## NBCDA 2019 Conference November 26-28, 2019 Delta Hotels by Marriott, Fredericton, NB

## Step-by-Step Guide to Registering for the NBCDA 2019 Conference

- 1. Click on the following link to open the Registration Home Page: https://pheedloop.com/nbcdadcnb2019/site/register/
- 2. Select the appropriate delegate ticket (example: NBCDA Member, Non-Member, EAS, Indigenous). NOTE: You will have the opportunity to select the Professional Development Workshop session and NBCDA Membership later in the registration.
- 3. Create your account by entering your information in the appropriate fields and click 'Submit'.
  - a. PLEASE NOTE: A pop-up window may appear announcing that you have already created a profile. The profile mentioned is a profile created for the NBCDA 2018 Conference. If you recall your password for the NBCDA 2018 Conference, enter it in the appropriate field in the pop-up window. If you do not recall your password please choose 'Reset Password.'
- 4. If you have not previously created a profile, please enter your information in the appropriate fields. If you have previously created a profile, please review your information and select 'Next Step.'
- 5. If you plan to attend the Professional Development Workshop session, please select it now, select the 'NBCDA Membership' if you would like to purchase or renew your membership. This is also where you will select a lunch.
- 6. Once you have completed your selections, scroll to the bottom of the page, select your method of payment and click the 'Checkout' button.
- 7. A confirmation of your registration and an invoice or receipt will be emailed to you.