How to Register for CADCA’s Mid-Year Training Institute
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Begin at www.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 [2023 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

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
Select [Add Registrant]
A pop-up window will appear, and you will see the following screen:
Select the [Registrant Type]
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
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
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
Confirm that all the information is **CORRECT** before clicking [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 Customer Information auto-populates
The system only allows you to change the [Bill To] address only
To do so, click the [+]
Select [Payment Method]
Enter Payment Information
Select [Continue]
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

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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!

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