



## 2024 NAIS PoCC Group Registration Instructions

If you are registering four or more individuals, please select the “PoCC Group Registration” option in the registration portal. This option allows each school to manage their own group and access the Buy 4, Get 1 Free\* group registration discount.

One individual should be designated as the primary point of contact for the group (the “registrar”). The registrar will receive a unique link for their school that should be shared with their colleagues, which will allow them to enter their individual registration information. The registrar may also use the unique link to enter the registration information on behalf of their colleagues. Once all the information is entered, the registrar should log back into the site with their created credentials to review the summary, secure hotel rooms, and complete the final payment for the entire group.

Please follow these steps for group registration:

- **Step 1:** Determine who will serve as the primary point of contact for the group or assign a group “Registrar.”
  - **IMPORTANT:** Confirm you have four people to register for PoCC. DO NOT use this portal if you have fewer than four people, as group rates won’t apply.
- **Step 2: First-Time Users:** Create a group; **Returning Users:** Login
  - **IMPORTANT:** The username and password you create will serve as your credentials when you return to the site to complete the final steps on behalf of the group.
- **Step 3:** Enter your contact information as the main registrar for the group and hit the “Save” button.
  - **IMPORTANT:** Completing the contact profile information does **NOT** register you for the conference. You’ll complete an additional step in the next section to finalize your own registration.
- **Step 4:** Click on “Manage Group” to register yourself and others in your group.
- **Step 5:** To register yourself, click the green “Copy Link” button and paste the URL in a separate tab. You will be prompted to search for your school record again before completing your own registration information. Once all information is entered, a box will appear confirming your initial submission has been accepted.
- **Step 6:** Copy the Group Invitation URL and email that link to your colleagues to register themselves as part of your group.

- Once your colleague opens the link, they will need to enter the School Name and the City to locate the school record, and then select your school.
- They will then complete their own registration information. After completing their registration information, they will be notified that they have completed their portion and should “close” out of the page. (**IMPORTANT: All registrants must specify their own email address to gain access to the conference app.**)
- **Step 7:** Once your entire group has entered their information, the main registrar should log back into the system using their created group credentials and complete housing for the group.
  - Add housing by selecting the “Housing” ticket button within the registrant row.
  - Then add each registrant to a hotel room by clicking “Add Person”
- **Step 8:** Once the registration and housing information has been finalized for your entire group, select the green “Pay Now” button to complete payment.
- **Step 9:** Return to the Group Summary page, then click on the blue “Send All Confirmation” button to distribute registration confirmation emails to the entire group.

*\*To receive the free registration, a group registration must be completed for four or more individuals from the same school at the same time.*

**Note:** *You may reuse your group login if you wish to register additional colleagues after your initial purchase. However, please be aware that the group rate requires a minimum of four registrations to be completed at the same time, so it will only be applied if four or more new colleagues are registered at the same time. For example, a completed group of seven registrations from a school cannot add two more registrations and receive the group discount again; there would need to be at least four new registrations for that to be applied. If at any time you fall below four people, the group rate will no longer apply, and the difference will be applied as a balance due on the account.*