

Group Registrations Guide

If you will be completing the registration and payment for a group to attend the Power of One conference, please look through the steps below. If you have any additional questions, please contact Daniel Anzueto at danzueto@naspa.org.

1. Collect the registration information
 - a. In order to register each person for the conference, you will need to collect some demographic information. You can do this by sending out this [link](#) to each student.
 - b. Make sure to create a Group Name and share it with anyone who is filling out the form.
2. Receive excel report
 - a. Once your group has finished filling out the form with their demographics, contact Daniel (danzueto@naspa.org) to receive an excel report with all of their information.
3. Register the group
 - a. Since not all students will have memberships or need to create a profile for attending other conferences, you can register them all under your profile.
 - b. Go to the event registration [link](#) and click on "Register for this Event". If you have not already signed in you will be asked to do so before registering.
 - c. Select the "Group Registration" fee type. Make sure to select Professional/Student as appropriate. You will then be asked to enter your demographic information.
 - d. Once you reach the payment screen, select "Bill Me" from the payment information drop down menu on the right-hand side.
 - e. You will then repeat steps B-D for each registrant. Make sure to change fee type (Professional/Student), badge name and demographic information, and to select "Bill Me" at the end of each registration.
4. Pay for the group
 - a. Once you have registered your group, contact Tonya Murphy for payment.
 - b. If you would like to pay by check, email Tonya (tmurphy@naspa.org) for a group invoice which can be provided for you to present to your institution. *Please note we **do not accept purchase orders** as a form of payment.
 - c. If you would like to pay by credit card, call Tonya at 202.716.1183 and provide a CC # so that payment can be applied to the group.