# Group Registration Instructions

Understanding Group Registration

Group registrations allow multiple individuals to be registered in a single transaction.

- In order for a group to be created *correctly* everyone must be registered **at the same time**. You cannot group people after they have registered!
- The first person registered in the group defaults as the "primary registrant" and has administrative access to modify the registration (add, unregister individuals) within the group.

Note: if registering on behalf of the group, but not attending, you will receive a copy of the e-mail confirmations sent to each individual in the group. You *must* use the "primary registrant's" e-mail and confirmation number to access the registration system and make modifications to the group.

THE ONLY WAY TO CREATE A GROUP IS BY REGISTERING EVERYONE AT THE SAME TIME
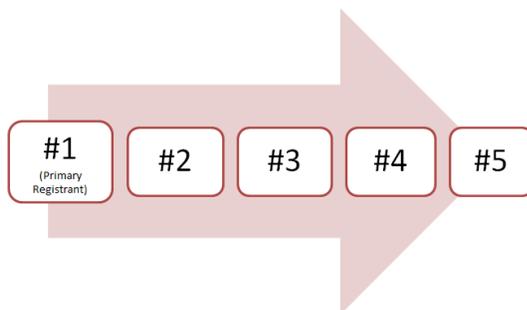
INDIVIDUAL REGISTRATIONS CANNOT BE CONSOLIDATED INTO A GROUP
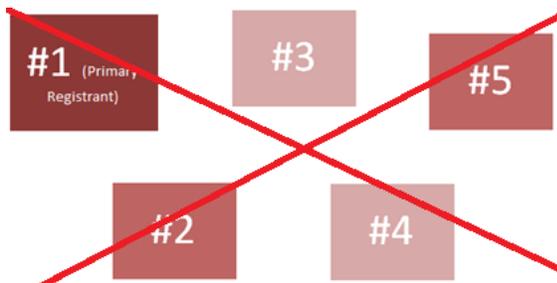
How to Make a Group

1. Gather information for each individual being registered in the group to expedite the registration process. The following info is required:
   - First and Last Name
   - Email Address
   - Informal Name
   - Title
   - Address
   - Work Phone #

Additional Information: Emergency contact name and number; permission to include name in registration (attendee/participant) list (yes or no).

2. Designate an individual as the primary registrant to register first.

3. Go to NERCOMP [Exhibitor Registration](#).

   Important: if registering on behalf of group, check the applicable box (you will receive a copy of the confirmation e-mailed to the registrant).

4. Register the "primary registrant" first. Individual registration options within the group include:
   - **Exhibit Staff**: If using allotted registrations included with the booth, the $50.00 fee will be zeroed out at the end *after* the hitting "Complete Registration" button.
   - **Conference Registration**: Full-conference and one-day registrations are available for purchase at a 25% discount.
   - **Reception Ticket:** Admittance into the reception is not included with the exhibit staff badge. Tickets may be purchased when registering.

5. Proceed until **Registration Summary** (it is important to record the e-mail and confirmation number of the primary registrant to modify the group if needed).

6. Click "Add Person" to create the group.
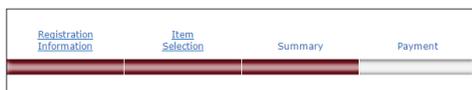
Continued…How to Make a Group

7. At the end of each registration click "Add Person" to add another registrant or click "Complete Registration" to submit the registration.

Note: Review each registrant's information carefully and edit as needed before clicking "Complete Registration". Display each registrant's information by clicking the person's name from Registration Summary.

Note:

- If using allotted exhibit staff registrations included with the booth, the $50.00 fee will be zeroed out *after* clicking "Complete Registration".

- Each person in the group will receive an e-mail confirmation. If a third-party is registering on behalf of the group, this person will receive a group e-mail confirmation.

- Once group registration is complete, only the primary registrant (e-mail and confirmation #) will be able to modify the group registration (add person/unregister person).

- Retain any confirmation email and numbers for future reference.

Add Person after Registration is Complete

1. Go to NERCOMP [Exhibitor Registration](#).
2. Click "Already Registered?" link.
3. Enter "primary registrant" e-mail and confirmation number. ‼ In order to add a person to the existing group, the registration system *must* be accessed using the primary registrant's e-mail and confirmation#. ‼
4. Select the "My Group" tab from the confirmation page. **See next page**.

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Information   My Registration

Confirmation   My Group

NERCOMP Annual Conference 2015 TEST

Email this Page   Printer Friendly

Participation Confirmation

Organization:	Ellucian
Name:	test test
Title:	test
Address:	a
	Suite 5000
	a, Alabama a
	USA
Confirmation Number:	*V9NRF26PP5T* (needed to modify your registration)
Display Name on Participants Page:	Yes
Event Title:	NERCOMP Annual Conference 2015 TEST
Location:	Rhode Island Convention Center
	One Sabin Street
	Providence, Rhode Island 02903

Current Registration Details

5. Click "Add Person" and proceed.

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Information   My Registration

Confirmation   **My Group**

NERCOMP Annual Conference

My Group

Name		Email Address	Registration Type	Confirmation Number	Number Registered
Danielle Groover	⚙▾	dgroover@educause.edu	Exhibitor	DMNTKSKGZM7	1
First 1 Last 1	⚙▾	test1@dgtest.com	Exhibitor	FQN96V488R2	1

Add Person   **Email Group**   **Registrant Checklist**