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 email confirmations sent to each individual in the group. You must use the “primary registrant’s” email 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 emailed 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 $59.00 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.

5. Proceed until **Registration Summary** (it is important to record the email 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: Your registration is almost complete. Please review your registration below and if everything is correct, click Next or Finish.

![Registration Summary](image)

**Note:**
- If using allotted exhibit staff registrations included with the booth, the $59.00 fee will be zeroed out after clicking “Complete Registration”.
- Each person in the group will receive an email confirmation. If a third-party is registering on behalf of the group, this person will receive a group email confirmation.
- Once group registration is complete, only the primary registrant (email 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” email and confirmation number. !! In order to add a person to the existing group, the registration system must be accessed using the primary registrant’s email and confirmation#. !!
4. Select the “My Group” tab from the confirmation page. See next page.
5. Click “Add Person” and proceed.