



Friends and Family Registration Instructions

Spouses, partners, family members, or friends **who are outside of the discipline** are welcome to attend the convention with a registered NCA convention member. The Friends and Family registration grants access to all areas, sessions, and events at the convention. This registration type does not apply to individuals who are in the discipline, who are or have been members of NCA, or who are on the convention program.

To qualify for the Friends and Family registration, the registrant must:

- Be attending the convention with a registered NCA convention member
- Have a profession outside of the discipline
- Not be or have been a member of NCA
- Not be listed in the convention program

To receive the Friends and Family convention registration rate, please follow these steps:

STEP 1 – CREATE A PROFILE:

Each registrant must have a profile in our system to register for the convention. Members cannot register a friend/family member under their own existing NCA membership profile as our system prevents a single profile from registering for the same event multiple times, so each attendee needs their own profile. If you have already created a profile, please skip to step 2.

To create a profile please do the following:

1. Go to www.natcom.org and click “Log in” in the top gray bar
2. Click “create an account” and then enter in the required information

3. Select “not listed above” and type “NCA Guest” in the available text field. Then click continue.

NATIONAL COMMUNICATION ASSOCIATION

Your Primary Organization
Which of the following is your primary organization?

Communications Department Washington, DC

Not listed above

Please enter the name for the record(s) of your organization below.

4. Click continue a second time. You have now created a profile.

STEP 2 – REGISTER:

Once you have created your profile, you may proceed to [register](#) for the convention.

- Visit the NCA annual convention website at <https://www.natcom.org/convention>.
- Click on the "[Registration](#)" tab.
- Read all details and instructions and click on “Register Now”.
- Navigate through the registration platform and answer “Yes” to “Are you registering as a Friends and Family registrant?” and enter the name of the NCA member you are attending with. If you meet the criteria (not an NCA member, not in the discipline) your registration will be at the current Friends/Family rate at check out.

Please skip this section if you are not registering for one of the following Special Registration Rates:

K-12 Educators Pass: Active K-12 educators will receive free registration. Affiliation must reflect a K-12 school to receive this rate and you must be a current NCA member.

Are you currently an active K-12 educator?:

- Yes
 No

Friends and Family: Spouses, partners, family members or friends - who are outside of the discipline - are welcome at the convention and may register for a flat rate of \$60. The Friends and Family registration grants access to all areas, sessions, and events at the convention. This registration type does not apply to individuals who are in the discipline, who are or have been members of NCA, or who are on the convention program.

Are you registering as a Friends and Family registrant?:

- Yes
 No

If yes, please list the name of the NCA member you are attending with as a Friend/Family registrant

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Guest Speaker: A guest speaker is a person invited by the Association whose presence will enrich the entire convention. A guest speaker would not normally attend the convention, works outside the discipline, and is not an NCA member or ever held an NCA membership. Guests should exit this registration process and submit a [Guest Registration Form](#).

Questions?

Contact convention@natcom.org