

# NABTU CONFERENCE REGISTRATION GUIDE

- 1) If you did not attend our 2021 Virtual Legislative Conference, please begin under **“I’M NEW HERE”**. If you have an existing account from attending our 2021 Virtual Legislative conference, or if an account was previously created for you, you can login or reset your password if necessary.

## LOG IN

### ALREADY HAVE A LOGIN?

#### ALREADY HAVE A PROFILE?

Username:

Password:

[Forgot Password?](#)

#### I’M NEW HERE

First Name: \* ⓘ

Last Name: \* ⓘ

Email: \* ⓘ

- 2) **Please fill in ALL of the required fields to create your profile.** This includes your first and last name, title, organization (select from search bar or select I am not part of a company/organization), phone number, username (your email), and password. Please note that the username and password can be updated, and **each email must be unique to create an account.** \*\*This is important because your registration confirmation will be delivered electronically.
- 3) Continue to step 3 and complete profile. **Profiles only need to be created once and can be used for future NABTU events, so please keep your credentials safe for future use.**

## THANK YOU

Your username and password have been activated. Your username and password will allow you to access a variety of forms and pages, depending on your access level and/or membership status.

**Continue with Meeting Registration**

- 4) You will then need to **“Continue with Meeting Registration”** to register for the event. (See next page)

## ADD A NEW REGISTRATION

### Register Yourself for the Meeting

Please click the Register Me button to register yourself for the meeting.

Register Me

### Enter a Registration for Another Person

Use this section to create a meeting registration for someone else in your organization. Use the "find" button below to lookup an individual from our database or click New Individual to add a new person to the database.

#### Attendee: \*

Use the Find button to select the attendee for this new registration.

Find Individual

Clear Individual

Did not find the Individual you were looking for? Click below to add them to the database.

Add New Individual

Save/Continue

Cancel

- 5) To add a new registration, click **"Register Me"** to register yourself, or to register someone else, search for the attendee using the **"Find Individual"** button if they've attended our virtual conference this year, or select **"Add New Individual"**.
- 6) Fill in or confirm the attendee information on the next page and answer all additional questions, then click **"Save and Continue"**.
- 7) On the next page, you will submit your registration and make your payment, or if you see any errors, update your information by clicking **"Edit Registration"**.
- 8) Submit your payment electronically online or send your check to have your registration completed.

**IMPORTANT: YOUR REGISTRATION IS NOT COMPLETED UNTIL PAYMENT IS RECEIVED.**

### Payment

Description	Price	Qty	Total
Registration	\$150.00	1	\$150.00
<b>Grand Total</b>			<b>\$150.00</b>
Amount Due: <b>\$150.00</b>			

Payment Method: ⓘ

Check

Submit

**\*Confirmation email** will be sent to the email on file, if you do not see it in your inbox, please check your spam folder.

**If you have any questions, please email us at [registration@nabtu.org](mailto:registration@nabtu.org).**