Then complete their own registration information. After completing their registration information, they will be notified that they have completed their portion and should “close” out of the page.
- **Step 7:** Once your entire group has entered their information, the main registrar should log back into the system using their created group credentials, and complete housing for the group.
 - Add housing by selecting the “housing” ticket button within the registrant row.
 - Then add each registrant to a hotel room by clicking “Add Person.”
- **Step 8:** Once the registration and housing information has been finalized for your entire group, select the green “Pay Now” button to complete payment.
- **Step 9:** Return to the Group Summary page, and click on the blue “Send All Confirmation” button to distribute registration confirmation emails to the entire group.

Note: *After you have registered your group of 5 or more people, you can add additional members from your school to your group at any time, by using the unique school link for your group. All additional registrants will receive the group rate. If at any time you fall below 5 people, the group rate will no longer apply and the difference will be applied as a balance due on the account.*