

Tips for Using the NAYDO Conference Online Registration System

If you are unsure of whether or not your YMCA is an Association Member, contact the NAYDO Office at info@naydo.org or call 504-464-7845. A list of Association Members is also available at www.naydo.org under Membership.

If your Y is an Association Member, one staff member is your Association Membership Contact and handles the dues payment and roster changes for you.

To join or renew your NAYDO Association or Individual membership,

visit <http://www.regonline.com/naydomembership>

SIX IMPORTANT TIPS for CONFERENCE REGISTRATION:

1. Know your Membership Type: Know your NAYDO Membership Type BEFORE you start your conference registration; you are either an Individual Member OR an Association Member. Your Y's Association Membership Contact has paid one fee for an unlimited number of staff and volunteer members but may or may not have included you on NAYDO Membership Roster; however, additions can be made at any time at no cost by your Association Contact.

2. Make sure your name is on NAYDO Membership Roster: You will NOT be able to complete your conference registration at the NAYDO Member rates unless your email address/name is found in the NAYDO membership database as one of the two membership types. Please contact the NAYDO office if you are on the roster but your email address has changed since the time you joined.

If your YMCA is a CURRENT Association Member and you receive a message that your name is not found in membership database, DO NOT JOIN as system will require a payment from you. Simply contact your YMCA's NAYDO Association Member Contact and ask to be added to your YMCA's NAYDO membership roster OR contact the NAYDO Office and you can be added directly. Neither method involves any additional cost to your Y.

3. Find out Status of Dues Payment: If your YMCA is an Association Member and you receive a message that your membership is lapsed, it means your YMCA's membership renewal payment (one fee is paid for the entire association not each individual) has not been received by the NAYDO Office. Your YMCA's NAYDO Association Member Contact needs to know this and process the payment or you can contact the NAYDO Office for other options. Individual Members can simply renew if they receive that message.

4. Determine Method of Conference Payment: At the end of the registration process you will be asked for method of payment. Have a credit card ready unless your Y prefers a check payment which is an option. Check must be received in NAYDO Office within 2 weeks of your registration date.

5. Know the DIFFERENCES Between a GROUP and an INDIVIDUAL Conference Registration:

Definition of an **INDIVIDUAL** Registration:

- One person registers paying for only him/herself
- He/she uses own email address for the user name and creates a password
- Receives confirmation receipt directly.

**If you are processing the registration for someone else, list yourself as the person making reservations on their behalf to receive a copy of the auto-generated receipt.

Definition of **GROUP** Registration:

- Multiple attendees are registered by one person at the same time with one payment combining all of their registration fees.
- Person doing the registrations should supply each person's real email address but the same password can be used for all.
 - . If you are paying a deposit, the minimum payment is \$100 per person if registering in the fall.
- Confirmation receipt is emailed to first person registered in the group for the entire group. This person is known as Primary Attendee in this system. He/she should forward the confirmation information to all attendees registered under the same Primary Attendee.

**If you are processing registrations for others, you can list yourself as the person making reservations on behalf of other attendees and receive a copy of the auto-generated confirmation receipt.

6. Follow directions to RESERVE SPACES when UNSURE of NAMES.

Note: All names must be confirmed by the January registration deadline if you want to retain the space.

- A. This can only be done as a GROUP Registration (at least 2 people) where the Primary Attendee is someone attending and is registered as the FIRST PERSON in the group with their real email address.
- B. For the space without a name you will be required to classify that space as being for a VOLUNTEER or STAFF attendee. If unsure, classify as a VOLUNTEER.
- C. Name and Address to use for the space you want to reserve:

First Name: Volunteer One or Staff One

Last Name : Name of your Y or the city the Y is in

EXAMPLE: Volunteer One New York

REQUIRED EMAIL FOR THESE REGISTRATIONS: tba@naydo.org

Do NOT use a real email address of another person at your Y.

IF you have a second staff or volunteer, simply adjust the first name to Staff Two or Volunteer Two and continue with that numbering system giving them all the same email address above.

- D. Rest of Contact Information:
Make it the real Association Name and postal address and phone even if you may have to change it later.

Be sure to identify yourself as the person making reservations on behalf of the attendees (there is a place to indicate this) so that you will receive a copy of the auto-generated receipt.

The NAYDO Office will view you as the person responsible for converting this space being held to the real attendee's name by the January registration deadline.