

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”.

The screenshot shows the NADO website interface. At the top, the NADO logo is displayed with the tagline "National Association of Development Organizations" and the slogan "Regional Strategies. Partnerships. Solutions." Social media icons for Twitter, Facebook, and RSS are visible in the top right corner. A search bar is located below the logo. The main navigation menu includes: HOME, ABOUT US, ADVOCACY, LATEST NEWS, RESOURCES, EVENTS & TRAINING, JOB BANK & RFPS, CONTACT US, and MEMBERS. The "EVENTS & TRAINING" dropdown menu is open, listing several events, with "Annual Training Conference" highlighted by a blue arrow. Other events listed include "2019 NADO-DDAA Washington Conference", "2019 NADO Summer Board Meeting", "Nat'l Regional Transportation Conference", "2019 EDA Denver Region Conference", "2019 SWREDA Annual Conference", "Emerging Leaders Program", "Professional Development Webinar Series", "View Upcoming Events", and "View Past Events". Below the navigation menu, there is a large banner image of a state capitol building with the text: "NADO's federal advocacy agenda is developed by the active involvement of the association's policy board and executive directors of the nation's regional development organizations" and a "Learn More" button. To the right of the banner, there is a "Latest News" section with a list of articles, including "RPO America Elects Officers" dated July 8th, 2019 by Carrie Kissel. At the bottom of the page, there are sections for "Featured Publications" and "Events & Conferences".

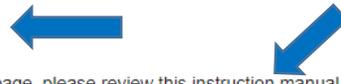
- The following page will appear; click on “Registration” on the left column. Scroll down for general registration information. Click on “HERE” to register for the conference.



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.



To register online, click **HERE**.



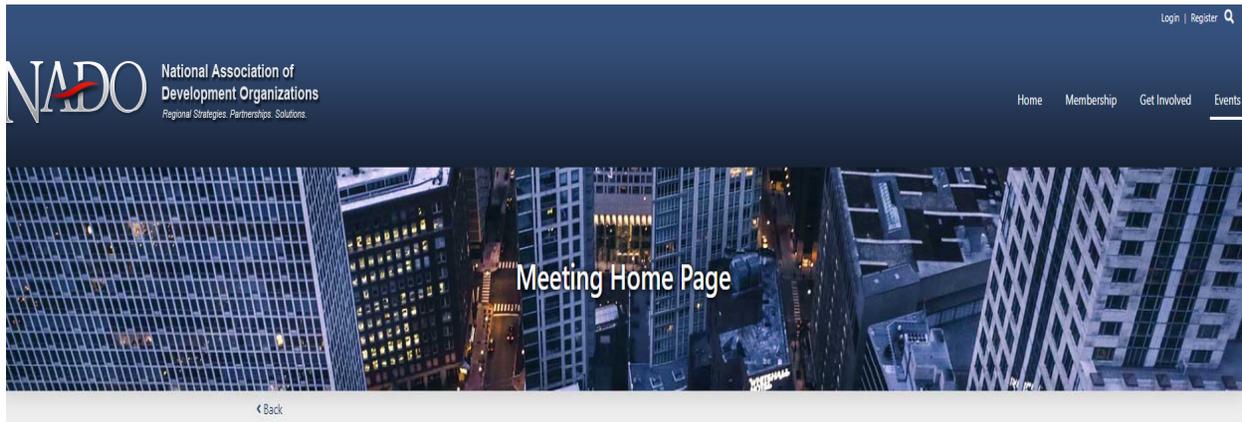
If you need help with our new registration page, please review this instruction manual or contact Vy Dang at vdang@nado.org or 202.624.7841.

If you wish to pay by check, please mail your payment to:

NADO
400 North Capitol St NW Suite 388
Washington, DC 20001

PLEASE NOTE: You must be registered for the conference to attend a mobile workshop or learning lab.

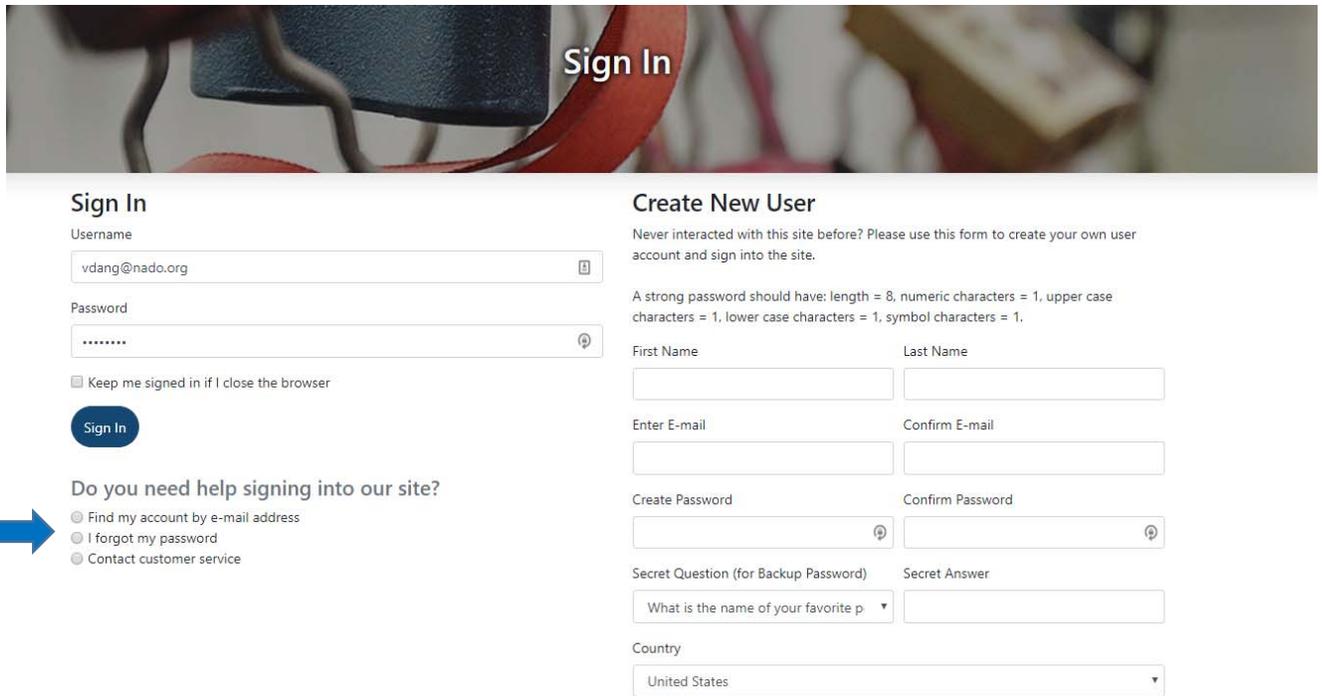
3. After clicking “REGISTER HERE”, you will be directed to this page



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.



Sign In

Username
vdang@nado.org

Password
.....

Keep me signed in if I close the browser

Sign In

Do you need help signing into our site?

- Find my account by e-mail address
- I forgot my password
- Contact customer service

Create New User

Never interacted with this site before? Please use this form to create your own user account and sign into the site.

A strong password should have: length = 8, numeric characters = 1, upper case characters = 1, lower case characters = 1, symbol characters = 1.

First Name
Last Name

Enter E-mail
Confirm E-mail

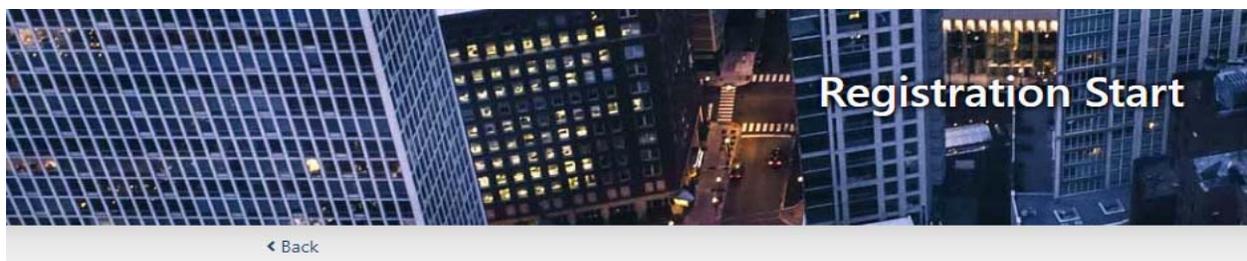
Create Password
Confirm Password

Secret Question (for Backup Password)
What is the name of your favorite p
Secret Answer

Country
United States



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.



2019 Annual Training Conference

Saturday, October 19, 2019 - Wednesday, October 23, 2019

Register One Person or a Group

Who are you registering?

- Register me
- Register someone else
- Register multiple registrants

Start Registration

Cancel

- 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.



Please scroll down to the "Next" button to proceed with the checkout process. If you do not need to select a billing address, shipping address or shipping method, you can click "Express Checkout" below  to go directly to the payment form.

SHIPPING CART ADDRESS DELIVERY **PAYMENT** CONFIRMATION

Payment Information

Credit Card: **Bill Me - I'll Send Payment Later**

Billing Reference (Optional)

The amount to be paid at a future date is: \$620.00

Order Summary

1 Item selected [Change >](#)

Purchase	\$620.00
Subtotal	
Sales Tax	\$0.00
Order Total	\$620.00

Billing Address [Change >](#)

Vy Dang
400 N Capitol St NW Ste 388
Washington, DC 20001-1537
US

- 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.

2019 Annual Training Conference
Saturday, October 19, 2019 - Wednesday, October 23, 2019

1 IDENTIFY 2 SELECT 3 OPTIONS 4 CHECKOUT

← Previous Next Step →

Select Registrants

In order to make it easy to register your colleagues, the following is a list of contacts who belong to the same Organization as yours. Click the box next to a name to select a registrant, or enter a name to add them to the list. Feel free to make selections on multiple pages in this list, all selections will be saved.

Register Me as part of the group?

Yes No

To add a registrant to the list, just start typing. When you have entered at least 3 characters, you will see a list of matching names you can select from. Click the "+ Add" button to add a new record.

+ Add

Add Registrant to 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.

Select Registrants

In order to make it easy to register your colleagues, the following is a list of contacts who belong to the same Organization as yours. Click the box next to a name to select a registrant, or enter a name to add them to the list. Feel free to make selections on multiple pages in this list, all selections will be saved.

Register Me as part of the group?

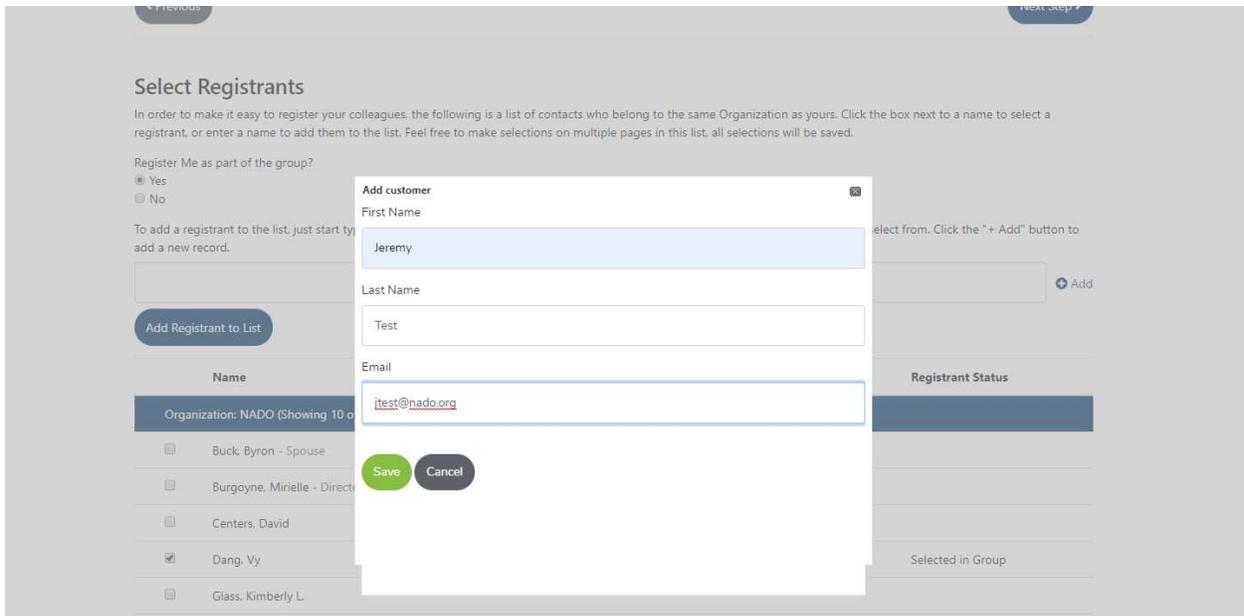
- Yes
 No

To add a registrant to the list, just start typing. When you have entered at least 3 characters, you will see a list of matching names you can select from. Click the "+ Add" button to add a new record.

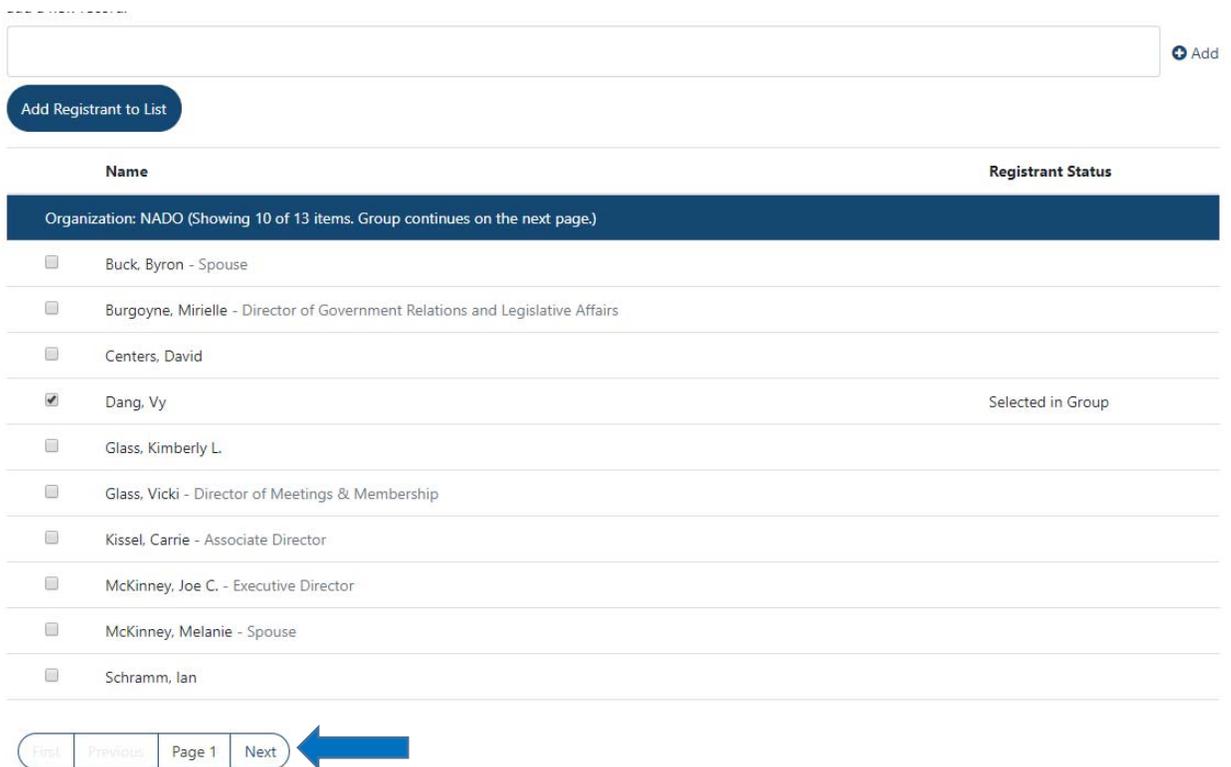
<input type="text" value="byron"/>	<input type="button" value="+ Add"/>										
<ul style="list-style-type: none">Alday, Byron (City of Cartersville)Buck, Byron (NADO)Carpenter, Byron (No name)Chapman, Byron (KIPDA)CHAPMAN, FREDA K.CHAPMAN, JEWELL B.Clayton, Byron C. (Research Park Corporation)Davis, Byron (Midland Trail Scenic Byway Assn.)Davis, R. Byron (Thrasher Engineering, Inc.)Jackson, Byron (Central Arizona Governments)	<table border="1"><thead><tr><th></th><th>Registrant Status</th></tr></thead><tbody><tr><td colspan="2">... continues on the next page.)</td></tr><tr><td><input type="checkbox"/></td><td>Burgoyne, Mirielle - Director of Government Relations and Legislative Affairs</td></tr><tr><td><input type="checkbox"/></td><td>Centers, David</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Dang, Vy Selected in Group</td></tr></tbody></table>		Registrant Status	... continues on the next page.)		<input type="checkbox"/>	Burgoyne, Mirielle - Director of Government Relations and Legislative Affairs	<input type="checkbox"/>	Centers, David	<input checked="" type="checkbox"/>	Dang, Vy Selected in Group
	Registrant Status										
... continues on the next page.)											
<input type="checkbox"/>	Burgoyne, Mirielle - Director of Government Relations and Legislative Affairs										
<input type="checkbox"/>	Centers, David										
<input checked="" type="checkbox"/>	Dang, Vy Selected in Group										



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.

A screenshot of a registration list interface. At the top, there is a search bar with the text "SEARCH BY NAME". Below it is a table with the following rows:

<input checked="" type="checkbox"/>	Dang, Vy	Selected in Group
<input type="checkbox"/>	Glass, Kimberly L.	
<input type="checkbox"/>	Glass, Vicki - Director of Meetings & Membership	
<input checked="" type="checkbox"/>	Kissel, Carrie - Associate Director	Selected in Group
<input type="checkbox"/>	McKinney, Joe C. - Executive Director	
<input type="checkbox"/>	McKinney, Melanie - Spouse	
<input type="checkbox"/>	Schramm, Ian	

Below the table is a pagination bar with buttons for "First", "Previous", "Page 1", and "Next". At the bottom of the page, there are two buttons: "Previous" on the left and "Next Step" on the right. A blue arrow points to the "Next Step" button.

Here, you will 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.

Select Registration Level for Group Registrants

Thank you for registering a group of your colleagues.

You are registering 3 registrant(s).

A screenshot of the "Select Registration Level for Group Registrants" page. It features a table with the following columns: "Full Name" and "Registration".

Full Name	Registration
Dang, Vy	2019 ATC Main Registration (Regular Rate) \$620.00
Burgoyne, Mirielle	2019 ATC Main Registration (Regular Rate) \$620.00
Kissel, Carrie	2019 ATC Main Registration (Regular Rate) \$620.00

Below the table, it states "Total Registration Amount: \$1860.00". At the bottom of the page, there are two buttons: "Previous" on the left and "Options" on the right. A blue arrow points to the "Options" button.

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.**

Group Summary - Add Registration Details

Burgoyne, Mirielle  Complete Registration - Badge and Sessions 

2019 ATC Student Registration

Director of Government Relations and Legislative Affairs
NADO
400 N Capitol St NW Ste 388
Washington, DC 20001-1537, US

Total: \$100.00

Questions  Details 

Dang, Vy  Complete Registration - Badge and Sessions

2019 ATC Spouse/Guest Registration

NADO
400 N Capitol St NW Ste 388
Washington, DC 20001-1537, US

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.

Add Registration Details for this Registrant

Registrant Information

MIRIELLE

Burgoyne, Mirielle 

Director of Government Relations and Legislative Affairs
NADO

400 N Capitol St NW Ste 388
Washington, DC 20001-1537, US

Registration Questions

Any Special Dietary Needs?

Any Disability Needs?

Other Special Needs?

Emergency Contact Name:

Emergency Contact Phone:

Guest Registration

Add Guest 

Event Sessions

Oct 19, 2019

01:30 PM

Reinventing Reno's Midtown District Walking Tour \$35.00 Ends at 4:00 PM

Saturday, October 19 1:30 – 4 pm Reinventing Reno's Midtown District Walking Tour Take a walk through the emerging Midtown District and see how this area has changed over the past 100 years from a quiet country road lined with large homes to a bustling business district. The Midtown area has continually reinvented itself to adapt to the changing needs of the city. Learn about the exciting businesses and people that once occupied the buildings and what the future holds for this redeveloping area of Reno. Limited to 25 participants; pre-registration required. Additional fee of \$35.



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

Guest Registration

Product
Spouse (Complimentary Rate, if Eligible) \$0.00

Prefix First Name Last Name

Display Name Email Address

Company Name
NADO

Country/Region
United States

Street 1
400 N Capitol St NW Ste 388

Street 2 Street 3

City State/Province ZIP/Postal Code
Washington DC 20001-1537

Save Cancel

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.

space, and flour mill turned distillery. The tour will include lunch. Limited to 30 participants; pre-registration required. Additional fee of \$50.

Oct 21, 2019

10:15 AM

Peppermill Wins Big Betting on Geothermal Energy \$15.00 Ends at 11:45 AM

Monday, October 21 10:15 – 11:45 a.m. Peppermill Wins Big Betting on Geothermal Energy Since 2010 the Peppermill has tapped into a huge reservoir of natural geothermal activity located almost a mile underneath the hotel and casino to heat its pools, hot tubs, and guest room showers, and power the hotel's mechanical systems. The result: saving more than \$2.2 million in annual natural gas bills and reducing their carbon footprint by 12,000 metric tons of CO2 emissions every year. The workshop will explore the hotel's geothermal system and attendees will learn how the hotel and casino are employing energy efficient practices throughout the facility. Limited to 25 participants; pre-registration is required. Additional fee of \$15.

Oct 22, 2019

10:30 AM

Fostering Entrepreneurship and Forging Partnerships: A Visit to the Reno Innovation Center \$25.00 Ends at 12:30 PM

Tuesday, October 22 10:30 am – 12:30 pm Fostering Entrepreneurship and Forging Partnerships: A Visit to the Reno Innovation Center The University of Nevada, Reno Innovation Center is designed to empower Nevada's next generation of economic leaders by igniting the creative and entrepreneurial spirits in University of Nevada, Reno students, faculty, community creatives, makers, economic developers, and emerging global tech companies. On this tour, learn more about this facility which offers co-working areas, a Makerspace, conference rooms, open and closed door offices for rent, and access to business mentorship and networking opportunities. Limited to 30 participants; pre-registration required. Additional fee of \$25.

[First](#) [Previous](#) [Page 1](#) [Next](#)

[Save Details for this Registrant](#)



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.

SHIPPING CART ADDRESS DELIVERY PAYMENT CONFIRMATION

You currently have 3 items in your cart [Clear Cart](#)

Product	Subtotal	
2019 Annual Training Conference (October 19, 2019 - October 23, 2019) Burgoyne, Mirielle see details		 
2019 Annual Training Conference (October 19, 2019 - October 23, 2019) Dang, Vy see details	\$235.00	 
2019 Annual Training Conference (October 19, 2019 - October 23, 2019) Kissel, Carrie see details	\$620.00	 
Total	\$955.00	

Order Summary

3 Items selected

Purchase \$955.00

Subtotal

Sales Tax \$0.00

Order Total \$955.00

[Bill To This Address Change >](#)

Vy Dang
400 N Capitol St NW Ste 388
Washington, DC 20001-1537
US

[Express Checkout](#)

Enter your promotion code and/or gift card and click the "gift" icon to the right of your entry. If valid, the discount for a promo code will be calculated for each cart item where it is applicable. A Gift Card is applied to the order total, as a form of payment. You can enter multiple promo codes/gift cards, but only one promo code can be applied to a particular purchase.

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.

Please select the address you want to bill this purchase to, or add a new address.

Billing Address

NADO Selected Edit Bill to this Address

Bill To Attention Vy Dang
400 N Capitol St NW Ste 388
Washington, DC 20001-1537
US

Company's Address

NADO Bill to this Address

400 N Capitol St NW Ste 388
Washington, DC 20001-1537
US
202-624-7806

Add a New Address

< Previous

Next >

Order Summary

3 Items selected Change >

Purchase	\$955.00
Subtotal	
Sales Tax	\$0.00
Order Total	\$955.00

Billing Address
Vy Dang
400 N Capitol St NW Ste 388
Washington, DC 20001-1537
US

Express Checkout

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.



Please scroll down to the "Next" button to proceed with the checkout process. If you do not need to select a billing address, shipping address or shipping method, you can click "Express Checkout" below  to go directly to the payment form.

- SHOPPING CART
- ADDRESS
- DELIVERY
- PAYMENT**
- CONFIRMATION

Payment Information

Credit Card: Bill Me - I'll Send Payment Later

Billing Reference (Optional)

The amount to be paid at a future date is: \$620.00

Order Summary

1 Item selected Change >

Purchase	\$620.00
Subtotal	
Sales Tax	\$0.00
Order Total	\$620.00

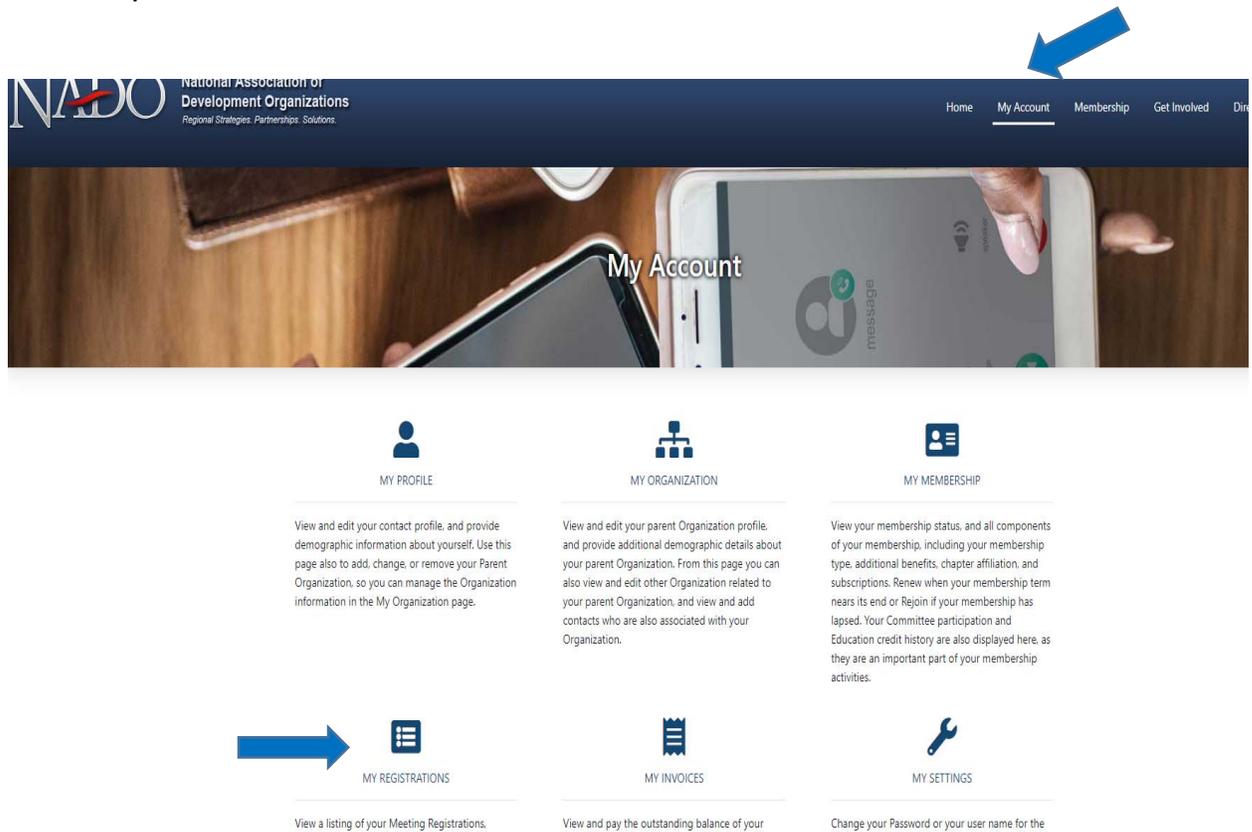
Billing Address Change >
Vy Dang
400 N Capitol St NW Ste 388
Washington, DC 20001-1537
US

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.



My Registrations

Upcoming Meetings Only

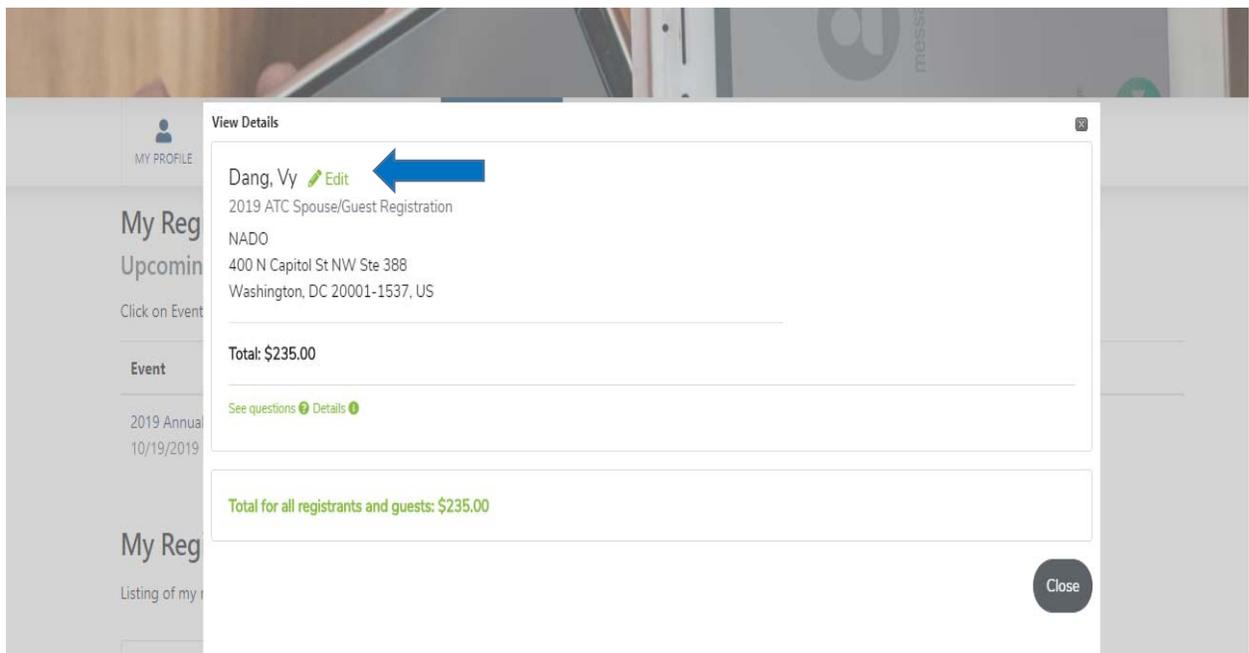
Click on Event title for details on that event.

Event	Registrant	
2019 Annual Training Conference 10/19/2019 - 10/23/2019	Dang, Vy	 View/Edit Details

My Registration History

Listing of my registrations for past meetings.

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.



The screenshot shows a 'View Details' modal window. At the top, it displays the registrant's name 'Dang, Vy' with a green pen icon and the word 'Edit' next to it. A blue arrow points to this 'Edit' link. Below the name, the registration details are listed: '2019 ATC Spouse/Guest Registration', 'NADO', and the address '400 N Capitol St NW Ste 388, Washington, DC 20001-1537, US'. A horizontal line separates this from the total amount, 'Total: \$235.00'. Below the total, there are links for 'See questions' and 'Details'. At the bottom of the modal, a green text box states 'Total for all registrants and guests: \$235.00'. A 'Close' button is located in the bottom right corner of the modal.

Edit registration page will look like this, very similar to the standard registration at the beginning. Follow the usual steps!

Edit Registration

2019 Annual Training Conference - 2019 ATC Spouse/Guest Registration
Saturday, October 19, 2019 - Wednesday, October 23, 2019
Registrant: Dang, Vy

1 2 3 4
ATTENDEE(S) SESSIONS GUESTS CHECKOUT

< Previous Next Step >

Edit Participant
Please feel free to edit this badge information as needed. Note that any changes that you make to this badge only apply to this registration. If you need to make permanent changes to your contact information please update your profile as well.

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.