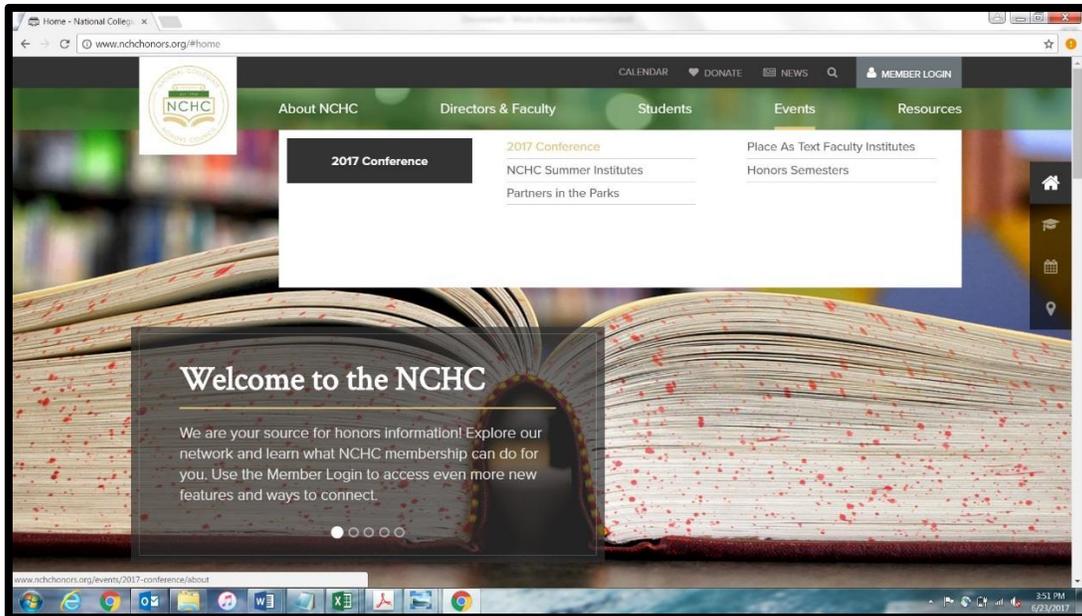




## REGISTERING A GROUP FOR #NCHC17

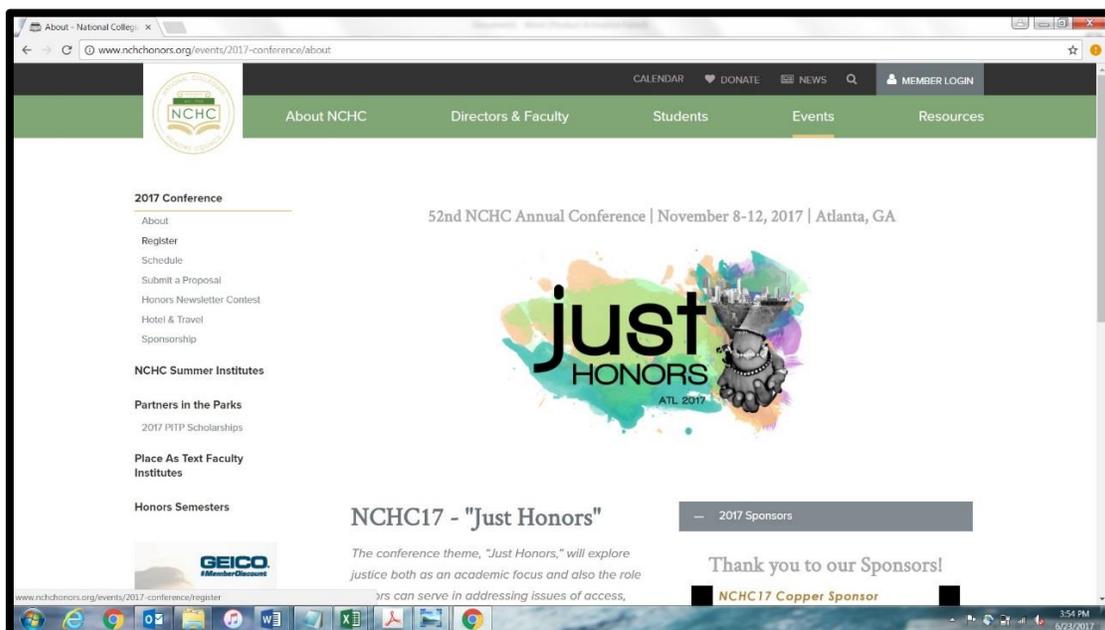
### Step 1:

The easiest way to access #NCHC17 registration form is to visit our website at [nchchonors.org](http://nchchonors.org). Once there, hover over the tab marked "Events," and click on "2017 Conference."



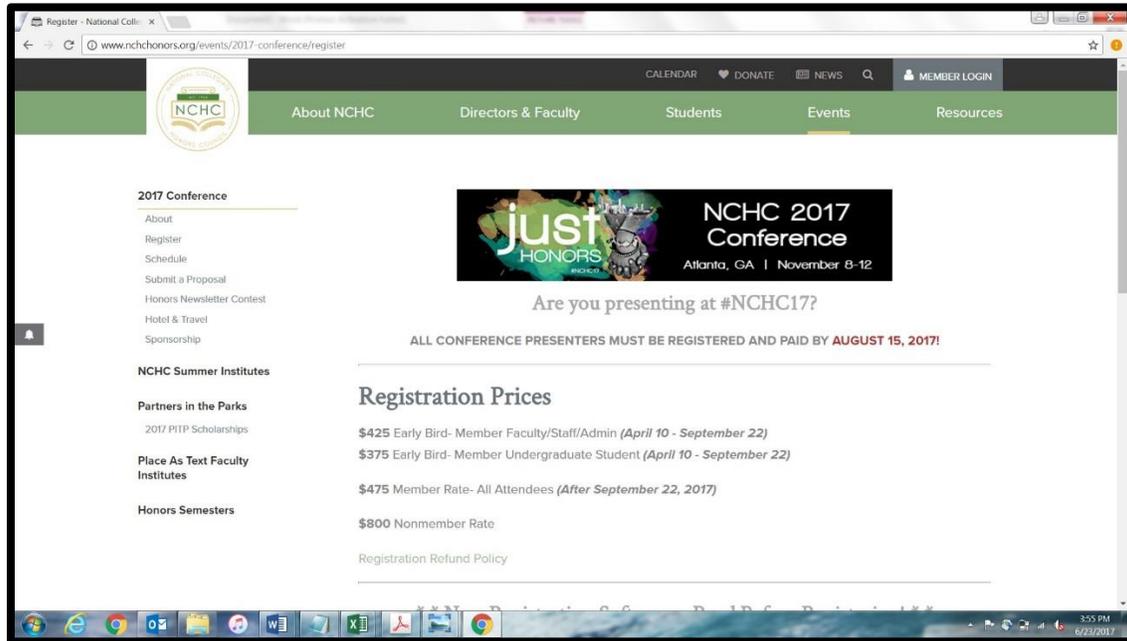
### Step 2:

Once on the #NCHC17 conference homepage, click on "Register" on the left side of the page.



### Step 3:

Once on the registration landing page, scroll down the page and click the appropriate prompt.

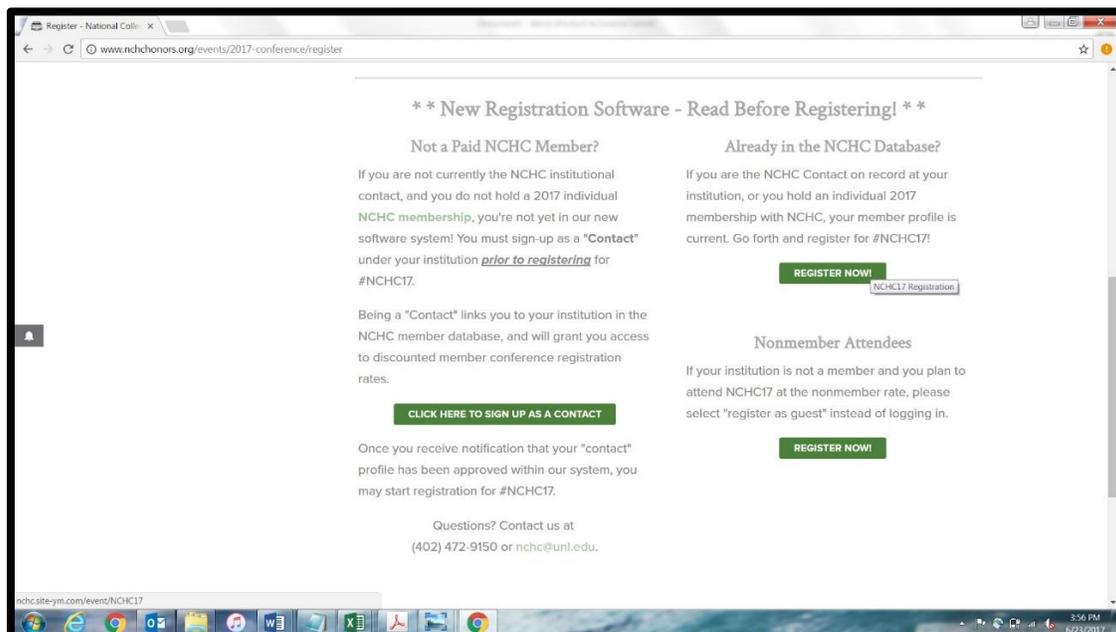


### Step 4:

If you are the institutional contact, or are registering a group on behalf of the institutional contact, please click “Register Now” under the “Already in the NCHC database” heading.

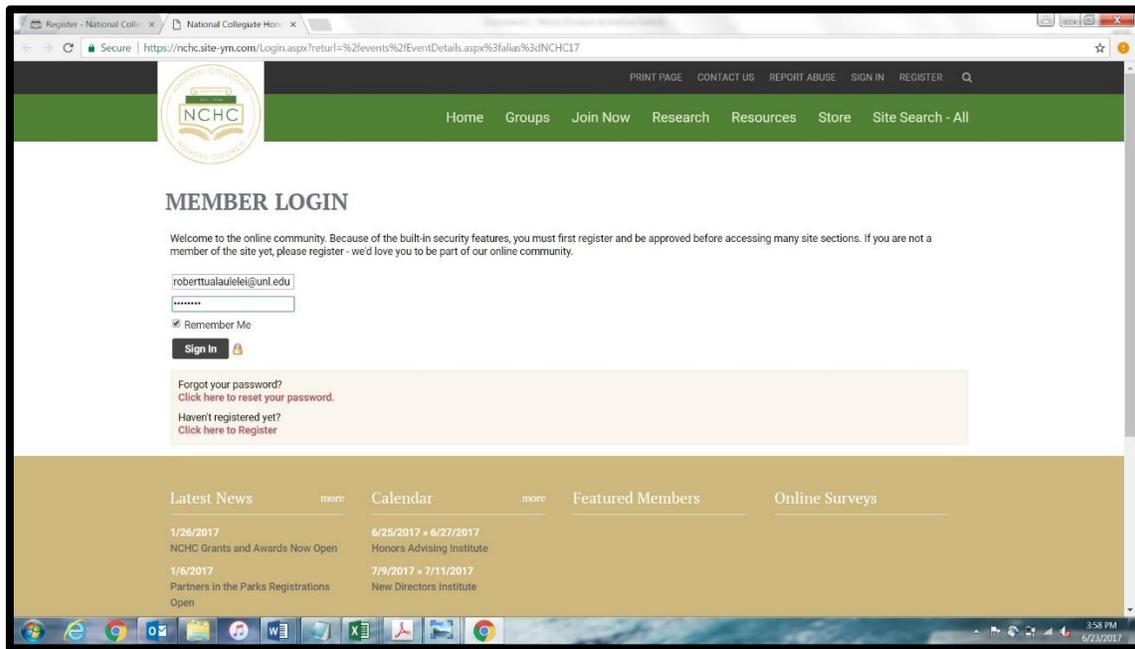
If you are not registering yourself and/or your group on behalf of the institutional contact, please click the option on the left to sign up as a “Contact.” This will ensure that the attendees you are signing up are listed under the correct institution, and you will not be prompted to purchase a membership when you are already part of an Institutional Membership.

If you do not hold an NCHC membership, and do not wish to become a member, please click “Register Now” under the “Nonmember Attendees” heading to proceed with registration.



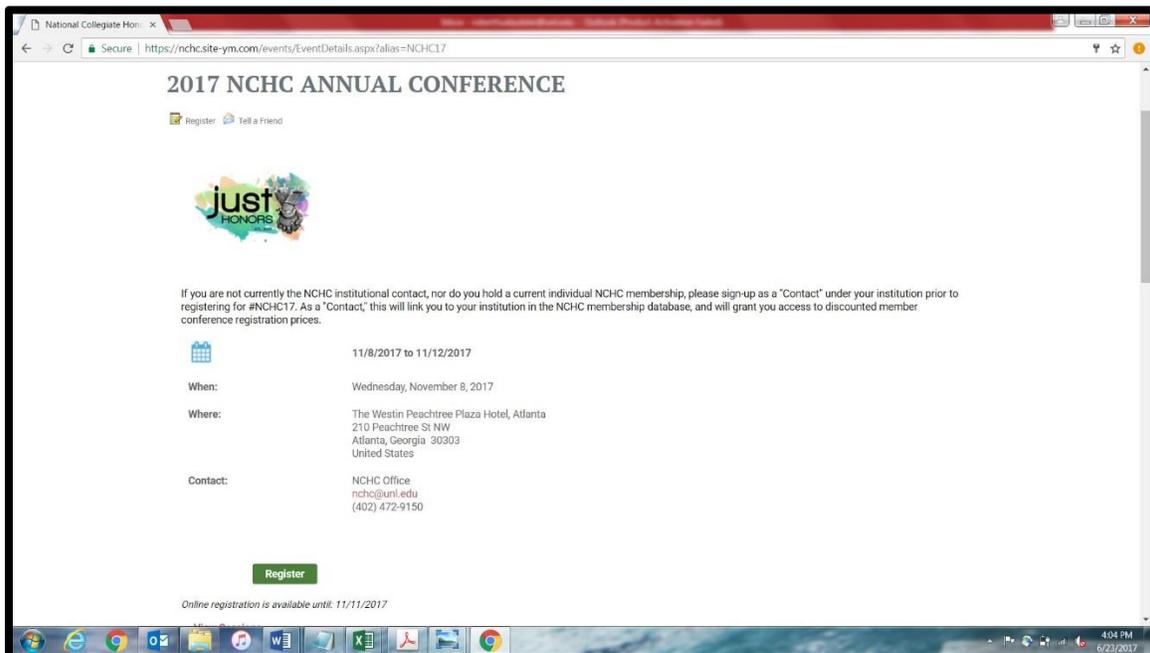
### Step 5:

Enter in your NCHC member site credentials. If you have misplaced your password, please click the prompt to reset your password. This will send a link to your e-mail address on file, and you will be able to reset your password. After resetting, you will have the ability to log into the registration form.



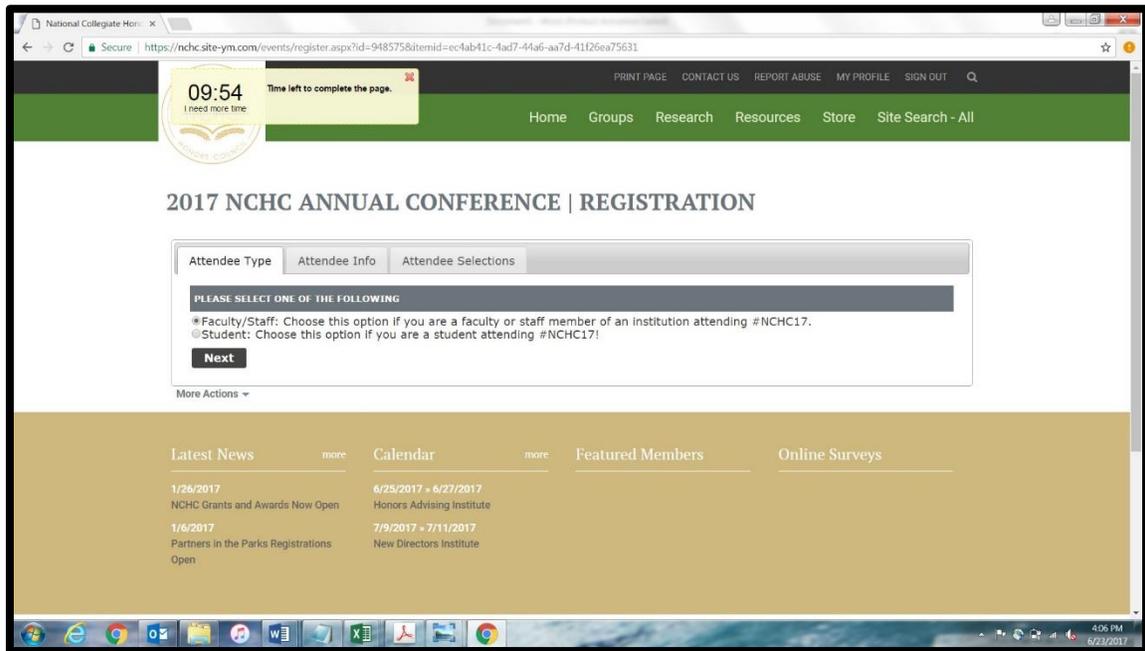
### Step 6:

Once you have verified your membership, and are on the registration landing page, you are ready to go! Click "Register," and get ready for smooth sailing!



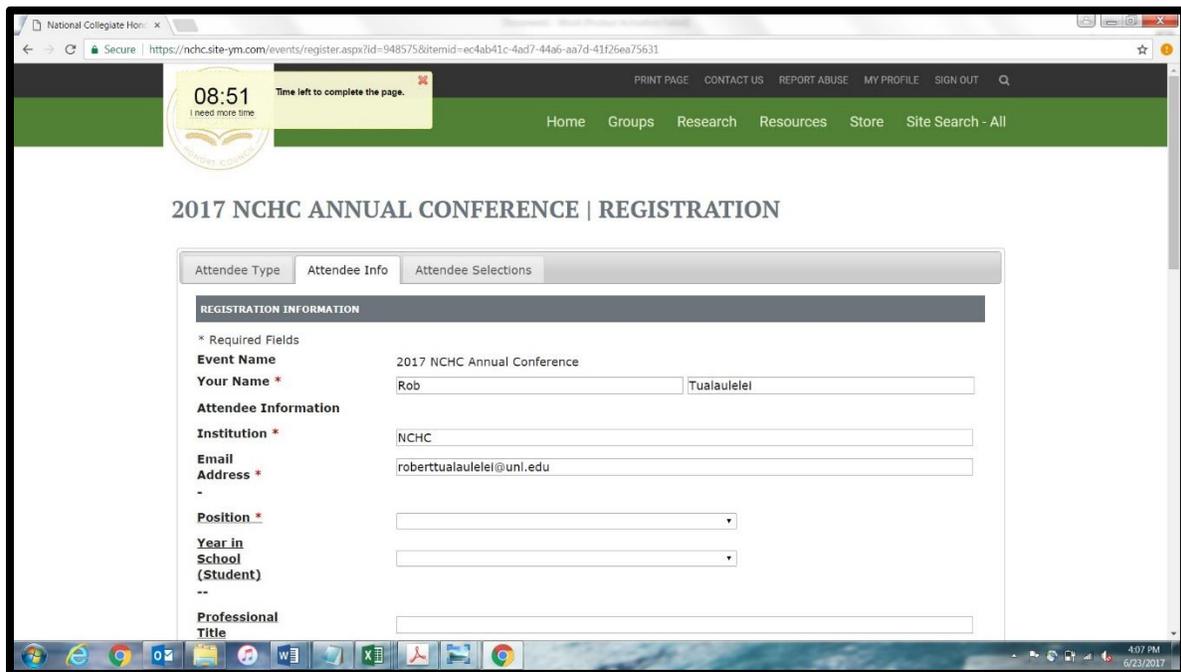
**Step 7:**

Click on the appropriate option for yourself, or the person whom you are registering. Keep in mind, the “Student” rate is specifically for students at the undergraduate level at time of the conference.



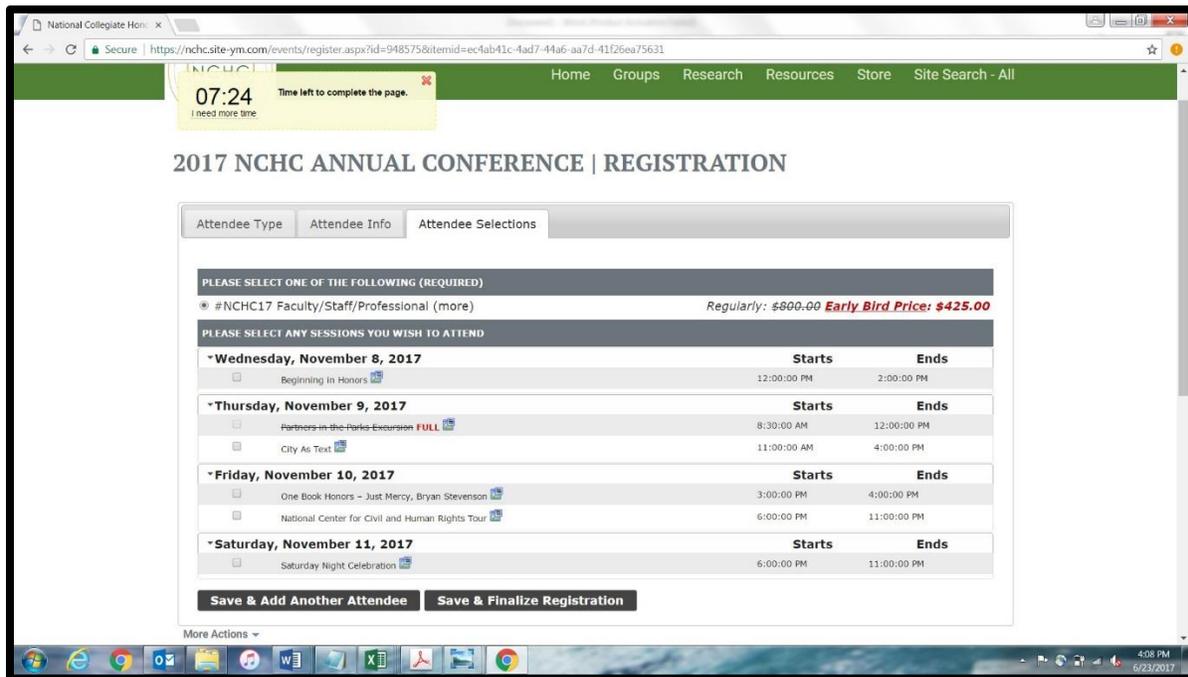
**Step 8:**

Fill in the form using the appropriate information for the registrant, and click the prompt at the bottom of the page to move onto the next page.



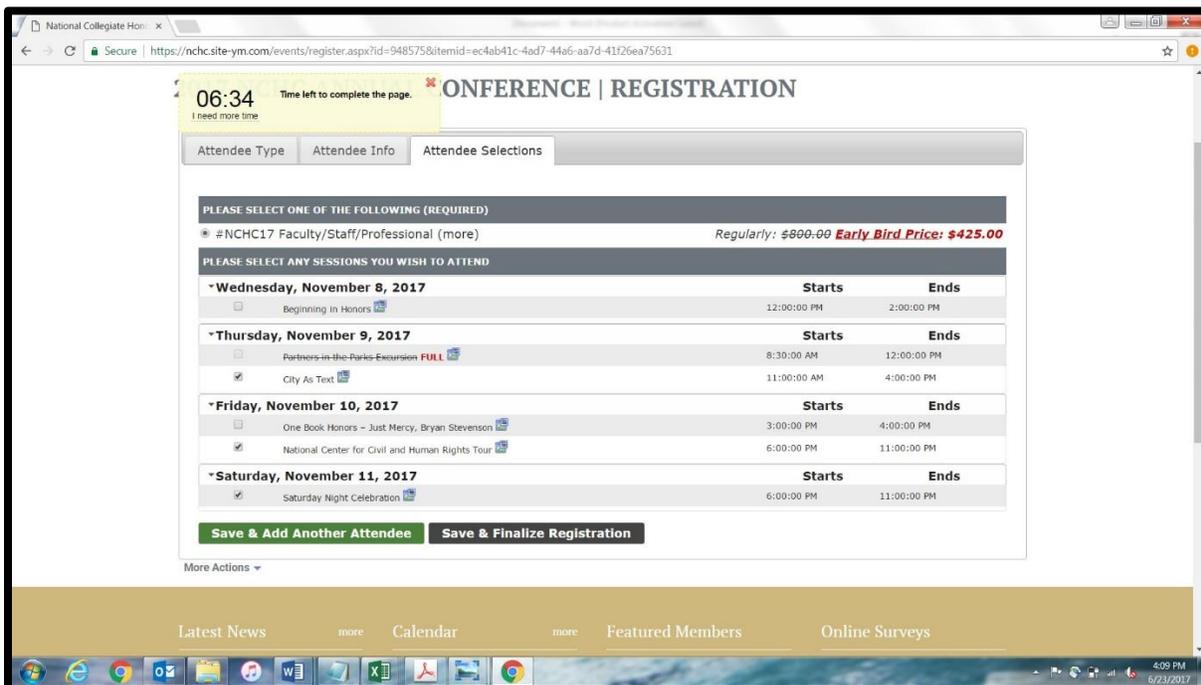
### Step 9:

Confirm your registration rate by selecting the rate, and continue onto the rest of the page. Activities requiring a pre-registration are listed by day. Hover over each activity to learn more about what the activity entails, and check the boxes of the activities you or your registrants would like to be part of.



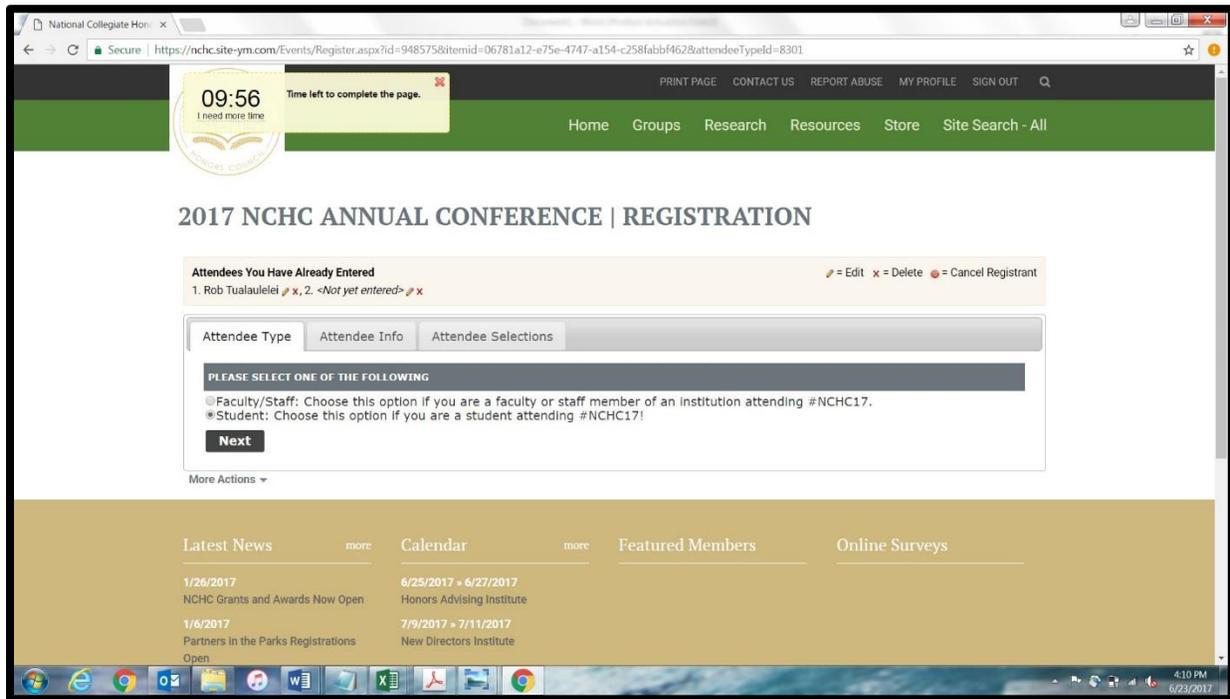
### Step 10:

At the bottom of the same page, you may finalize your registration, or register another attendee. If you wish to register someone else, click the option on the left marked "Save & Add Another Attendee."



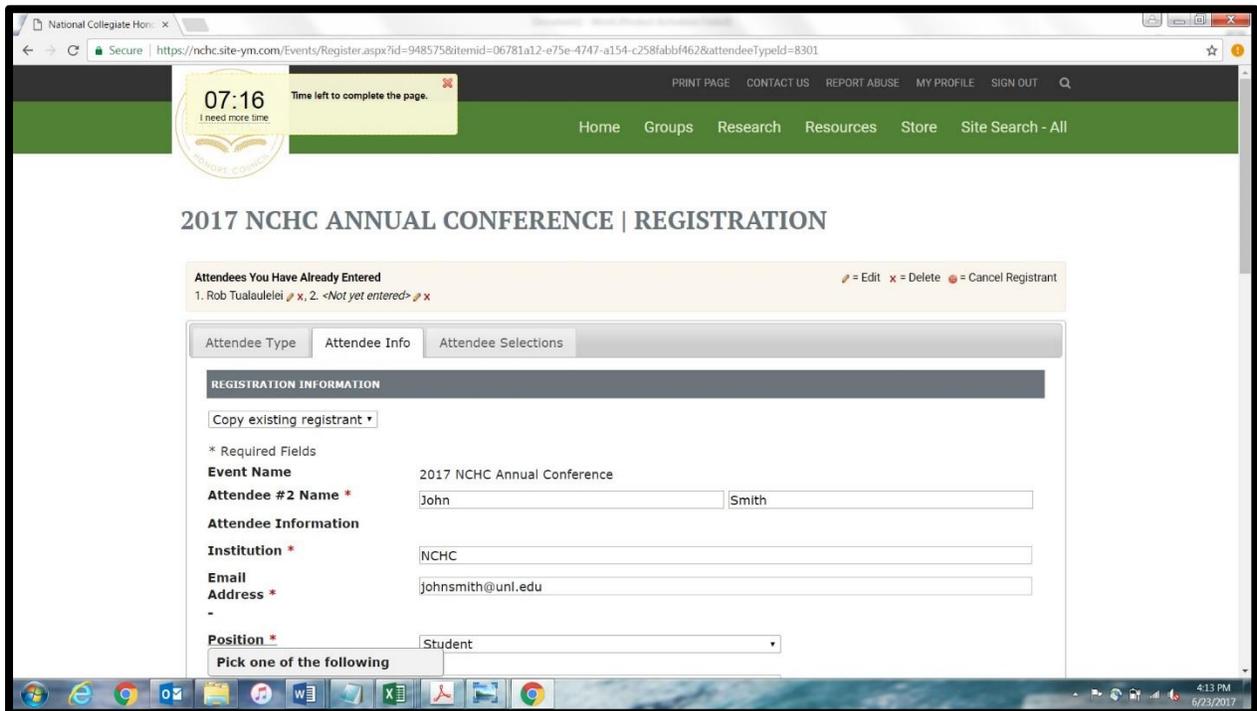
**Step 11:**

Just as you did in Step 7, click on the appropriate option for the person whom you are registering. Keep in mind, the “Student” rate is specifically for students at the undergraduate level at time of the conference.



**Step 12:**

Fill in the form using the appropriate information for the registrant, and click the prompt at the bottom of the page to move onto the next page.



### Step 13:

Confirm the attendee's registration rate by selecting the option, and continue onto the rest of the page. Activities requiring a pre-registration are listed by day. Hover over each activity to learn more about what the activity entails, and check the boxes of the activities your registrants would like to participate in.

At the bottom of this page, you may select "Save & Add Another Attendee" to register additional participants. If you do not want to register any other attendees, click on "Save & Finalize Registration."

05:18 Time left to complete the page. [I need more time.](#)

## 2017 NCHC ANNUAL CONFERENCE | REGISTRATION

Attendees You Have Already Entered ✎ = Edit ✕ = Delete ✖ = Cancel Registrant

1. Rob Tualualelei [✎](#), 2. <Not yet entered> [✎](#)

Attendee Type Attendee Info Attendee Selections

PLEASE SELECT ONE OF THE FOLLOWING (REQUIRED)

\* #NCHC17 Student (more) Regularly: \$800.00 Early Bird Price: \$375.00

PLEASE SELECT ANY SESSIONS YOU WISH TO ATTEND

	Starts	Ends
<b>*Thursday, November 9, 2017</b>		
<input type="checkbox"/> Partners in the Park Excursion <a href="#">FBI</a>	8:30:00 AM	12:00:00 PM
<input checked="" type="checkbox"/> City As Text <a href="#">📄</a>	11:00:00 AM	4:00:00 PM
<b>*Friday, November 10, 2017</b>		
<input checked="" type="checkbox"/> One Book Honors - Just Mercy, Bryan Stevenson <a href="#">📄</a>	3:00:00 PM	4:00:00 PM
<input checked="" type="checkbox"/> National Center for Civil and Human Rights Tour <a href="#">📄</a>	6:00:00 PM	11:00:00 PM
<b>*Saturday, November 11, 2017</b>		
<input checked="" type="checkbox"/> Saturday Night Celebration <a href="#">📄</a>	6:00:00 PM	11:00:00 PM

[Save Attendee](#) [Save & Add Another Attendee](#) [Save & Finalize Registration](#)

More Actions ▾

### Step 14:

On the payment screen, please enter your billing information. You may pay by credit card, which can be processed immediately, or generate an invoice. To generate an invoice, please select "Bill Me."

After your payment is entered correctly, proceed to the bottom of the page. There you will follow the prompts to complete your registration.

SSL SECURED  
THIS SITE IS SECURED  
WITH SSL TECHNOLOGY

RECIPIENT INFORMATION

First Name:\* Rob  
Middle Name:  
Last Name:\* Tualualelei  
Suffix:  
Organization: NCHC  
Address:\*  
1100 NRC  
540 N 16th Street  
City/Town: Lincoln  
Country:\* United States  
State:\* Nebraska  
Postal Code:\* 68588-0627  
Home Phone:  
Business Phone: 402-472-9151  
Mobile Phone:  
Email Address:\* roberttualualelei@unl.edu  
Confirm Email Address:\* roberttualualelei@unl.edu

PAYMENT INFORMATION

Total Amount: \$800.00 (includes \$0.00 Tax)  
Promo Code:  [Apply](#)  
Payment Type:  
 Bill Me  
 Credit Card

Card Type:

Card Number:

**Step 15:**

Congratulations! You are registered for #NCHC17! If you need to send a payment by check, you may use the invoice generated by our registration system. You may download that invoice in PDF form directly from the site. If you have any questions, call the NCHC office at (402) 472-9150, or e-mail at [nchc@unl.edu](mailto:nchc@unl.edu).

We look forward to meeting you in Atlanta!

