



How to Register for CADCA's Mid-Year Training Institute



cadca.org

GLOBAL | COLLABORATIVE | INNOVATIVE | PASSIONATE | LEADER

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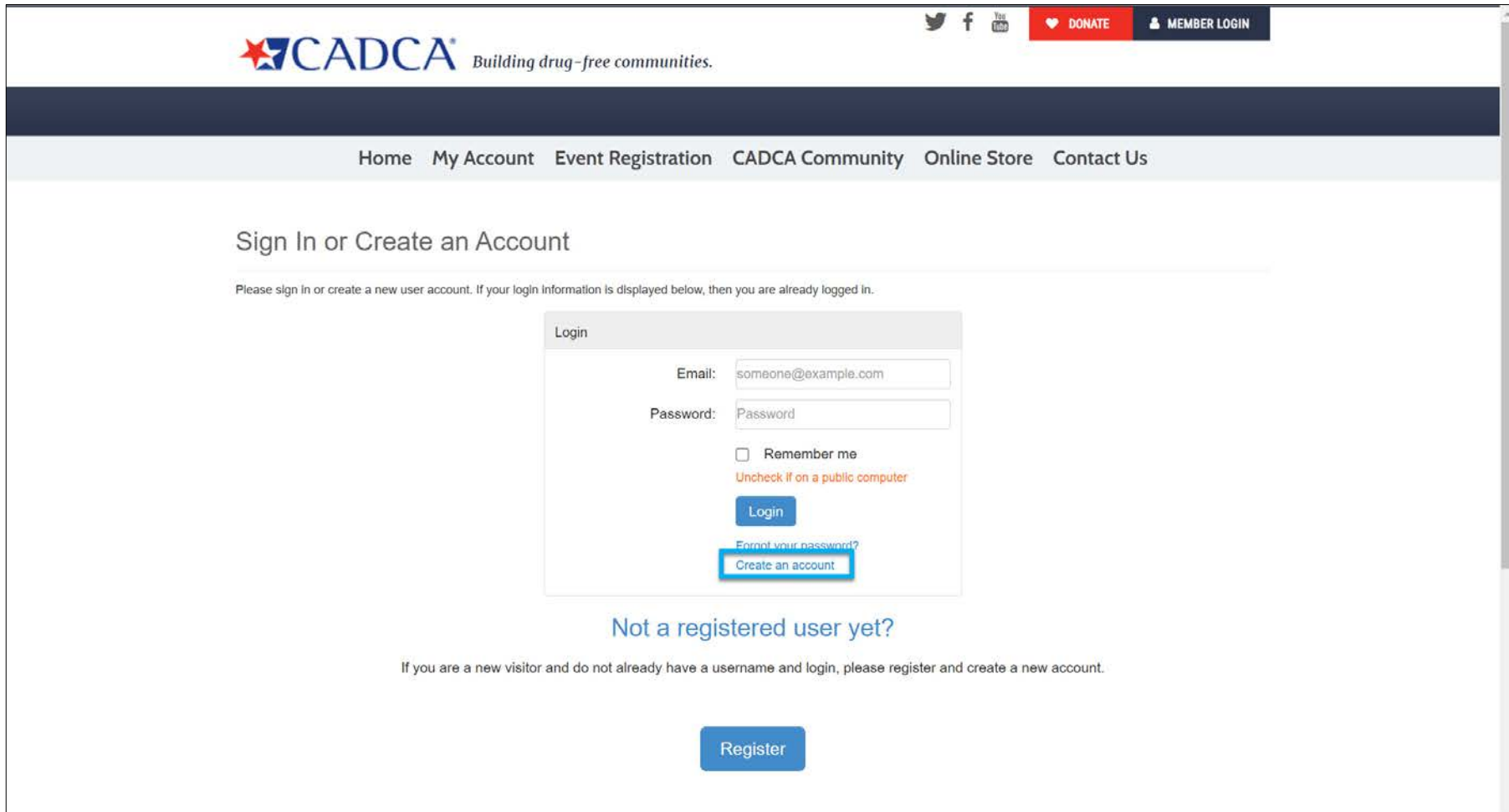
Begin at www.cadca.org Select [\[Member Login\]](#)

The screenshot shows the CADCA website homepage. At the top left is the CADCA logo. To its right is a search bar with the text "News Resources Center" and a "Member Login" link highlighted with a blue box. Further right is a red button labeled "FIND A TRAINING" with a blue arrow pointing to it. Below the search bar is a dark blue navigation bar with the following categories: "Community-Based", "Advocacy-Focused", "Data-Driven", "Coalition-Building", and "Association". The main content area features a large banner for the "22ND ANNUAL MID-YEAR TRAINING INSTITUTE" with a colorful, striped font. To the left of the banner is a collage of five diverse people's faces. Below the banner is a green arrow pointing right with the text "TOGETHER TOWARD TOMORROW". To the right of the arrow, the dates "JULY 16-20, 2023" and location "Gaylord Texan | Dallas, TX" are displayed. Below this is a row of five white buttons with icons and text: "Join Now" (person icon), "Coalition Development" (handshake icon), "Advocate" (megaphone icon), "2023 Mid-Year" (calendar icon), and "Resources" (book icon). At the bottom center, the text "Upcoming Events" is displayed.

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 [\[Create an Account\]](#)



The screenshot shows the CADCA website's login page. At the top left is the CADCA logo with the tagline "Building drug-free communities." To the right are social media icons for Twitter, Facebook, and YouTube, along with a red "DONATE" button and a dark blue "MEMBER LOGIN" button. Below the header is a navigation menu with links for Home, My Account, Event Registration, CADCA Community, Online Store, and Contact Us. The main content area is titled "Sign In or Create an Account" and includes a sub-header: "Please sign in or create a new user account. If your login information is displayed below, then you are already logged in." A "Login" form is centered, containing fields for "Email" (with the placeholder "someone@example.com") and "Password" (with the placeholder "Password"). Below the password field is a checkbox for "Remember me" with the text "Uncheck if on a public computer" in red. A blue "Login" button is positioned below the checkbox. Underneath the login button is a link "Forgot your password?" and a blue "Create an account" button, which is highlighted with a blue border. Below the form, the text "Not a registered user yet?" is displayed in blue, followed by the instruction "If you are a new visitor and do not already have a username and login, please register and create a new account." and a blue "Register" button.

Select [Event Registration]

The screenshot shows the CADCA website's user interface. At the top left is the CADCA logo with the tagline "Building drug-free communities." To the right are social media icons for Twitter, Facebook, and YouTube, along with a red "DONATE" button and a dark "MEMBER LOGOUT" button. A navigation bar below the header contains links for "Home", "My Account", "Organization Info", "Event Registration" (highlighted with a blue box), "CADCA Community", "Online Store", and "Contact Us".

The main content area is titled "My Profile" and includes a "Go Back" button. A light blue banner displays membership information: "Association: CADCA / Membership Type: Coalition/Community-Based Organization / Expires: 1/31/2049".

Below this are three main sections:

- Contact me by: E-Mail**: Shows the location "Alexandria, VA 22314-1565" and email "events@cadca.org" with an "Edit Contact Info" button.
- Profile Details**: Includes an "Edit Primary Info" button and lists:
 - Name:** CADCA Events
 - Title:** Meetings and Events
 - Company:** Community Anti-Drug Coalitions of America
 - Address:** 500 Montgomery ST FL 4, Alexandria, VA, 22314-1565, UNITED STATES
- My Account Links**: A list of links including "My Profile", "My Full Profile", "My Full Contact Info", "My Invoices", "My Membership", "My Events", "My Saved Payment Info", "My Transactions", "My Giving", "My Communication Preferences", "Change My Password", and "Add/Change Organization".

Select [2023 Mid-Year Training Institute]

The screenshot displays the CADCA website's 'Upcoming Events' page. At the top, the CADCA logo and tagline 'Building drug-free communities.' are visible, along with social media icons and 'DONATE' and 'MEMBER LOGOUT' buttons. The navigation menu includes 'Home', 'My Account', 'Organization Info', 'Event Registration', 'CADCA Community', 'Online Store', and 'Contact Us'. The 'Upcoming Events' section features a list of events, with the '2023 Mid-Year Training Institute' event highlighted by a blue border. This event is scheduled for July 16 - 20, 2023, at the Gaylord Texan Hotel. To the right of the event list are buttons for 'Events Archive' and 'Event Calendar'. Below the event list is a 'Search Events' form with fields for Event Name, Event Code, Description, Start Date, Event Type, and Keyword, and a 'Search' button.

Select [\[Registration\]](#)

If you are a CADCA Member and/or have an Organization Profile, you will automatically continue to the Event Registration page

Attention!

You must be associated with an **organization** to be able to perform group event registration.

If you **DO NOT** have an Organization Profile, you will **NOT** see this and will get an error message! Contact our membership team at membership@cadca.org or 703.706.0560 ext. 261 to fix this

The screenshot shows the CADCA website's event profile page. At the top is a navigation bar with links: Home, My Account, Organization Info, Event Registration, CADCA Community, Online Store, Contact Us, and Events Calendar. The main heading is "Event Profile" with a "Go Back" button. The event title is "2023 Mid-Year Training Institute". A "Registration" button is highlighted with a blue box. Below it is a "Share" button with social media icons and a count of 0. To the right is a "Find it on Map" section with a map showing the location of the Gaylord Texan Hotel and Convention Center. The map includes labels for "Gaylord Texan Resort & Convention Center", "Relâche Spa", and "Gaylord Texan Hotel".

Home My Account Organization Info Event Registration CADCA Community Online Store Contact Us Events Calendar

Event Profile

← Go Back

2023 Mid-Year Training Institute

Registration

Share: [f](#) [t](#) [e](#) [+](#) 0

Date(s): July 16 — 20, 2023

Venue: Gaylord Texan Hotel
1501 Grapevine Trail
Grapevine, TX 75061

Website: <https://www.cadca.org/myti2023>

Fee(s): This event has a fee

Description: **22ND ANNUAL** **MID-YEAR** **TRAINING INSTITUTE** **TOGETHER TOWARD TOMORROW** **Every Day** **CADCA Trains** **JULY 16-20, 2023** **Gaylord Texan | Dallas, TX**

Find it on Map

View larger map

Gaylord Texan Resort & Convention Center
Expansive property...

Relâche Spa

Gaylord Texan Hotel

Map data ©2023 Terms of Use

Select [Add Registrant](#)

Home My Account Organization Info Event Registration CADCA Community Online Store Contact Us

Shopping Cart - Event Registration | [Add Registrants](#)

[Registrant Information](#)

2023 Mid-Year Training Institute

Start date: 7/16/2023

End date: 7/20/2023

Organization: Community Anti-Drug Coalitions of America

Registrant type:

Group Registrants

Org	Registrant	Registrant Email	Balance	Type	Total
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A pop-up window will appear, and you will see the following screen:
Select the [\[Registrant Type\]](#)

The screenshot shows a web browser window titled "Event registration" with a close button in the top right corner. The page content is as follows:

Event Registration | [Register an Individual](#)

Event Information

Event: 2023 Mid-Year Training Institute

Start date: 7/16/2023

End date: 7/20/2023

Registrant Information

Registrant type: Please select (dropdown menu is open, showing "Please select", "Adult", and "Youth" options)

Registrant name: (input field with a plus icon)

Registrant address: Please select (dropdown menu with edit and plus icons)

Phone: Please select (dropdown menu with edit and plus icons)

Registrant Email: Please select (dropdown menu with edit and plus icons)

Website URL: Please select (dropdown menu with edit and plus icons)

Contact by: Please select (dropdown menu)

Red text labels "Required" are placed below the "Registrant type", "Registrant address", and "Phone" fields. A red text label "where confirmation and communications will be sent" is placed below the "Registrant Email" field.

Select the correct name from organization rosters on the [\[Registrant name\]](#) the drop-down

Whether you are registering an individual or a group, each person will be selected from the list shown

Click the [\[+\]](#) to add an individual

If the email is already in the system, means there's a profile, you will get an error message!

ALL REGISTRATIONS: Check the box if this is the [Registrant's First Time attending a CADCA Mid-Year](#)

Event Registration | [Register an Individual](#)

Event Information

Event: 2023 Mid-Year Training Institute

Start date: 7/16/2023

End date: 7/20/2023

Registrant Information

Registrant type: Adult

Registrant name: Please select

Registrant address: Please select

Phone: Please select

Registrant Email: Please select

Website URL: Please select

Contact by: Please select

First Time Attending This CADCA Event?

If 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](#)

Event Registration | [Register an Individual](#)

Event Information

Event: 2023 Mid-Year Training Institute

Start date: 7/16/2023

End date: 7/20/2023

Registrant Information

Registrant type: Youth

Required

Registrant name: Please select

Required

Registrant address: Please select

Required

Phone: Please select

Registrant Email: Please select

where confirmation and communications will be sent

Website URL: Please select

Contact by: Please select

Date of birth:

Required

First Time Attending This CADCA Event?

Select the correct [\[Event Fee\]](#)

ALL REGISTRATIONS: Must review the waiver and **check the box** to register for CADCA's Mid-Year

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

Event Fees

Product	Price	Member Type
<input type="checkbox"/> Adult Member Coalition-Youth Leadership Initiative Advisor: Early-Bird	745.00	Coalition/Community-Based Organization

Sessions

Product	Price	Starts	Ends
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ADA & Special Dietary Needs

Please type here

Checking this box indicates agreement with the [terms and conditions](#) outlined in CADCA's COVID-19 Waiver of Liability. This waiver will remain effective until laws and mandates relevant to COVID-19 are lifted.

Cancel [Add Another Registrant](#) [Go to Cart](#)

Confirm that all the information is **CORRECT** before clicking **[Add to Cart]**

Shopping Cart - Event Registration | [Add Registrants](#)

Registrant Information

2023 Mid-Year Training Institute



Start date: 7/16/2023

End date: 7/20/2023

Organization: Community Anti-Drug Coalitions of America

Registrant type:

[Add Registrant](#)

Group Registrants 					
Org	Registrant	Registrant Email	Balance	Type	Total
 Community Anti-Drug Coalitions of America	CADCA Events	events@cadca.org	\$745.00	Adult	\$745.00

[Save & Register for Another Event](#) [Add to Cart](#)

Confirm again that all the information is **CORRECT** before clicking **[Check Out]**

If you need to delete a registrant, you can select the "X"

Shopping Cart [View](#)

[Check-Out](#)

Line Items						
	Net total	Discount	Registrant	Registrant Email	Price	Item
<input type="checkbox"/>	\$745.00	\$0.00	CADCA Events	events@cadca.org	\$745.00 <small>Required</small>	Adult Member

Cart Total

Subtotal:	745.00
Total discount:	0.00
Total tax:	0.00
Total shipping:	0.00
Total:	745.00

[Check-Out](#)

Shopping Cart Customer Information auto-populates

The system only allows you to change the [Bill To] address only

To do so, click the [+]

Shopping Cart | [Payment](#) Continue

Customer Information

Customer: CADCA Events

Use this phone:

Use this email:

Billing Information

Bill to: Community Anti-Drug Coalitions of America

Billing contact:

Pick your billing address:

Required

Bill to:

Ship to:

CADCA Events
Meetings and Events


Community Anti-Drug Coalitions
of America

500 Montgomery ST FL 4
Alexandria, VA 22314-1565

Select [Payment Method]
Enter Payment Information
Select [Continue]

Payment Information

Payment amount: 745.00

Payment method: 

- Please select
- American Express
- Master Card / Visa


Invoice total:

Cardholder's name:


Required

Credit card number:

Required

Expiration date: 

Required

Security code: 

Required

Invoice total: **745.00**

Each registrant will receive an email confirmation [CADCA's 22nd Mid-Year Training Institute Registration Confirmation]

If you do not receive one, reach out to events@cadca.org

CADCA's 22nd Mid-Year Training Institute Registration Confirmation

no-reply@cadca.org
To ○
Cc ○ Events

Reply Reply All Forward



22ND ANNUAL
MID-YEAR
TRAINING INSTITUTE
JULY 16-20, 2023 Gaylord Texan | Dallas, TX

3/1/2023

Dear CADCA Events,

We are pleased to confirm your registration for CADCA's 22nd Mid-Year Training Institute, to be held at the Gaylord Texan Hotel & Convention Center in Grapevine, Texas from July 16- 20, 2023. This receipt 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 below and notify us immediately at events@cadca.org with any changes.



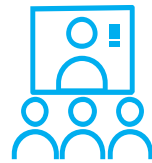
Specific Mid-Year Questions

- Visit www.cadca.org/myti2023 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!



-  [Facebook.com/CADCA](https://www.facebook.com/CADCA)
-  [Twitter.com/CADCA](https://twitter.com/CADCA)
-  [Instagram.com/CADCACoalitions](https://www.instagram.com/CADCACoalitions)
-  [YouTube.com/CADCAorg](https://www.youtube.com/CADCAorg)
-  [LinkedIn.com/company/CADCA](https://www.linkedin.com/company/CADCA)
-  [cadca.org](https://www.cadca.org)