



National Association
of Independent Schools



Group Registration

2022 NAIS Online Annual Conference |
March 2 – March 4, 2022

How to Register a Group

To take advantage of the discounted group rate, remember you will need to register everyone from your organization at the same time.

Attention: A head's registration to the **Heads' Summit** cannot be part of a schools' group registration. **Registration for the In-Person Heads' Summit may only be completed through the [Regular Attendee Registration](#).**

- Step #1:** You'll need to collect the following information (below) for each attendee. If you have a group of more than 5 participants, we strongly recommend that you collect their information in our Group Registration Spreadsheet (found on the [Registration Information](#) page), so this information can be uploaded to the registration system, rather than submitted one-by-one.
 - Full name;
 - Title;
 - **Email address** (*this MUST be the correct email address of attendee as this is their access into the online platform*) and;
 - What events they would like to attend during the conference. There are several deep-dive sessions available on Wednesday afternoon for an additional fee. You can find out more about them here: [Three-Hour Workshops](#) and the [Conference Program](#)

- Step #2:** Once you've collected this information, you can now register your attendees in one of two ways.
 - If you have a small group, you may wish to register them through the regular registration website. After you enter each attendee you can continue to add attendees from your school. Once you've registered all your attendees, you will be able to pay for their registration and each will get their own confirmation email.
 - If you have a larger group (5 or more), you may wish to use our group registration upload feature. This will allow you to upload the Group Registration Spreadsheet (found on the [Registration Information](#) page) directly into the system. **Please be aware that you cannot use the copy/paste functionality or the import will fail.** Once you've uploaded the spreadsheet and registered all your attendees, you will be able to pay for their registration and each will get their own confirmation email.
 - Step-by-step instructions are below**

Thank you for planning to join us! If you have other questions about group registration, please contact NAISannual@maritz.com or 864-342-6259.

Membership Search

▼ Membership Search

Please enter your information below.

* indicates required fields.

* **Company**

* **City**



My name wasn't found

If you are unable to locate your name in the search results, click the button below to begin a new registration

Membership Search

Enter the school information then click search

Membership Search

Membership Search

 Cart

 [Back to Dashboard](#)

▸ Membership Search

Company: community school City: saint louis

My name wasn't found

If you are unable to locate your name in the search results, click the button below to begin a new registration

[Begin Non-Member Registration](#)

22 Records Found

Community School	Saint Louis, MO United States	
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Select school from the results

Contact Profile

[Dashboard](#)

Please complete the following fields.

NOTE: This contact information is for the person registering the entire group. Completing this information page will NOT register this person for the conference.

* indicates required fields.

* First Name

Contact

* Last Name

Name

* School/Organization

Community School

* Address

900 Lay Rd

Zip Code

63124-1883

* City

Saint Louis

State/Province

Missouri >

* Country

United States >

Phone Number

3149910005

* Email

groupcontact@email.com

Email CC

Choose a password so that you can return to edit or review.

* Password

Show Password

* I agree to the [Terms of Use](#).

Verify →

[Dashboard](#)

Contact Profile

Complete the profile fields for the group's main contact. Click Verify to proceed.

NOTE: This contact information is for the person registering the entire group. Completing this information page will NOT register this person for the conference.

Dashboard

Welcome to your Dashboard for 2021 NAIS PoCC. From here you may register and manage your group and review financials.

Manage Group Add/Edit Registration →

Contact Profile Edit →
Contact Name



Group Financial Summary	
Booking Total	\$0.00
Payments	\$0.00

Was this page easy to use?

YES

NO

Dashboard

Manage Group: Click the header to add or edit registrations. Options to export the list and send confirmations are available.

Dashboard

Welcome to your Dashboard for 2021 NAIS PoCC. From here you may register and manage your group and review financials.

Manage Group Add/Edit Registration →

Contact Profile Edit →
Contact Name

Group Financial Summary	
Booking Total	\$0.00
Payments	\$0.00

Was this page easy to use? YES NO



Dashboard

Contact Profile: Contacts may update profile information by clicking Edit.

Group Summary

▶ **Add New Registrant**

▶ **Import Registrant List**

▶ **Export Registrant List**




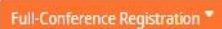

▶ **Filter**

Results Total: 2

 Send All Confirmations

Include Contact

Note: If you would like to send a confirmation to a specific individual only, you can expand their details below and click the send confirmation button for that person.

	First Name	Last Name	Company	Registration	Add Workshops and Seminars	Balance Due?
 1287	Contact	Name	Community School			
 1288	First	Last	Community School			

Group Summary

Add New Registrant: Complete profile fields and register attendees individually.

Group Summary

Group Summary

[Back to Dashboard](#)

▶ Add New Person

▼ Import Personnel

Step 1: Get the Template

[Download Template](#)

Step 2: Upload your template file

[Choose File](#) No file chosen

Step 3: Last Step!

Once the file is selected, click **Upload Spreadsheet** to submit your file.

[Cancel](#)

[Upload Spreadsheet](#)

Import Registrant List: Using the downloadable template, collect your groups' registration information and upload your list once it is completed. **Red** column headers are required, as well as Postal Code, State/Province, Home ZipCode, and Home State for registrants from United States and Canada. Use selections from cells with dropdown responses to ensure a successful import.

Please be aware that you cannot use copy/paste functionality in this form or the import will fail.

Which best describes your current title?	Ho
	▼
Head of School	▲
Assistant/Associate Head of School	
Division Head	
Admissions	
Association Executive	
Business Officer/CFO	
Counselor	
Dean	▼

Which best describes your current title?
Other (please specify)
External Consultant
Financial Aid
Public Relations/Communications
Teacher
Technology
Trustee
Other (please specify)

Please note -














Import Registrant List: If you answer “Other (please specify)” to the Job Title question, there is a follow-up response response required prior to applying payment.

Results Total: 11

Send All Confirmations

Include Contact

Note: If you would like to send a confirmation to a specific individual only, you can expand their details below and click the send confirmation button for that person.

	<u>First Name</u>	<u>Last Name</u>	<u>Company</u>	<u>Registration</u>	<u>Events</u>	<u>Balance</u>
+ 1038	Amelia	Tester	Blair Academy	Full-Conference Registration  	+Events	
+ 1047	Contact	Test	Blair Academy	Full-Conference Registration  	+Events	
+ 1048	Contact3	Test	Blair Academy	Full-Conference Registration  	+Events	
+ 1049	Contact	Test	Blair Academy	Full-Conference Registration  	+Events	
+ 1050	Contact5	Test	Blair Academy	Full-Conference Registration  	+Events	



Please note -

Import Registrant List: To do so, expand the attendee's record and answer the follow-up questions.

Results Total: 11

Send All Confirmations Include Contact

Note: If you would like to send a confirmation to a specific individual only, you can expand their details below and click the send confirmation button for that person.

	<u>First Name</u>	<u>Last Name</u>	<u>Company</u>	<u>Registration</u>	<u>Events</u>	<u>Balance Due?</u>
+ 1038	Amelia	Tester	Blair Academy	Full-Conference Registration x	+Events	
+ 1046	Contact	Test	Blair Academy	Full-Conference Registration x	+Events	
+ 1048	Contact3	Test	Blair Academy	Full-Conference Registration x	+Events	
+ 1049	Contact4	Test	Blair Academy	Full-Conference Registration x	+Events	
+ 1050	Contact5	Test	Blair Academy	Full-Conference Registration x	+Events	
+ 1051	Contact6	Test	Blair Academy	Full-Conference Registration x	+Events	
+ 1052	Contact7	Test	Blair Academy	Full-Conference Registration x	+Events	

Additional Events

+Add: To add additional workshops and seminars, select the +Events button.



Results Total: 11

Send All Confirmations

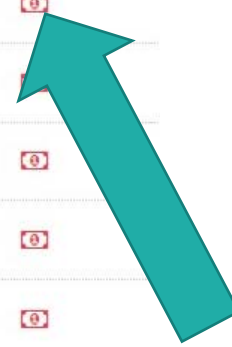
Include Contact

Note: If you would like to send a confirmation to a specific individual only, you can expand their details below and click the send confirmation button for that person.

	<u>First Name</u>	<u>Last Name</u>	<u>Company</u>	<u>Registration</u>	<u>Events</u>	<u>Balance Due?</u>
+ 1038	Amelia	Tester	Blair Academy	Full-Conference Registration <input type="checkbox"/>	+Events	<input type="checkbox"/>
+ 1046	Contact	Test	Blair Academy	Full-Conference Registration <input type="checkbox"/>	+Events	<input type="checkbox"/>
+ 1048	Contact3	Test	Blair Academy	Full-Conference Registration <input type="checkbox"/>	+Events	<input type="checkbox"/>
+ 1049	Contact4	Test	Blair Academy	Full-Conference Registration <input type="checkbox"/>	+Events	<input type="checkbox"/>
+ 1050	Contact5	Test	Blair Academy	Full-Conference Registration <input type="checkbox"/>	+Events	<input type="checkbox"/>
+ 1051	Contact6	Test	Blair Academy	Full-Conference Registration <input type="checkbox"/>	+Events	<input type="checkbox"/>
+ 1052	Contact7	Test	Blair Academy	Full-Conference Registration <input type="checkbox"/>	+Events	<input type="checkbox"/>

Payment

Select the American currency icon: To view your total and complete payment, select the American currency icon.



Group Summary

Export Registrant List: Export a list of completed registrations.

[Back to Dashboard](#)

Group Summary

▶ Add New Person

▶ Import Personnel

▶ Export Personnel

Results Total: 11

Send All Confirmations

Include Contact

Note: If you would like to send a confirmation to a specific individual only, you can expand their details below and click the send confirmation button for that person.

[First Name](#)

[Last Name](#)

[Company](#)

[Registration](#)

Events

Balance Due?