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

Please enter your information below.
* indicates required fields.

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

Enter the school information then click search.
Membership Search

Select school from the results

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

**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.

Contact Profile: Contacts may update profile information by clicking Edit.
Add New Registrant: Complete profile fields and register attendees individually.
Group Summary

**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.
Please note -

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

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

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

<table>
<thead>
<tr>
<th>Add New Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import Personnel</td>
</tr>
<tr>
<td>Export Personnel</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Company</th>
<th>Registration</th>
<th>Events</th>
<th>Balance Due?</th>
</tr>
</thead>
</table>