Step by Step “Online Registration” Instructions

National Leadership Forum & Prevention Day
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Go to cadca.org
Select [Member Login]
Login with your credentials *(email and password)*

You can login whether you are a CADCA member or non-member.

If you have NEVER been to a CADCA event, select **[Create an Account]**
Select [Event Registration]
Select [2021 Virtual National Leadership Forum & SAMHSA’s 17th Annual Prevention Day]
If you are attending both Forum & Prevention Day (full week of trainings)
Select [SAMHSA’s Virtual 17th Annual Prevention Day]
If you are only attending Prevention Day on Monday, Feb 1st
Select [Registration]
If you are a CADCA Member and/or have an Organization Profile you will automatically continue to the Event Registration page

PLEASE NOTE: If you DO NOT have an Organization Profile, you will get an error message!
If this is NOT your FIRST CADCA training event, please contact CADCA to make sure you are in the system correctly
Select the [Add Registrant]
A pop-up window will appear and you will see the following screen:
Select the [Registrant Type]
A pop-up window will appear and you will see the following screen:
Select the **[Registrant Name](actual attendee)** from the drop-down organization/coalition roster
Whether you are registering an individual or a group, each person will be selected from the list shown
If you need to add an individual *(that is not already in the system)*, click the **[+]**
YOUTH REGISTRATION: Once you select the Registrant Type [Youth], you will be required to input the Youth’s [Date of Birth]

ALL REGISTRATIONS: Check the box if this is the Registrants First Time attending a CADCA Forum
Select the correct [Event Fee] (based upon registration date and CADCA membership status) [Adult Member-Youth Leadership Initiative] = Adult registrants attending with Youth
Select [Sessions] if you are planning to attend both Forum & Prevention Day. You do not have to register separately for each event unless you are only attending Prevention Day.
If you are only registering yourself or just 1 individual, select [Go to Cart]
If you are registering more than 1 individual, select [Add Another Registrant] and repeat steps above
Confirm that all the information is **CORRECT before clicking [Add to Cart]**

*This step is more important when registering 2 or more individuals, making sure everyone gets added to the Cart*
Confirm again that all the information is **CORRECT before clicking** [Check Out]
Shopping Cart payment screen:
All information is auto populated from the profile account of the event registrant
The system only allows you to change the [Bill To] address only
To do so, click the [+]
A pop-up window will appear and you will see the following screen:

**Complete the information and click [Save]**

*Don’t select [primary] option*
You are NOT registered until you get…

[Registration Confirmed! CADCA Virtual Forum 2021]

9/14/2020

Dear Kohlee Yellin:

We are pleased to confirm your registration for CADCA’s Virtual National Leadership Forum from February 1-4, 2021!

**IMPORTANT:** You will need your email address and password (not provided by CADCA) to access the platform in February. Make sure you can login into “Member Login” from the cadca.org site. These credentials are what you will need to access the Virtual Forum platform February 1st-4th.

**DIRECTIONS TO LOGIN ARE FOUND HERE.**

Specific platform access details will be emailed out the week of January 25th, 2021. Be on the lookout for continued Forum email communications now through February and if you don’t receive them check you spam/junk folders and contact us immediately.

This confirmation is sent to the email address on file for each registrant. Your name and organization will appear as shown below so please carefully review the information and notify us of any changes to events@cadca.org. The shown information is pulled from your database profile.

cadca.org
Specific Forum Questions
• Visit cadca.org/myti2020 for all updates

Issues with Membership/Your Account/Login
• Contact CADCA Membership Team at membership@cadca.org or call 703-706-0560 x261

Registration Questions
• Contact CADCA Meetings Team at events@cadca.org or call 703-706-0560 x253
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