

# NACD ChemEdge Registration How-To's

## Register Multiple Employees for One Event in a Single Transaction

1. Click 'Register Online' and login with your username and password on the [ChemEdge Registration page](#).
2. Register yourself for ChemEdge – complete Your Basic Information (page 1) and Registration Options (page 2).
3. On the Confirmation page (page 3), review your registration details. At the bottom of this page, select 'Register Another Individual.'

1 Step 1  
Basic Information

2 Step 2  
Registration Options

3 Step 3  
Confirmation

**Contact and Badge Information**

[Print registration details](#)

25 Hanover Rd.  
Building B, Suite 300  
Florham Park, NJ 07932-1409  
United States of America

Badge Name:  
Company Name:

**Registration Information**

Item	Day & Time	Quantity	Price	Total Price	Currency
2016 ChemEdge					
2016 ChemEdge & RD Workshop COMBO - Member/Affiliate Registration	August 16 - 19, 2016	1	925.00	925.00	USD
2016 ChemEdge Wednesday Topgolf Event	Wednesday, August 17 @ 08:15am - 11:45am	1	99.00	99.00	USD

**Event Specific Information**

**Additional Information**

- Are you a first-time ChemEdge attendee?
- Are you a first-time Responsible Distribution Workshop attendee?
- Special Food Requests
- Special Needs Requests

Register Another Individual Register for Another Event Continue


4. A screen will appear to select other company employees with records in NACD's membership system. Select the dropdown box to choose your next registrant and click 'Register Another'. If you do not see the name of the employee for whom you'd like to register, please select 'Register New'. This will allow you to create a login profile for this employee.

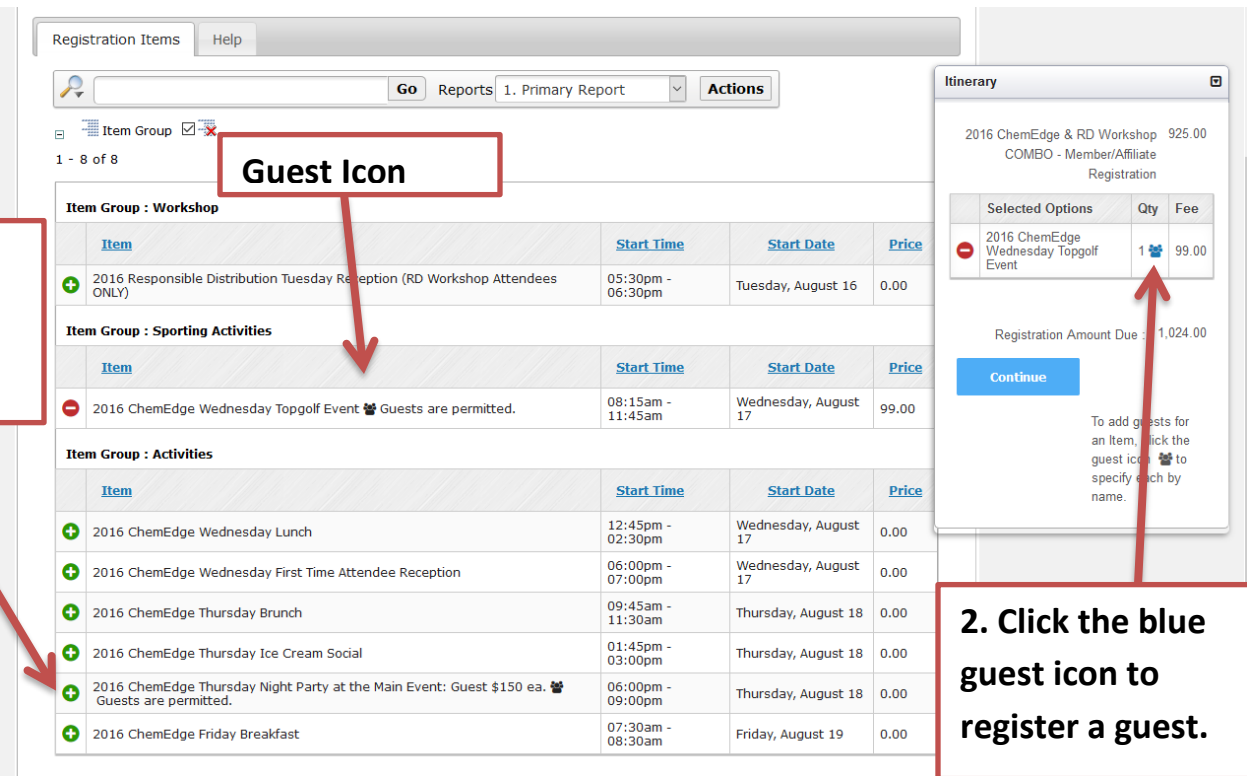
The screenshot shows a registration form titled "This registration order is for ...". Below the title, it says "You may register others for this event." There are three dropdown menus: "Fellow Employees" (set to "Fellow Employees"), "Employee of" (set to "- all groups -"), and "Register on Behalf of" (set to "Richard Bartley"). Below these are two blue buttons: "Register Another" and "Register New". A red arrow points from a callout box "Find employee in drop-down menu" to the "Register on Behalf of" dropdown. Another red arrow points from a callout box "If employee name does not appear in the drop-down, select Register New and complete a profile for the individual" to the "Register New" button. A third red arrow points from the "Register on Behalf of" dropdown to the "Register New" button. Below the buttons, it says "OR For those individuals not yet on file". At the bottom, there is a "Please Note" section: "Please Note: Each registration must be processed sequentially. If you are registering yourself and another registrant OR a group of registrants, you will be prompted to continue with the additional registrations once you complete the process for the first registrant on the order."

5. Complete the registration process for this next registrant. Repeat this for each new registrant.
6. When finished registering all attendees, please click 'Continue' on the Confirmation page (page 3) to complete final transaction.

## Add Guests to Conference Activity

1. Click 'Register Online' and login with your username and password on the [ChemEdge Registration page](#).
2. Register yourself for ChemEdge – complete Your Basic Information (page 1). On page 2, the Registration Options page, select your activities.

- Guests are permitted at the activities that have the  next to the activity name. To register a guest for this specific activity, click the green plus sign to register yourself. Then, in your itinerary box, click the blue guest icon.





**1. Register yourself for activity FIRST.**


**Guest Icon**

**2. Click the blue guest icon to register a guest.**

The screenshot shows a registration interface with the following data:

Item Group	Item	Start Time	Start Date	Price
Workshop	2016 Responsible Distribution Tuesday Reception (RD Workshop Attendees ONLY)	05:30pm - 06:30pm	Tuesday, August 16	0.00
Sporting Activities	2016 ChemEdge Wednesday Topgolf Event  Guests are permitted.	08:15am - 11:45am	Wednesday, August 17	99.00
Activities	2016 ChemEdge Wednesday Lunch	12:45pm - 02:30pm	Wednesday, August 17	0.00
Activities	2016 ChemEdge Wednesday First Time Attendee Reception	06:00pm - 07:00pm	Wednesday, August 17	0.00
Activities	2016 ChemEdge Thursday Brunch	09:45am - 11:30am	Thursday, August 18	0.00
Activities	2016 ChemEdge Thursday Ice Cream Social	01:45pm - 03:00pm	Thursday, August 18	0.00
Activities	2016 ChemEdge Thursday Night Party at the Main Event: Guest \$150 ea.  Guests are permitted.	06:00pm - 09:00pm	Thursday, August 18	0.00
Activities	2016 ChemEdge Friday Breakfast	07:30am - 08:30am	Friday, August 19	0.00

The Itinerary window shows:

Selected Options	Qty	Fee
2016 ChemEdge & RD Workshop		925.00
COMBO - Member/Affiliate Registration		
2016 ChemEdge Wednesday Topgolf Event 	1	99.00

Registration Amount Due: 1,024.00

- A box will appear to input badge information for your guest.
- Complete your registration.

**Guest registrations should only be used if guest is attending specific activities during the conference ONLY. Please register your guest at the full spouse/guest rate if they plan to attend all events of the conference.**

Please contact Donna Thomas at [dthomas@nacd.com](mailto:dthomas@nacd.com) for questions.