

Online Registration Instructions for Cap Conference

1. Go to www.nahu.org then click on **Meetings**, then **Capitol Conference** and click where indicated after "You must login to register, please click **here.**" This will take you to the log-in area. You must log in to register.

(If you have forgotten your password, you will find instructions on the log-in area regarding how to reset your password.)

After entering your e-mail address and password, click **sign on**. This will take you to your personal Member's Area. Scroll down and click on **Sign-up for NAHU Events** then **NAHU Capitol Conference 2008**.

(If you have a promotional code, enter it where indicated and click **Submit**. Then click on **Events** at the top of the page, then **NAHU Capitol Conference 2008** again and continue to Step 2.)

2. You are now at the Capitol Conference Event Registration page. Scroll down and you will see that the Main Registration box is automatically checked.

(If you are bringing a **Guest and/or are a First-Time Attendee**, click on the appropriate box.)

Click **check-out**.

4. You will be at the **Badge Maintenance** screen.

(If you have a guest, please click on **Enter Your Guest Information**.)

Click **check-out**.

5. Review your Check-Out Basket, enter your emergency contact and credit card information, then click **check-out**.

6. You will receive a notice that you have registered.

If you have any questions, please contact Dianne Sautkulis, NAHU's manager of corporate accounts, at dsautkulis@nahu.org or 703-276-3813.