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.

- The search for Sara Neiswanger was successful! She can now be registered by selecting her name and clicking on NEXT.
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.

Click NEXT after reviewing or correcting the information.

Click on REGISTRATION TYPE.

Select FUNCTIONS.

Click ADD ATTENDEE TO CART to proceed.
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.

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