

### How to register as a K-12 Educator:

1. Check your membership first – to qualify for the pass your NCA membership must be current through December 1.
2. Have a K-12 school as your affiliation in your membership account.
3. Answer Yes to “Are you currently an active K-12 educator?” in the Special Registration Rates section.

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.

**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 \$50. 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.

**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](#).

Are you currently an active  
K-12 educator?:  Yes  
 No

Are you registering as a  
Friends and Family  
registrant?:  Yes  
 No

Next >

If you meet the criteria, your registration will be \$0 at check out

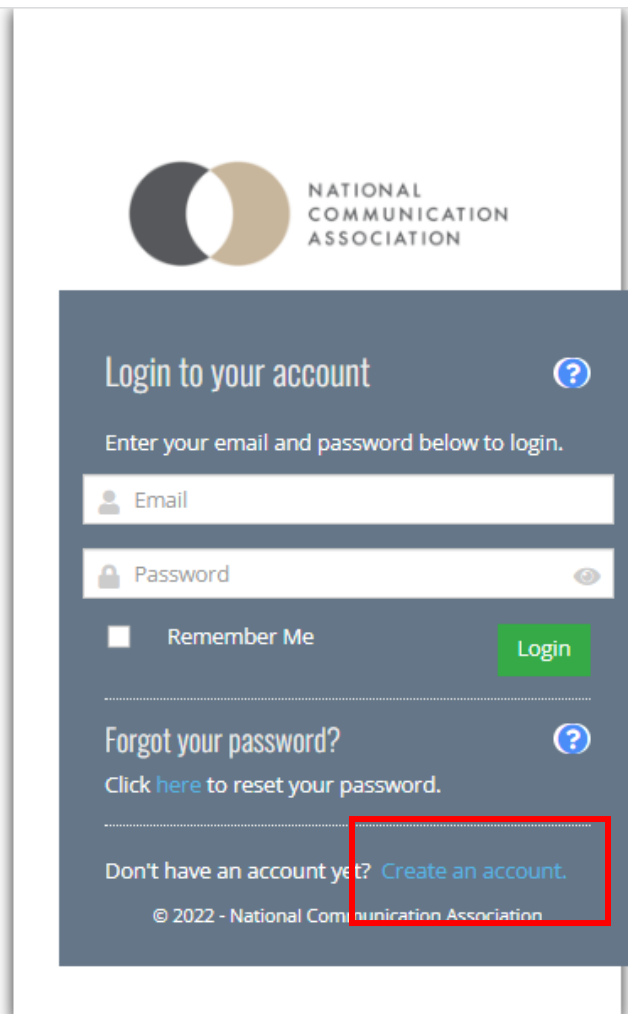
## How to register as a friend/family member of an attendee:

If you are not a member of NCA, not in the discipline of Communication, attending the convention with a friend or family member who is a participant, and would like to join them at sessions, receptions, or other convention activities, you will need to register as Friends and Family attendee.

1. Create a profile. Each registrant must have a profile in our system to register for the convention. While members can create a profile on behalf of a friend/family member, members cannot register them under their own existing NCA membership profile. 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:

- a. Go to [www.natcom.org](http://www.natcom.org) and click “Log in” in the top gray bar
- b. Click “create an account” and then enter in the required information



The screenshot shows the login interface for the National Communication Association. At the top left is the NCA logo, consisting of two overlapping circles (one dark, one light) and the text 'NATIONAL COMMUNICATION ASSOCIATION'. Below the logo is a dark blue login box. The box has the heading 'Login to your account' with a blue question mark icon to its right. Below the heading is the instruction 'Enter your email and password below to login.' There are two input fields: 'Email' and 'Password'. Below the 'Email' field is a checkbox labeled 'Remember Me'. To the right of the 'Remember Me' checkbox is a green 'Login' button. Below the 'Login' button are two links: 'Forgot your password?' with a blue question mark icon, and 'Don't have an account yet? Create an account.'. The 'Create an account' link is highlighted with a red rectangle. At the bottom of the login box is the copyright notice '© 2022 - National Communication Association'.

- c. 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 (or the record#) of your organization below.

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

You will automatically be returned the main NCA webpage.

2. Visit [www.natcom.org/register](http://www.natcom.org/register) to begin the registration process.
  - a. Click the “Register” button
  - b. Answer Yes to the “are you registering as a Friends and Family registrant?”

**Special Registration Rates:**

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Are you currently an active K-12 educator?:  Yes  No

Are you registering as a Friends and Family registrant?:  Yes  No

- c. Complete the registration process. If you meet the criteria (not an NCA member, not in the discipline) your registration will be \$50 at check out.