

NDiSTEM

National Diversity in STEM Conference

Digital Experience



SACNAS

Achieving True Diversity in STEM

#SACNAS2021 | #NDiSTEM21

October 25 – 29, 2021

Join us from wherever you are!

Group Registration Instructions

Here's what you need to know to register a group of attendees for

The 2021 SACNAS NDiSTEM Digital Conference.

This year we've made group payments easier!

Each group will need to designate a Group Administrator who will be responsible for coordinating their group's registration payment. Here are some key facts about this role:

- The Group Administrator does not have to attend the event but can if they chose to
- They will have no involvement in the registration form of other group members
- Once the group is entirely registered, the Group Administrator must collect all individual invoices for their group and submit them in one email to reg@sacnas.org
- SACNAS will provide the Group Administrator with a single group invoice to be paid within 30 days

To read **Group Administrator instructions** [click here](#)

To read **Group Members instructions** [click here](#)

Group Administrator Instructions

- 1) The Group Administrator will send out the instructions below to their group members, and they should include the following information:
 - a) The Group Administrator’s full name and email address
 - b) The billing address that should appear on the invoice
 - c) The link of the registration site:

[Event URL: Register Here](#)

- d) How you would like to receive their invoices:
 - i) An Email sent directly to you via the website ([click for instructions](#))
 - ii) A copy of the link that appears on the invoice ([click for instructions](#))
 - iii) A downloaded PDF ([click for instructions](#))
 - iv) A printed copy ([click for instructions](#))
 - e) Make it clear that members of the group are responsible for registering themselves and forwarding their invoice to their Group Administrator.
- 2) The Group Administrator is responsible for collecting all their members’ invoices and submitting them to SACNAS in a single email within 5 business days from the first registration.
 - a) Please send one email to reg@sacnas.org with “New Group Registration” in the subject line along with your institution or group’s name.
 - b) It may be easier for you to zip these invoices together if you are working with a large group.
- 3) SACNAS will then provide the Group Administrator with a single Group Invoice within 2 business days, which will be due within 30 days of invoice date.

----- End of Group Administrator Instructions -----

Group Attendee Registration Instructions

To register for The 2021 SACNAS NDiSTEM Digital Conference each attendee of your group will need the following information from the Group Administrator:

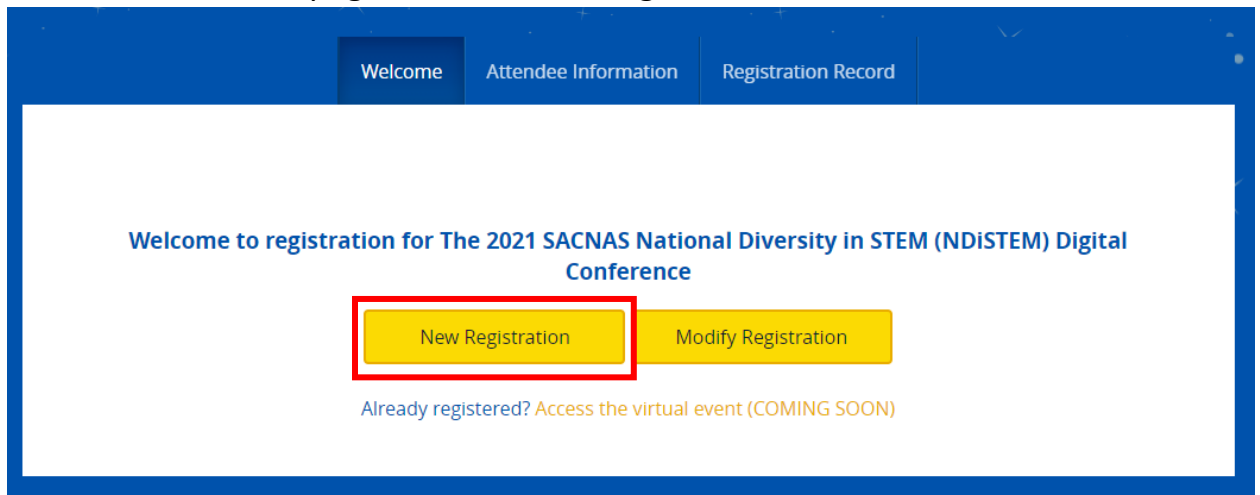
- a) The full name and email address of the Group Administrator
- b) The billing address required for the invoice
- c) The link to register for the conference:

[Event URL: Register Here](#)

- d) How to send them a copy of your invoice

You are responsible for your own registration and sending your invoice to your Group Administrator for payment

- 1) From the welcome page, start a “New Registration”



2) Enter your email address and select the registration category that applies to you

Welcome Attendee Information Registration Record

Email Address*

Discount Code
(If you have been given a discount code please enter it here)

Please select from the following options: *

- Exhibitor and SACNAS365
- Student
- Postdoc
- Professional

Any questions regarding The 2021 SACNAS National Diversity in STEM (NDiSTEM) Digital Conference please email: reg@sacnas.org

Powered by

3) Select your registration type

If you are not already a member, you can sign up here as a dues paying member for exclusive conference perks, including registration pricing: www.sacnas.org/memberships

Please select from the following options: *

- Undergraduate Student Member \$475.00
- Undergraduate Student Non-Member \$550.00
- Graduate Student Member \$475.00
- Graduate Student Non-Member \$550.00
- Postbac Student Member \$475.00
- Postbac Student Non-Member \$550.00

- 4) Fill out the “Attendee Contact Details” page of the registration form
 - a. Add the Group Administrator’s full name and email address. When you’ve completed this page click continue

Are you registering as part of a Group Registration?*

[Clear Selection]

- Yes
- No
- Not sure

Who is your Group Leader/Administrator? (Full Name and email address)*

- 5) Fill out the “Attendee Other Information” page of the registration form and click continue
- 6) On the payment page:
 - a. Review your registration
 - b. Select “Invoice” as payment method

Please select your method of payment

- Credit Card
- Check
- Invoice

- 7) This will prompt the billing information to appear. Enter the Billing Information provided by your Group Administrator

Billing Company	<input type="text"/>
Billing Name	First Name <input type="text" value="Group"/>
	Last Name <input type="text" value="Leader/Administrator"/>
Billing Address	<input type="text" value="2 Their Address St"/>
Billing Address 2	<input type="text"/>
Billing Address 3	<input type="text"/>
Billing City	<input type="text" value="Their Town"/>
Billing State/Province	<input type="text" value="AL"/>
Billing Zip	<input type="text" value="67890"/>
Billing Country	<input type="text"/>

The 2021 SACNAS NDiSTEM Digital Conference – Group Registration Instructions (cont.)

- 8) Once you've filled in the Payment Page, complete your registration by clicking on "Make Payment" – by selecting "invoice" as your payment method, you are deferring payment to your Group Administrator and will not be asked to pay at this time



- 9) Open your invoice and send it to your Group Administrator.

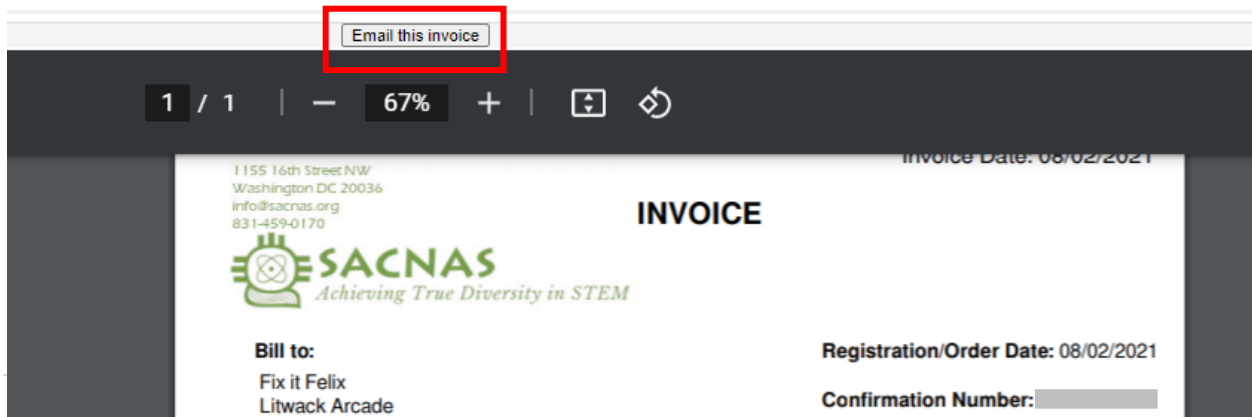
YOU MUST GIVE YOU GROUP ADMINISTRATOR A COPY OF YOUR INVOICE FOR PAYMENT. UNPAID REGISTRATIONS WILL NOT BE PROVIDED ACCESS TO THE EVENT PLATFORM!



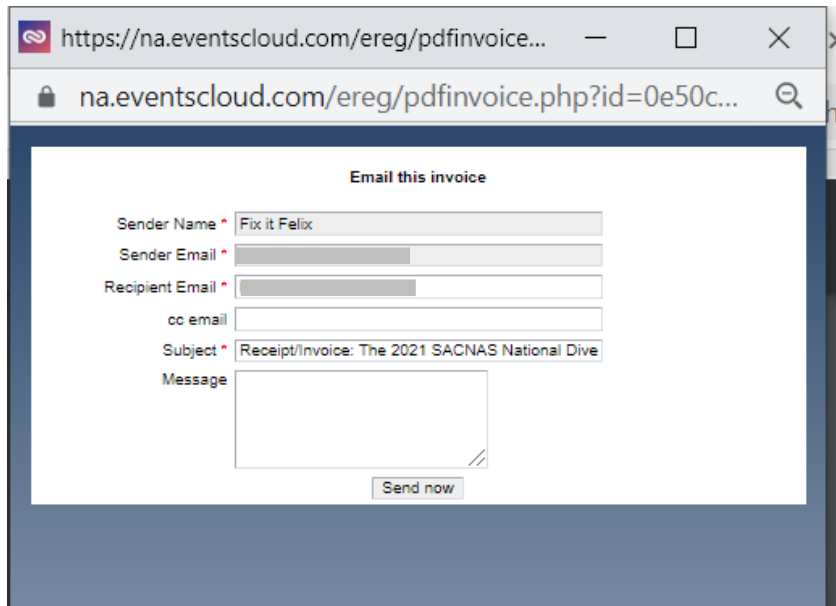
Attendee Information	
Confirmation Number	56134914
Email Address	mae.c@jemison.com
First Name	Mae
Last Name	Jemison

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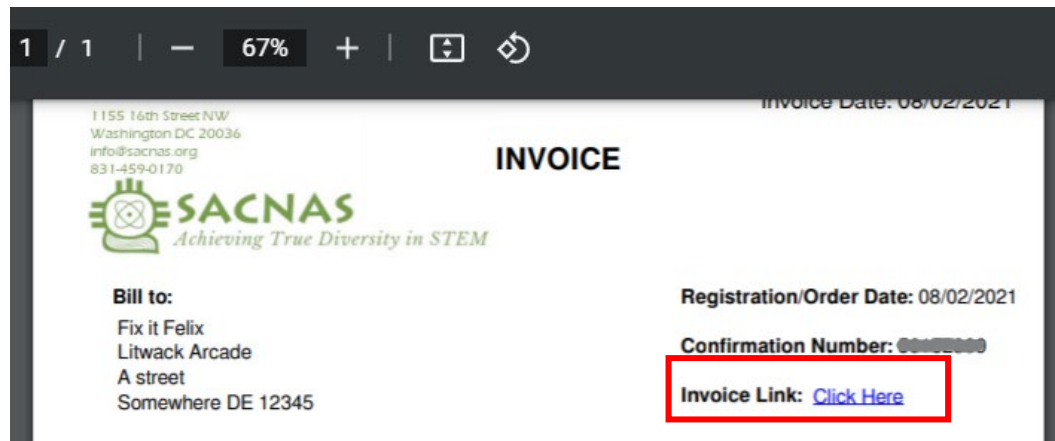
- 10) Provide your invoice to Your Group Administrator as requested – all options are listed here for reference
 - a. Email the invoice directly to them via the website
 - i. A small "Email this invoice" button will appear at the top of your browser



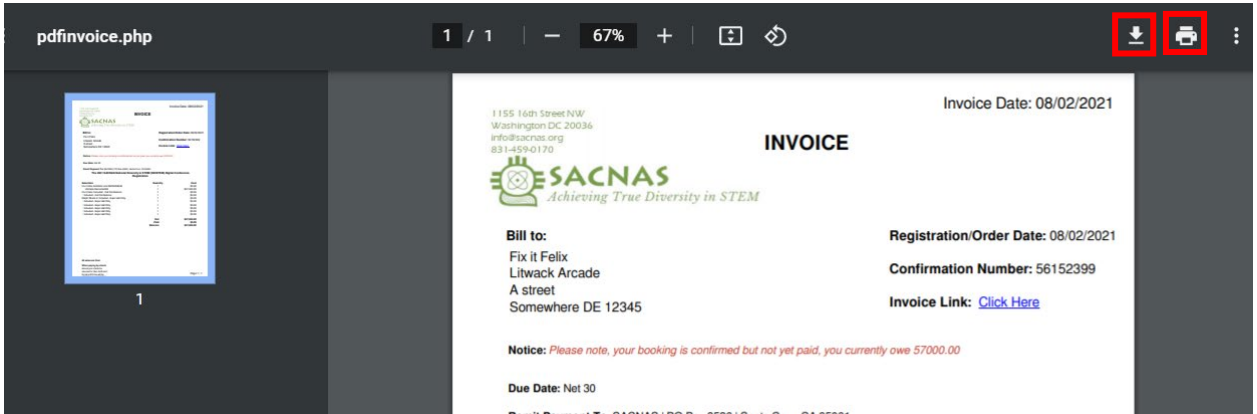
- ii. The “Email this invoice” button opens a pop-up window to email the invoice directly to your Group Administrator



- b. Send your Group Administrator the link that appears on your invoice – this link is live and can be accessed at any time



- c. Download the PDF for them
- d. Print the PDF for them



11) You will receive an email confirmation which will have a personalized link to your registration record. You can use that link to access and/or modify your registration at any time (no password is necessary, but you will need your email and confirmation number to access your registration for modifications) – **keep your confirmation email somewhere safe.**

----- End of Group Attendee Registration Instructions-----