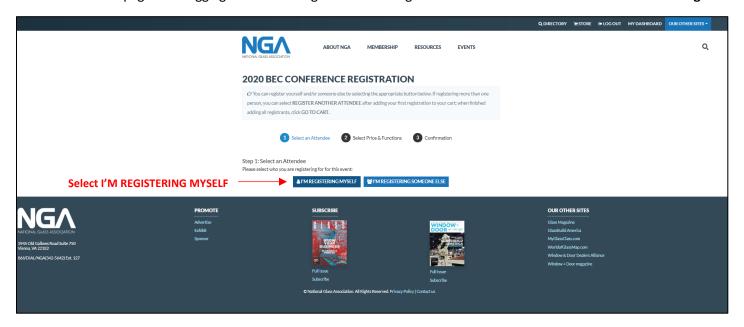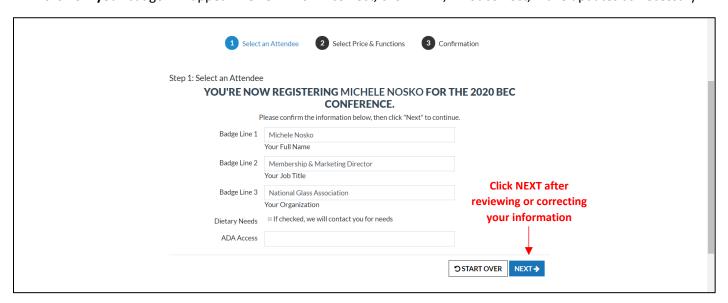When registering for an NGA conference on www.glass.org, follow these steps when registering **yourself and others** from your company. (If **only registering others** from your company, skip to step 5 below.)
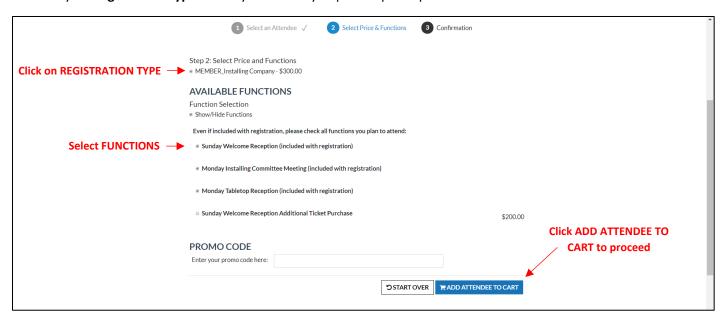
1. You will see this page after logging in and selecting the event to register for. **Select I'M REGISTERING MYSELF to begin.**
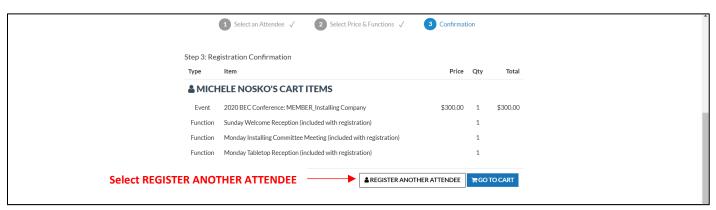

2. This is how **your** badge will appear. Review info - if correct, **click NEXT**; if not correct, make updates as necessary.
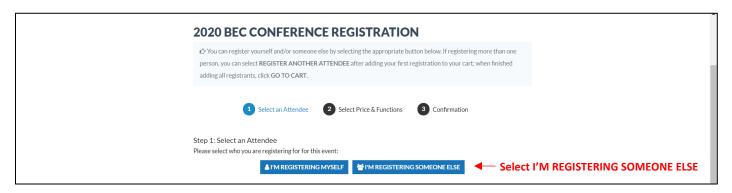
3. Select your **registration type** and any **functions** you plan to participate in.

4. You will see your registration details here; select **REGISTER ANOTHER ATTENDEE** to continue.

5. Back on the start page, now select **I'M REGISTERING SOMEONE ELSE**.
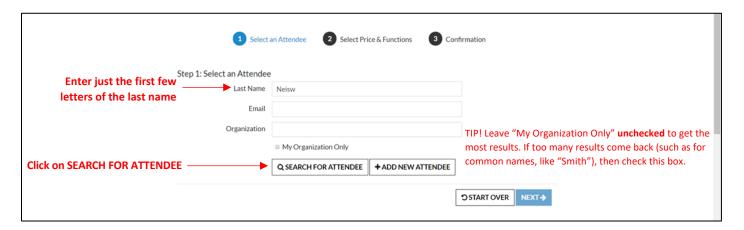
6. This search screen gives you the opportunity to find others in your company to register **if they are already in NGA's database**.

⚠️ As with any search functionality, entering less information will yield the largest results. If you enter too many details, you may not find the record you are looking for. **We suggest you start with the first few letters of the individual's last name.**
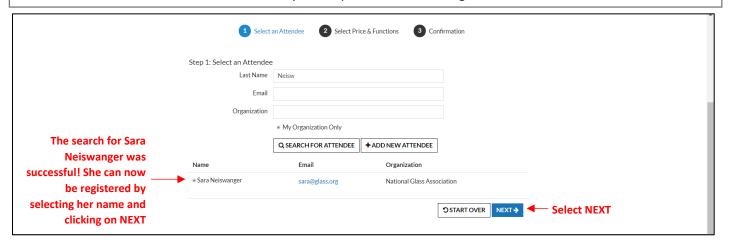
⚠️ Click on **SEARCH FOR ATTENDEE**

7. Any individuals found will be displayed here. In this example, we searched for NGA's Sara Neiswanger by entering the first 5 letters of her last name; her record was found and is displayed below.

⚠️ If not found, you can enter different variables in the search fields, clicking on SEARCH FOR ATTENDEE each time.

⚠️ If you've exhausted all search means and it appears the individual is not in NGA's database, their information must be added before registering them. You can do this by selecting + ADD NEW ATTENDEE and completing a profile form for them OR by calling NGA Mon. – Fri., between 9am-5pm ET at 703-442-4890, ext. 127 to have the individual added to our database so you can proceed with the registration.

8. This is how **the individual's** badge will appear. Review info - if correct, **click NEXT**; if not, make updates as necessary.

9. Select the individual's **registration type** and any **functions** they plan to participate in.

10. You will see registration details here; select **REGISTER ANOTHER ATTENDEE** to continue or **GO TO CART** if you're done adding individuals. (Once in the shopping cart, proceed with checkout as you would with any online purchase.)
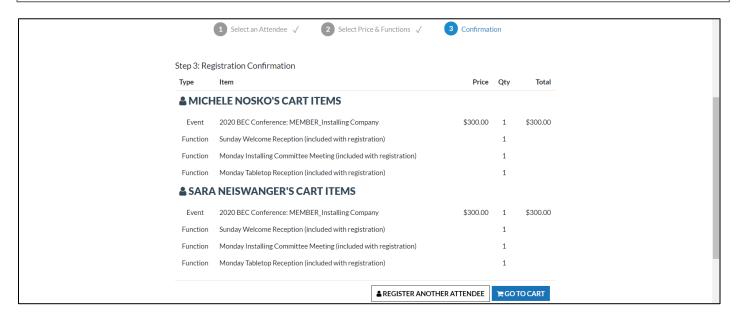
> ⚠️ There is no limit to how many additional individual's you can register. If they are in NGA's database, you can follow steps 4 – 9 above and add all registrations on one transaction.

| | 1 Select an Attendee ✓ | 2 Select Price & Functions ✓ | 3 Confirmation | | |

Step 3: Registration Confirmation

Type	Item	Price	Qty	Total
👤 **MICHELE NOSKO'S CART ITEMS**				
Event	2020 BEC Conference: MEMBER_Installing Company	$300.00	1	$300.00
Function	Sunday Welcome Reception (included with registration)		1	
Function	Monday Installing Committee Meeting (included with registration)		1	
Function	Monday Tabletop Reception (included with registration)		1	
👤 **SARA NEISWANGER'S CART ITEMS**				
Event	2020 BEC Conference: MEMBER_Installing Company	$300.00	1	$300.00
Function	Sunday Welcome Reception (included with registration)		1	
Function	Monday Installing Committee Meeting (included with registration)		1	
Function	Monday Tabletop Reception (included with registration)		1	

👤 REGISTER ANOTHER ATTENDEE 🛒 GO TO CART

With questions or for assistance, contact NGA at 703-442-4890, ext. 127 or by email at jlowe@glass.org.