Registering for an NCAI Conference Online – Groups/Someone Else

Registering for a conference with our new online system is simple and beneficial. Here are a few steps to make registering online easy for you!

1. Go to www.ncai.org and select the “Conference and Events Tab” then “NCAI Events”

2. After clicking on the event you wish to attend click the “Register Now” link:
3. After clicking “Register Now” you will be directed to the online registration system. Here you will log in using your username and password. These were sent to you in an email from NCAI when the new system was announced.

Can’t remember them? Don’t worry, we have you covered. Simply click the “Forgot Your Password?” link and follow along as prompted. You can also register has a “New Contact.”

Once you have all of your log in information, click “Log In.”

4. The next screen will give you an overview of the registration process, the option to view your shopping cart and to select if you are registering yourself or someone else. Make sure to select “Group” and then click “Proceed” to continue on with registration.
5. Search Tribe or Organization: Type in the tribe/group name in Company and fill out the information below. Note that not all information fields have to be populated, it will search for any matches, letting you select your group from a list. Once you find your company makes sure to select the bubble next to it and click “Select Company” to continue. *Note – if registering for Someone Else you will be asked to look up the person by their name or other identifying information and then follow the same process below.

6. Select Group Registrants: Select members of the tribe/organization that you wish to register then click “Proceed to Register” to continue. *Note: You can add individuals to the roster if they are not listed by clicking “Add individual to roster” and populating the information fields. **Note: If a member is already registered it will say “Already Registered” or “Registration Pending” in the “Registration Status” column.
7. Select Registration Options: Here you can select which registration type (If you are registering someone 24 and under, please select Youth Registration in order to receive the discounted rate). You can also select which Optional Functions you would like to have those members that you are registering attend. Once you have selected your preferred options click “Finish” to continue.

8. Summary and Checkout: This screen will show you a summary of your registration order with the option to edit anything that is incorrect. If the screen happens to show a $0.00 balance, do not worry, click “Proceed to Shopping Cart” to continue. You will have another chance to edit your order if incorrect.
9. Shopping Cart: Here you are able to review your billing and shipping information as well as become a member of NCAI to receive discount conference registration, broadcasts, and more! If all is correct click “Continue to Payment.”

10. Process Payment: Here you enter your credit card information; once you are finished and all information is correct, click “Submit Payment.” * Please note: Upon clicking the “Submit Payment” button, your credit card will be charged. Only click “Submit Payment” once.

11. You are registered for the NCAI Conference! You will see a confirmation screen as well as receive a receipt.