



**NARC**

*Building Regional Communities*

**National Association of Regional Councils**

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[www.NARC.org](http://www.NARC.org)

# NARC Conference Registration Instructions

## NARC Members

(Non-members use section below)

1. Click on the provided registration link.
2. Login to your account. Once you do, your contact information will automatically fill-in on the first tab.
3. If you are NOT attending yourself and only registering others, please mark the box that states: “*Check this box if the main registrant for this event is NOT attending.*” Once this box is checked, the *Responses*, *Pricing*, and *Items* tabs will be hidden.
4. If registering yourself, provide appropriate information on the *Responses*, *Pricing*, and *Items* tabs.
5. Add *Associates* (these are existing AMS account records - there is a dropdown of the available records once you “Click to Register an Associate”) or *Guests* (attendees who do not have/do not need an AMS account). Please refer to GENERAL NOTES section at the bottom of this [page](#) for more information on who needs an account and who does not.
  - a. If you are registering someone who does not yet have an account but should: click on ACCOUNT in the header and then My Associates from the left sidebar to add an Associate before completing the registration.
    1. PLEASE NOTE: Affiliates can add associates and manage organization records; Reps can only manage their own personal information.
  - b. Within each *Associate* or *Guest* registration, you will provide the *Responses*, *Pricing*, and *Items* information appropriate for each individual you are registering.
  - c. Spouse/guest meal packages (formerly known as Guest Registration) can be added on the *Items* tab. This is also where you will sign up for the Mobile Workshop.
6. Review the *Summary* tab. If there is any missing required information, you will see a *Fix Now* link that will take you to the applicable tab to fix the error. Once all information is accurate, click *Checkout Now*.
7. Choose to *Pay with Credit Card* or *Pay from Invoice*.

### **Non-Members**

1. Click on the provided registration link.
2. Select Registration type: Non Member Attendee or Private Sector Attendee
  - a. PLEASE NOTE: Disregard the “Check this box if the main registrant for this event is NOT attending” box at the top of the form. Each Non Member or Private Sector attendee will be registered individually using their own contact information on this tab.
3. Provide applicable details in the Responses, Pricing, and Items tabs.
  - a. Spouse/guest meal packages (formerly known as Guest Registration) can be added on the Items tab. This is also where you will sign up for the Mobile Workshop.
4. Review the Summary tab. If there is any missing required information, you will see a Fix Now link that will take you to the applicable tab to fix the error. Once all information is accurate, click Checkout Now.
5. Choose Pay with Credit Card to complete your registration.
6. You will have a future opportunity to create an account as we continue to roll out our new association management software (AMS) functionality.

PLEASE NOTE: It is no longer possible to enter a PO number as part of the checkout. If using a Purchase Order, please select Pay from Invoice.

As you move through the new registration process, please contact Marcy Fritter at [marcy@narc.org](mailto:marcy@narc.org) or 202.618.5690 with questions.