

Group Registration using the NCECA User portal

For College Students Groups

Registering a group can be done by the school's designated Primary Contact User account or Admin User account for the organization. The Primary Contact or Admin must be logged in as the organization profile. Once logged in choose the organization profile, and not your individual profile.

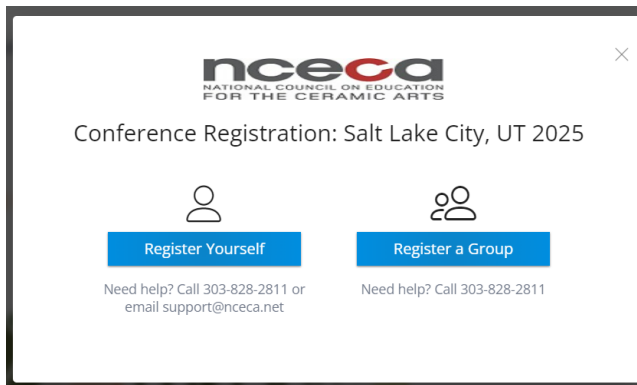
Each student will need to create an account the User Portal if they don't have one already through.

1. For Students:

- Go [here](#) to create an account. Then click Create Account
- Enter Student's email and password
- Confirm email: The student will need to verify their email address
- Add school affiliation to the student's account
 - In order for the student to be included in group registration, the student must be associated with and attached to the school in our system.

2. Log in to the school's profile:

- In the top navigation bar: Click on Register Here > Register Now
- Salt Lake City, UT Conference Registration > Register (blue box)
- In the pop-up window choose "Register a Group"



- Search for Organization Contacts or select from the list provided
- Select a Registration Fee Type for each student
- Proceed through next steps to complete registration process
- Add-to Cart
- Continue to Check Out

For High School Student Groups

High School Students can easily be added to a teacher's main registration.

Steps to register:

1. Log in to the teacher's User account
2. Start the registration process by clicking on Register Here
3. Students can be added as Guest registrations that are listed below the main registration types.
4. Add the quantity of each guest day pass
5. Student(s) name can be added on the next screen
6. Continue through the registration process and review everything at Check Out

Contact Office@nceca.net with any questions.