



## **Instructions to Register for the 2017 NBCDA Conference (Exhibitors)**

1. Click on the following link to open the Registration Home Page:  
<https://pheedloop.com/nbcda/site/home/>
2. Along the top of the page, click on the Registration tab.
3. Scroll to the bottom of the page where you will find 'Exhibitor Tickets'.
4. Select 'Exhibitor'. You will have the opportunity to select a box lunch as well as purchase or renew your NBCDA Membership later in the registration.
5. Create your account by entering your information in the appropriate fields and click 'Submit'.
6. Complete the Registration Form and click 'Proceed to Tickets'.
7. Once again select the 'Exhibitor' ticket. You can also select the 'NBCDA Membership' if you would like to purchase or renew your membership. This is also where you will select your box lunch.
  - a. This page will prompt you to enter your name, email address, organization and title, you do not need to re-enter this information if it is the same as the information you entered in your account details.
8. Once you have completed your selections, scroll to the bottom of the page, select your method of payment and click the 'Checkout' button.
9. A confirmation of your registration and receipt will be emailed to you.

Don't forget to bookmark our event app! You can explore sessions and speakers as well as connect with speakers and other attendees. You can even build your own personal schedule of sessions that interest you!