INSTRUCTIONS TO REGISTER FOR OUR ANNUAL TRAINING CONFERENCE

1. Go to www.nado.org, click on “Events & Training” tab, go down the list to select and click on “Annual Training Conference”.

![NADO's website screenshot showing the Events & Conferences section](image_url)
2. The following page will appear; click on “Registration” on the left column. Scroll down for general registration information. Click on “HERE” to register for the conference.

If you already familiar with our Registration process, please select click “REGISTER HERE” and the link will take you through the step-by-step registration for the event. If you need some guidance, please click on “This Instruction manual” and this guide will open.
3. After clicking “REGISTER HERE”, you will be directed to this page

4. Click on REGISTER ONLINE. The my.nado.org site will ask you to log in using your email address. Your username is your email address. If you forgot your password, please click on “I forgot my password”, and the system will send you a temporary one to reset.

   a. If you are registering for someone else or a group of staff at your organization, you can still register for that person or all staff through your portal. The invoice of the registration then will be sent to you. This is recommended if you will handle billings for all the registrations.

   b. If you wanted to register that person under that person’s portal, you will have to know his/her login information. The reset password email will be sent to his/her email address, or you can contact Vy Dang for the general login credential. The registration and invoice however will be sent to his/her email and addressed to him/her. This option is helpful, however, if you needed to make additional changes to the registration, like adding workshops or guests under his/her registration in the future.

Having both log in credentials for both portals are helpful if you will be managing all aspects of registration in the future.
5. After logged in, you will be asked, “Are you registering for just one person or a group”. Select accordingly.
   a. Select “Register Me” if you wanted to just register yourself.
   “Register Someone Else” if you are registering for ONE other person, and not yourself.
   “Register multiple registrants” if it’s more than one person you are trying to register.
   Select this option if you registered for yourself or not. The next page will allow you to exclude or include yourself in this group registration.
b. For “Register Me” and “Register someone else” options, the site will take you step-by-step to register for all mobile workshops, and learning labs.

After selecting all sessions for the conference, if you wished to be invoiced later and not having to pay online using a credit card, please click on the “Bill Me Later” tab at the checkout page and wait for it to turn blue before proceeding to the next step. You should receive an invoice in your inbox afterward.
c. For “Register multiple registrants” option, select “yes” or “no” if you want to register yourself with the group or not. If you selected “Yes”, the system will automatically add you to the group, you don’t have to add yourself to the Registrant List.

Note that here, you only need to add the Main Registrants of your organizations. The Guest Registrants can be added later under the Main Participant’s individual registration steps (more clarification on this later).

For all MAIN registrants, start to type one name at a time, (first name) in the empty box and the system will automatically show you a list of potential match, who are already listed in the system. If that person had never been added to the organization, or you can’t find his/her name on the provided list, click on “Add”
on the right of the empty box, and the system will allow you to add that registrant to the registrant list.

After you clicked on the “Add” button, the following screen will show up. Please make sure you provide the individual’s email address and not yours because this will be their NADO portal login’s username in the future. It cannot be duplicated with yours.
At the bottom, you will also see the list of everyone that has been added to your organization. You can also just tick off the box next to their names to register them as part of the group. Make sure you click on “Next” at the bottom of that list to go to the next page of the list of all members currently listed in your organization to see all names that had been listed.
After finished adding everyone you wanted to register, click on “Next Step” at the bottom right corner.

Here, you will be able to select the registration rate for each of your registrant. Click on the drop down menu, to select the correct registration rate/type (Student, Federal, and Regular Main Rate) for each of your registrant.

Then click on “Options” to select different workshops and Learning Labs for each registrant by clicking on the link “Complete Registration – Badge and Session”. Here, you will be able to add guests accordingly, under the main participant’s registration.
Click on “Complete Registration – Badge and Session”, this screen will show up for you to add any Guests, Workshops or Learning Labs each registrant prefers to attend. Tick the box, next to the name of the session you want to register for that participant. You can also “Add Guest” this registrant planned to take with him/her here.
After clicking on “ADD GUEST”, the following screen will show up. Make sure you provide the “Display Name” (this is the Name to be appeared on the Guest’s Name Badge at the conference), together with the usual required info, his/her First Name, Last Name, email address, and select the type of Guest Registration you have for that Guest (under the drop down menu of “Product”). Usually, you should select the ATC Regular Guest Registration. The Complimentary Guest types are only available to a few level of memberships (see below). After provided all Guest’s information, click “SAVE” at the end of this dialogue box.

Platinum Members and Platinum Plus Members can register up to 6 free Complimentary Guests  
Sustaining Members can register up to 3 free Complimentary Guests  
Sustaining Associate Members can register for 1 free Complimentary Guests

After finished registering for one person, click on, “Save Details for This Registrant” at the bottom of this page, and repeat the same process for each participant in your group.
After you finished registering ALL participants to their workshops/learning labs and add their guests accordingly. Click on “Check Out” to go to the Check Out Cart to review and pay for the group registration.

Here, you can still click on the Edit Pen Logo, to Edit any details or preferences for that registrant, if you needed to make some last minute changes before submitting the order.

Or if you want to remove that person from the group, click on the Trash Bin Logo, next to the Pen Logo.
If you want to pay by Credit Card, please click on “Express Checkout”. This will take you directly to the Payment tab where you can enter your credit card information.

If you want to continue step-by-step, you can click “Next” at the bottom of the page to select the preferred billing address and method (see next picture).

Here, you can select the “Bill To this Address” button to designate the correct billing address for you. If you click on “Bill to Your billing address”, an email invoice will be sent to your email address. If you selected “Bill to the company’s billing address”, an email invoice will be sent to the Organization’s general email address (for example, info@nado.org.)

You can also add a new address that you preferred at the bottom.
After select a Bill To Address, the page will take you to the Payment tab where you can Pay by Credit Card, or click on the “Bill Me – I’ll Send Payment Later” tab to have an invoice sent to you and pay by check later. Make sure you wait for the tab to turn blue before proceeding to the next step.
After paying by Credit Card, or select “Bill Me Later”, you can click “Submit Order” and the registration is complete!

7. A NOTE about Group Registration, if you wanted to make changes to any individual registrant, that person must log in to my.nado.org with his/her email address that you used to register them, and edit his/her registration separately. If s/he doesn’t remember his/her password, ask them to click on the “I forgot my password” and the system will send to their email address instructions to reset a new password.

You can’t edit their individual registration through your portal, even though you registered them as part of the group.

For them to change their registration, after having them logged in to their own portal, have them click on “My Account”, then “My Registration”, then “View/Edit Details” to add or remove sessions to the event.
After clicking on “View/Edit Details”. Click on the Pen logo, to edit that registration. The page will take you through the step-by-step process again to add workshops or learning labs or guests for that registrant.
Edit registration page will look like this, very similar to the standard registration at the beginning. Follow the usual steps!

Congratulations! You now have mastered our registration process for this and future events. If you have any other problems or questions regarding the registration process, please feel free to reach out to Vy Dang at vdang@nado.org or 202.624.7841, she will be happy to assist.