* Go to cadca.org
  • Select [Member Login]
* Login with your member credentials
  - 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 [Events]
Select [2019 Mid-Year Training Institute]
Select [Group Registration- if you are a CADCA Member]
- Select the [Registrant Type] and click [Add Registrant]
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
  - The prices will auto populate based on CADCA Membership status
  - Whether you are adding individuals or a large group, each person will be selected from the list shown
* Once you select the Registrant Name, the information will auto populate in the following required fields
  - Please note that the [Badge Name] must match the [Registrant Name]
  - CADCA views the name shown as the [Registrant name] is the actual attendee for the event
* Select the correct Event Fee (populates based upon registration date and CADCA membership status)
  - Please reference the price structure to confirm if the correct pricing appears
    - If you feel like the wrong price is appearing, please contact Membership at membership@cadca.org
  - [Youth Leadership Initiative] = Adult registrants attending with 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 again that all the information is **CORRECT before clicking** [Check Out]

- *Every attendee who is attending BOTH Forum and Prevention Day will have “Prevention Day” listed under their Forum registration*
- *This step is more important when registering multiple individuals*
  - *There are no discount codes to apply*
This is the payment screen of the shopping cart
- 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 +
* If you want to change the billing address and click the +
  * This screen will pop up and complete the information and click [Save]
    * Don’t select [primary] option
* Complete the payment information and click [Continue]
  • It will take you to a confirmation page and an email confirmation will be sent momentarily