



## HOW TO REGISTER FOR THE 2017 NASC NATIONAL CONFERENCE.



### INFORMATION NEEDED BEFORE STARTING THE REGISTRATION PROCESS

- 1 Does your state have an NASC delegation? [Click here to see a list of state delegations](#) and if your state is listed, please contact your respective state director before registering.
- 2 Principal and conference adviser email and cell phone number for each attendee; attendee email, home, and cell phone number; list of dietary needs and medical conditions; grade; and T-shirt size for each attendee.
- 3 Current NASC membership status for each school registering in your group/delegation:
  - a. For current NASC member schools, the school adviser membership login information (per the adviser's membership profile) and school affiliation number are required in order for the member rate to be applicable.
  - b. If a school does not have a current NASC membership, attendees from that school will automatically be registered at the nonmember rate. To find out if a school has a current membership, contact [membership@nasc.us](mailto:membership@nasc.us) or 800–253–7746, option 4.
- 4 Adviser-student ratio is one adviser per 15 students for high school or combined level delegations, and one adviser per 12 students for middle level delegations.
- 5 Additional advisers, administrators, and parents/chaperones who will be attending the conference with your group will need to be added to the school record by the primary adviser. The primary adviser for your student program (NASC) can do this online. He/she can visit, [nasc.us](http://nasc.us), log in and go to My Account, and then choose the My Groups tab. Questions? Contact us at [info@nascconference.org](mailto:info@nascconference.org) or (800) 253-7746 (option 8, then option 2).

### HOW TO REGISTER ADVISERS/STATE DIRECTORS

#### STEP 1

Register yourself as “group owner” during your registration. The “group owner” is set up for group administration and correspondence purposes only.

**After setting up the initial welcome page, be sure to complete your own adviser registration before logging off. Please make note of your Group ID number.**

State directors and any advisers who will be responsible and/or listed as primary conference advisers for any students and advisers in their group are required to set themselves up first as a group owner during registration.

One adviser needs to be registered for every 15 high school students (or if there is a combination of high school/middle students) or for every 12 middle level students in your group.

An adviser/state director can only be registered once.

Advisers who will not have any students in their charge can register themselves at any time.

#### STEP 2

Register a group of students and advisers by using the returning group login button on the registration page using your Group ID number.

Students and advisers can be added to a group at any time once the conference adviser/state director has set up a group and has registered himself/herself.

**Please Note:** To add students, select “Go to Adviser Portal” next to the adviser's name. When adding a student from Member Schools, you will require the adviser's email address that's on the school's member file. To add an adviser insert his/her email address and select the “Add Adviser Member” button.

### PAYMENTS

Registration payments can be done individually or as a group via check or credit card at the time of registration or later, as long as the payment is made by the designated registration payment date.

Student registrants will not receive any acknowledgment of their registration until all payments for their group have been made. Once a group's payment is complete, the adviser/state director can log in to his or her adviser portal and send acknowledgment to students.