Step by Step
“Online Registration”
Instructions
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 13-17**

Confirmation…

**Slide 18**

Help/Contact Us…

**Slide 19**
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 [2020 Mid-Year Training Institute]
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, 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 Mid-Year
Select the correct [Event Fee] *(based upon registration date and CADCA membership status)* 

[Adult Member-Youth Leadership Initiative] = Adult registrants attending w/ Youth

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 [+]

[Image of shopping cart payment screen with instructions and highlighted billing information]
A pop-up window will appear and you will see the following screen:

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

**Don’t select [primary] option**
Complete the payment information and click [Continue]
It will take you to a payment confirmation page and an email confirmation will be sent momentarily
You are NOT registered until you get…
[Registration Confirmed! CADCA Mid-Year 2020]

Dear Danielle Thomas:

We are pleased to confirm your registration for CADCA's Mid-Year Training Institute from July 26-30, 2020 at Gaylord Opryland Hotel & Convention Center in Nashville, TN.

Your name and organization will appear as shown below, please carefully review the information and immediately notify us of any changes to events@cadca.org. Designations/Titles will not appear on badge per CADCA Policy. This receipt is sent to the email address on file for each registrant. If you share this email address or you registered additional people, please make sure to forward this confirmation to them as well as to your finance department.

REGISTRATION RECEIPT

Invoice Number: 232017

Danielle Thomas
Community Anti-Drug Coalitions of America
635 Slater Street, Suite 300
Alexandria, VA 22314-1176
UNITED STATES
zothomas@cadca.org
Specific Mid-Year Questions
• Visit cadca.org/myti2020 for all updates

Issues with Membership/Creating an Account/Login Assistance
• Contact Membership at membership@cadca.org or call 703-706-0560 x228

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