Step by Step

“Online Registration”

Instructions

Prevention Day Only– Monday, Feb 1, 2021
If you *have* been to a CADCA Training Event…
   **Slide 3**

If you *have NOT* been to a CADCA Training Event…
   **Slide 4**

Registration Process…
   **Slide 5-12**

Youth Registration & Special Note…
   **Slide 11**

Payment/Shopping Cart…
   **Slide 13-14**

Confirmation…
   **Slide 15**

Help/Contact Us…
   **Slide 16**
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 SAMHSA Prevention Day
Select the correct [Event Fee]

If you are also attending Forum, you will register for PD with that registration. If you are only registering yourself or just 1 individual, select [Go to Cart]. If you are registering more than 1 person, select [Add Another Registrant] & repeat steps above.
Confirm that all the information is **CORRECT** before clicking **[Add to Cart]**
Confirm again that all the information is **CORRECT before clicking** [Check Out]
You are NOT registered until you get…

[Registration Confirmed!]

Registration Confirmed! SAMHSA's Prevention Day 2021 Only

9/14/2020

Dear Danielle Thomas: We are pleased to confirm your registration for SAMHSA’s 17th Annual Virtual Prevention Day on February 1st. PLEASE NOTE: This confirmation IS NOT for CADCA’s National Leadership Forum attendance, and if you have registered incorrectly please reach out to the CADCA Events Team at events@cadca.org.

IMPORTANT: Email confirmation is sent to the email address on file for each registrant. 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 Prevention Day platform February 1st.

DIRECTIONS TO LOGIN ARE FOUND HERE

Further platform access details will be emailed out the week of January 25th, 2021. Be on the lookout for Prevention Day updates now through February and if you don’t receive them check you spam/junk folders and contact us immediately. Your name and organization will appear as shown below so please carefully review the information below and notify us immediately at events@cadca.org with any changes.

REGISTRATION RECEIPT
Invoice Number: 232025
Danielle Thomas
Community Anti-Drug Coalitions of America
825 Sixers Ln Suite 300
Alexandria, VA 22314-1176
UNITED STATES
d.thomas@cadca.org; NOTE: this e-mail will be used for you to login into the Mid-Year platform

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cadca.org  15
Specific Forum/Prevention Day Questions
• Visit cadca.org/forum2021 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
Stay Connected!

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