

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.**

2020 BEC CONFERENCE REGISTRATION

You can register yourself and/or someone else by selecting the appropriate button below. If registering more than one person, you can select REGISTER ANOTHER ATTENDEE after adding your first registration to your cart; when finished adding all registrants, click GO TO CART.

1 Select an Attendee 2 Select Price & Functions 3 Confirmation

Step 1: Select an Attendee
Please select who you are registering for for this event:

Select I'M REGISTERING MYSELF → I'M REGISTERING MYSELF I'M REGISTERING SOMEONE ELSE

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2. This is how **your** badge will appear. Review info - if correct, **click NEXT**; if not correct, make updates as necessary.

1 Select an Attendee 2 Select Price & Functions 3 Confirmation

Step 1: Select an Attendee

YOU'RE NOW REGISTERING MICHELE NOSKO FOR THE 2020 BEC CONFERENCE.

Please confirm the information below, then click "Next" to continue.

Badge Line 1 Michele Nosko
Your Full Name

Badge Line 2 Membership & Marketing Director
Your Job Title

Badge Line 3 National Glass Association
Your Organization

Dietary Needs ☐ If checked, we will contact you for needs

ADA Access

Click NEXT after reviewing or correcting your information

START OVER NEXT →

3. Select your **registration type** and any **functions** you plan to participate in.

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

Click on **REGISTRATION TYPE** →

Step 2: Select Price and Functions
* MEMBER_Installing Company - \$300.00

AVAILABLE FUNCTIONS
Function Selection
* Show/Hide Functions

Even if included with registration, please check all functions you plan to attend:

Select **FUNCTIONS** →

- * Sunday Welcome Reception (included with registration)
- * Monday Installing Committee Meeting (included with registration)
- * Monday Tabletop Reception (included with registration)
- * Sunday Welcome Reception Additional Ticket Purchase \$200.00

PROMO CODE
Enter your promo code here:

START OVER ADD ATTENDEE TO CART

Click **ADD ATTENDEE TO CART** to proceed

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

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	

Select **REGISTER ANOTHER ATTENDEE** →

REGISTER ANOTHER ATTENDEE GO TO CART

5. Back on the start page, now select **I'M REGISTERING SOMEONE ELSE**.

2020 BEC CONFERENCE REGISTRATION

You can register yourself and/or someone else by selecting the appropriate button below. If registering more than one person, you can select **REGISTER ANOTHER ATTENDEE** after adding your first registration to your cart; when finished adding all registrants, click **GO TO CART**.

1 Select an Attendee 2 Select Price & Functions 3 Confirmation

Step 1: Select an Attendee
Please select who you are registering for for this event:

I'M REGISTERING MYSELF I'M REGISTERING SOMEONE ELSE

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**

1 Select an Attendee 2 Select Price & Functions 3 Confirmation

Step 1: Select an Attendee

Enter just the first few letters of the last name → Last Name Neisw

Email

Organization

☐ My Organization Only

Click on SEARCH FOR ATTENDEE →

TIP! Leave "My Organization Only" **unchecked** to get the most results. If too many results come back (such as for common names, like "Smith"), then check this box.

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.

1 Select an Attendee 2 Select Price & Functions 3 Confirmation

Step 1: Select an Attendee

Last Name Neisw

Email

Organization

☐ My Organization Only

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

Name	Email	Organization
* Sara Neiswanger	sara@glass.org	National Glass Association

← Select NEXT

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

1 Select an Attendee 2 Select Price & Functions 3 Confirmation

Step 1: Select an Attendee

YOU'RE NOW REGISTERING SARA NEISWANGER FOR THE 2020 BEC CONFERENCE.

Please confirm the information below, then click "Next" to continue.

Badge Line 1
Your Full Name

Badge Line 2
Your Job Title

Badge Line 3
Your Organization

Dietary Needs ☐ If checked, we will contact you for needs

ADA Access

Click NEXT after reviewing or correcting the information

START OVER NEXT

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

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

Step 2: Select Price and Functions

Click on REGISTRATION TYPE → MEMBER_Installing Company - \$300.00

AVAILABLE FUNCTIONS

Function Selection

☒ Show/Hide Functions

Even if included with registration, please check all functions you plan to attend:

Select FUNCTIONS → ☒ Sunday Welcome Reception (included with registration)

☒ Monday Installing Committee Meeting (included with registration)

☒ Monday Tabletop Reception (included with registration)

☐ Sunday Welcome Reception Additional Ticket Purchase \$200.00


PROMO CODE

Enter your promo code here:

Click ADD ATTENDEE TO CART to proceed

START OVER ADD ATTENDEE TO CART

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.