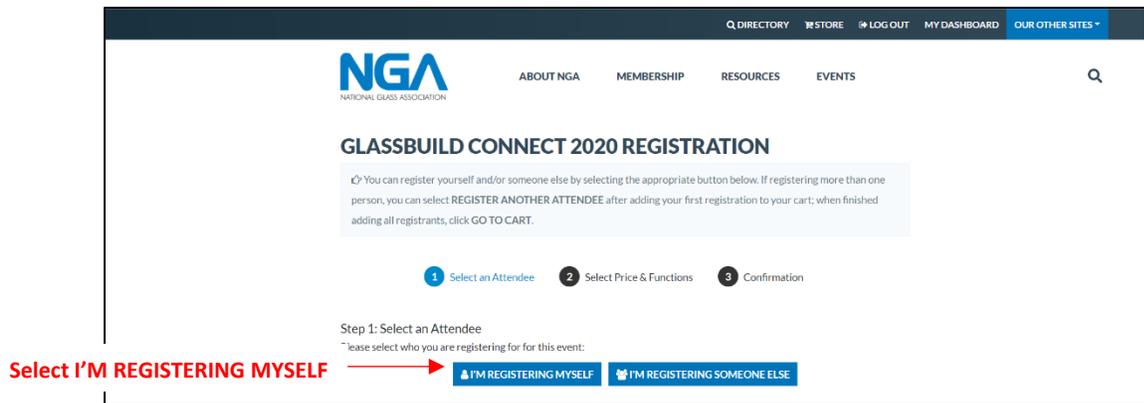
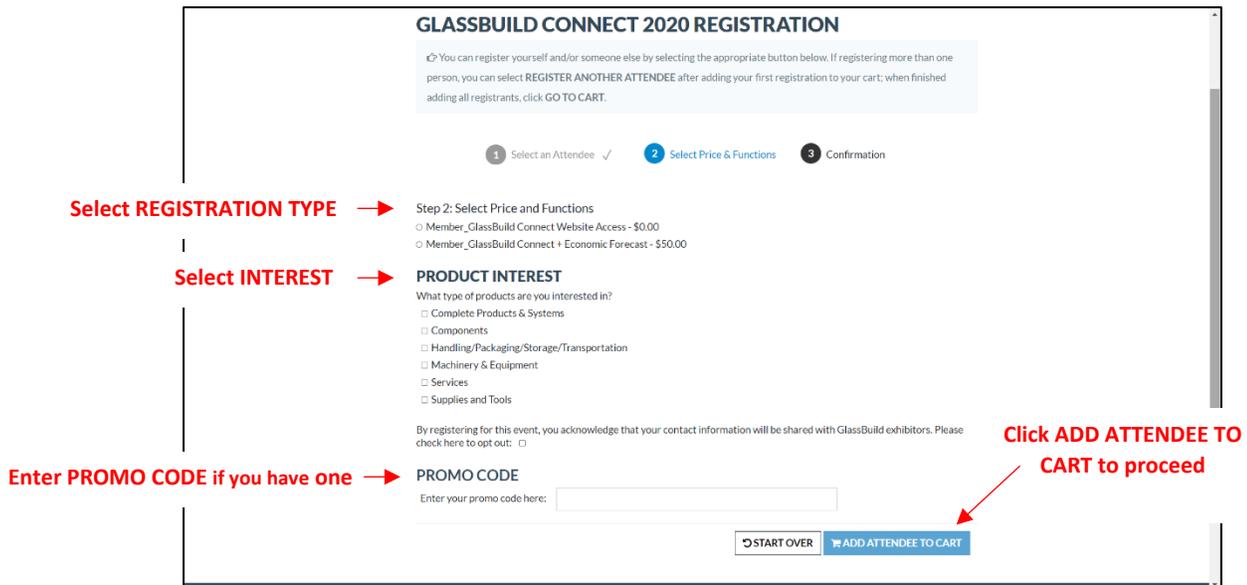


When registering for ANY NGA conference or event, follow these steps when registering yourself and others from your company. (If only registering others from your company, skip to step 5 below.) The steps in the *example* below apply to all NGA event registrations, including GlassBuild Connect.

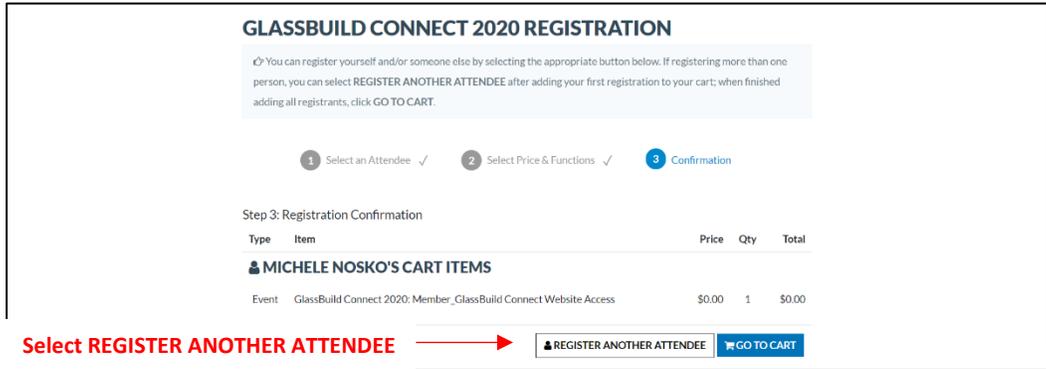
**1. You will see this page after logging in and selecting the event to register for. Select I'M REGISTERING MYSELF to begin.**



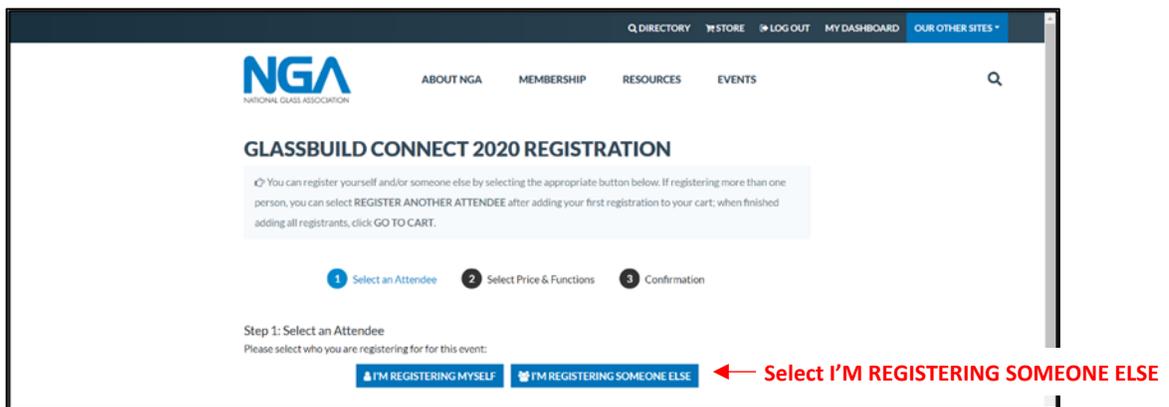
**2. Select your registration type.**



3. You will see your registration details here; select **REGISTER ANOTHER ATTENDEE** to continue with another registration.



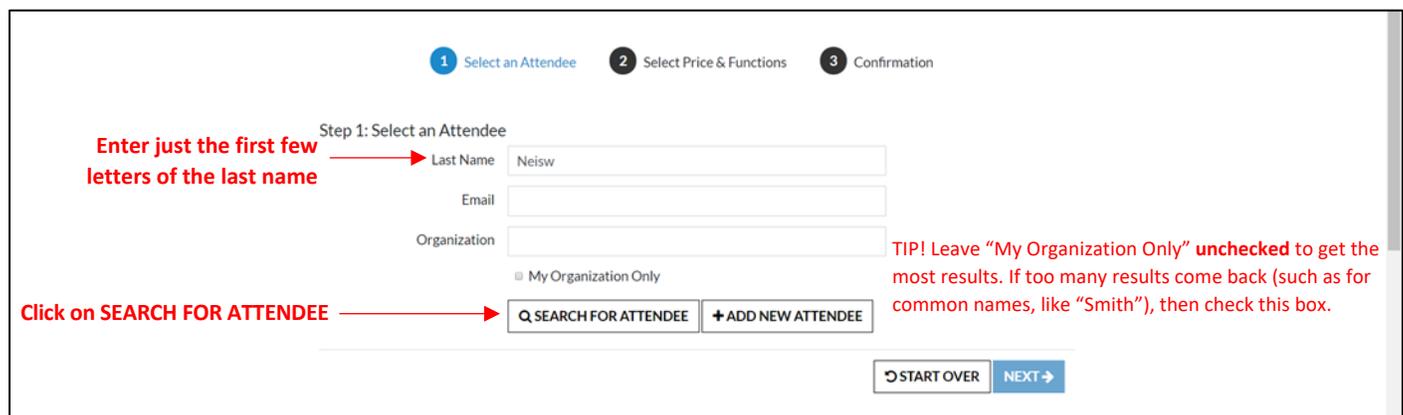
4. Back on the start page, now select **I'M REGISTERING SOMEONE ELSE**.



5. This search screen gives you the opportunity to find others in your company to register **if they are already in NGA's database**.

**!** As with any search functionality, entering less information will yield the largest results. If you enter too many details, you may not find the record you are looking for. **We suggest you start with the first few letters of the individual's last name.**

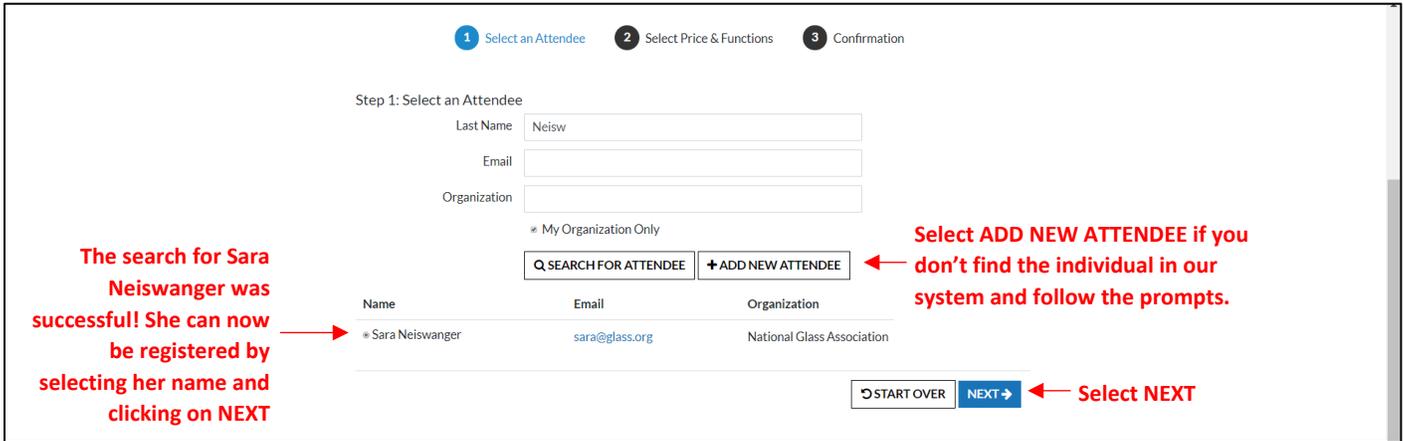
**!** Click on **SEARCH FOR ATTENDEE**



6. Any individuals found will be displayed here. In this example, we searched for NGA's Sara Neiswanger by entering the first 5 letters of her last name; her record was found and is displayed below.

 If not found, you can enter different variables in the search fields, clicking on SEARCH FOR ATTENDEE each time.

 If you've exhausted all search means and it appears the individual is not in NGA's database, their information must be added before registering them. You can do this by selecting + ADD NEW ATTENDEE and completing a profile form for them OR by calling NGA Mon. – Fri., between 9am-5pm ET at 703-442-4890, ext. 127 to have the individual added to our database so you can proceed with the registration.



The screenshot shows a three-step registration process: 1. Select an Attendee, 2. Select Price & Functions, and 3. Confirmation. In Step 1, the 'Last Name' field contains 'Neisw'. Below the search fields are two buttons: 'SEARCH FOR ATTENDEE' and '+ADD NEW ATTENDEE'. A table of search results is displayed below, with one entry for Sara Neiswanger. At the bottom right, there are 'START OVER' and 'NEXT' buttons.

**The search for Sara Neiswanger was successful! She can now be registered by selecting her name and clicking on NEXT**

**Select ADD NEW ATTENDEE if you don't find the individual in our system and follow the prompts.**

**Select NEXT**

7. Once you have found the individual, repeat steps 2 & 3 for each individual you want to register.

8. Select **GO TO CART** when done adding individuals. (Once in the shopping cart, proceed with checkout as you would with any online purchase.)

 There is no limit to how many additional individual's you can register. If they are in NGA's database, you can follow the steps above and add all registrations in one transaction.