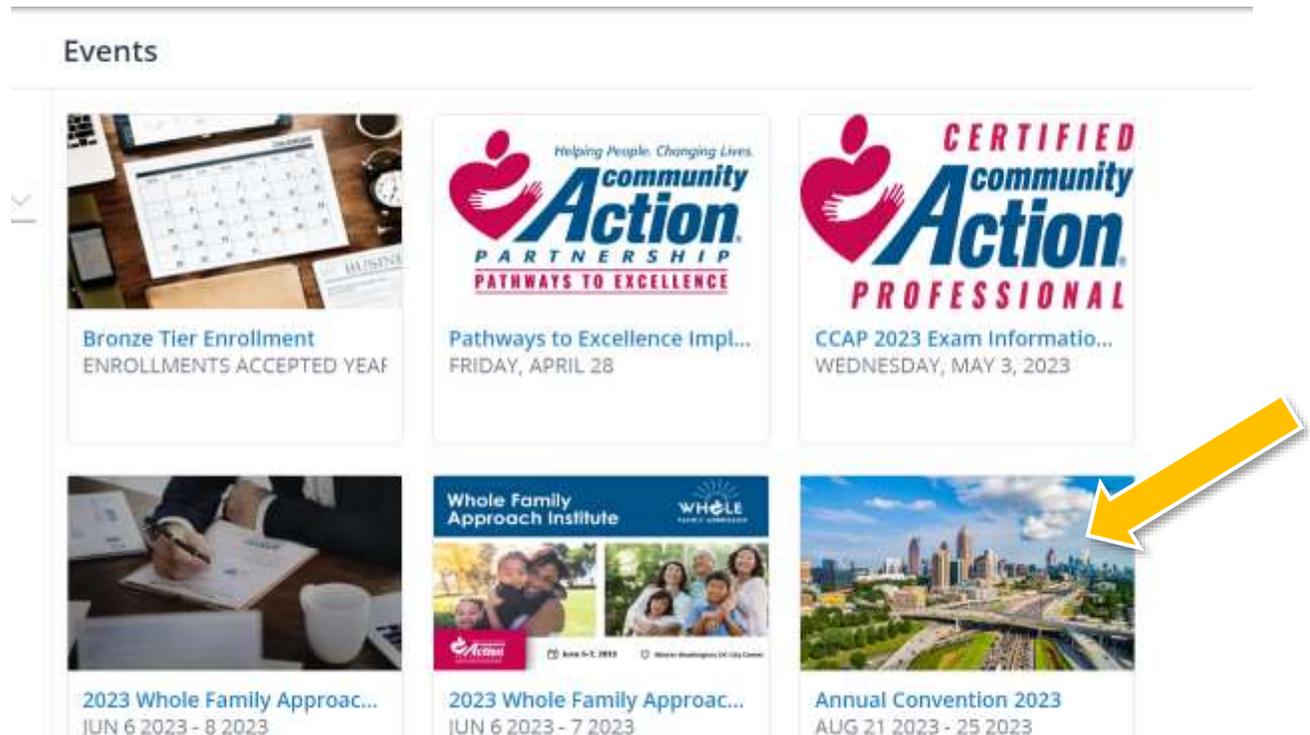


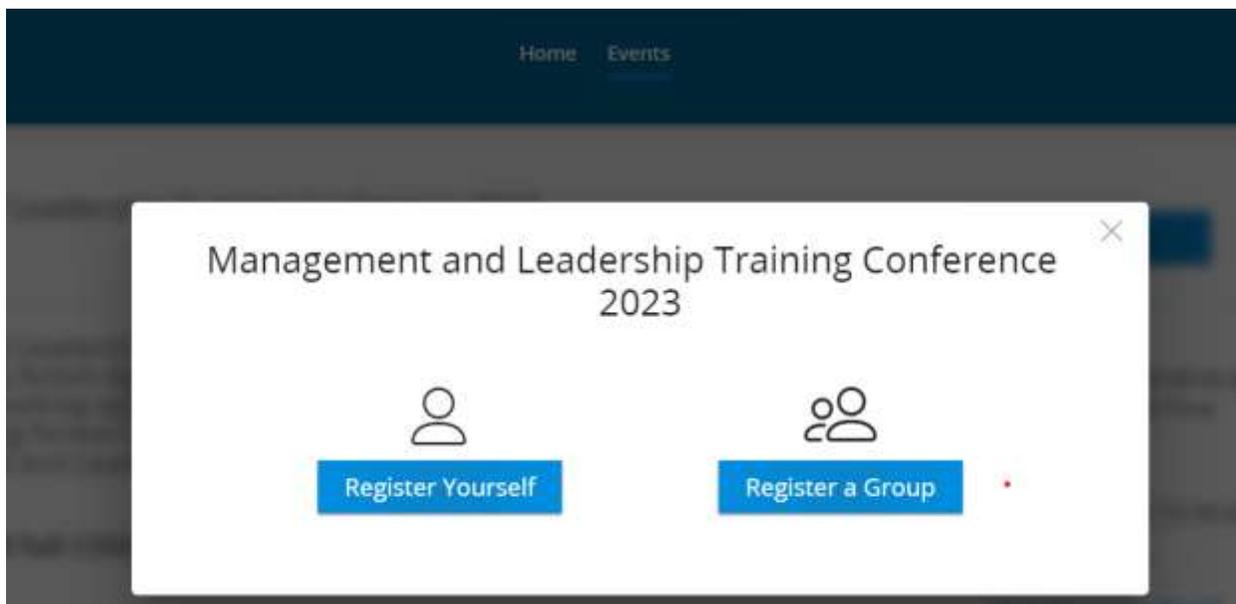
# NCAP EVENT REGISTRATION GUIDE

**Step 1:** Log into your MemberSuite Account.

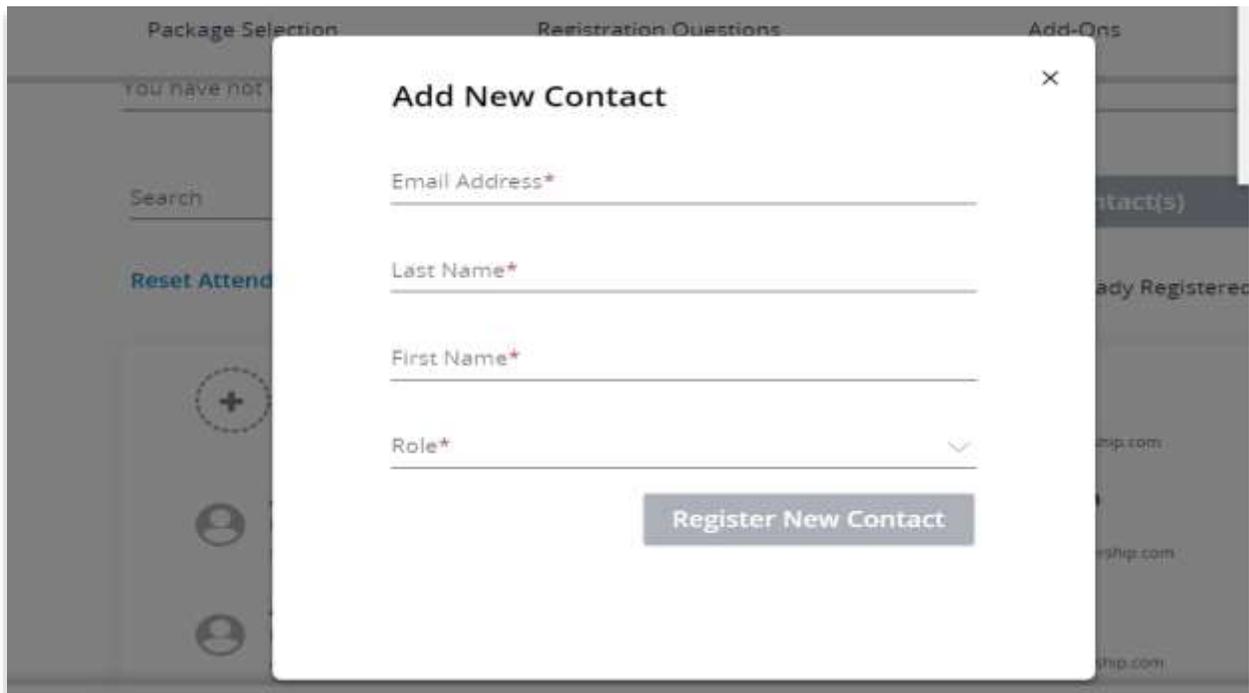
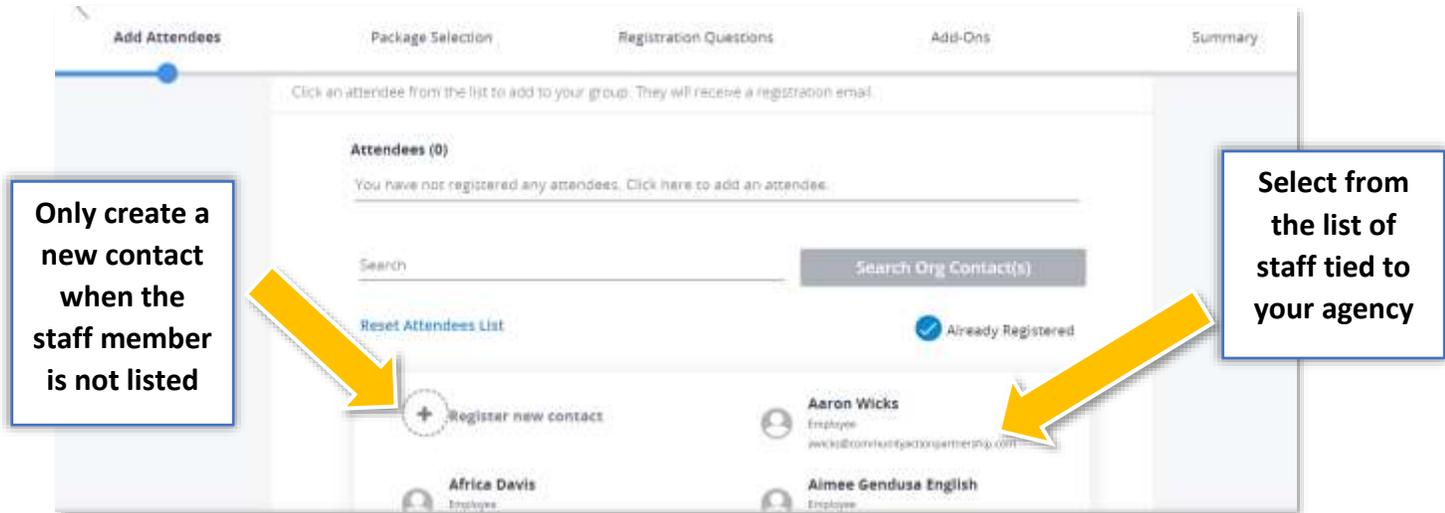
**Step 2:** Click the “Events” Tab, select **Annual Convention 2023** and then click “Register”.



**Step 3:** Select “Register Yourself” or select “Register a Group” to register multiple team members or on behalf of someone else.



If you are registering a group or on behalf of someone else, **select from the list of individuals** tied to your organization or **add a new contact**. Then click “Next”.



**Annual Convention 2023**

Starts Aug 21, 2023 @ 08:00 AM  
Ends Aug 25, 2023 @ 12:00 PM  
Eastern Standard Time

**IMPORTANT:** If your agency is a member but you are not able to access member pricing or if your agency is interested in becoming a member, please email [membership@communityactionpartnership.com](mailto:membership@communityactionpartnership.com) for assistance

	Early Bird Pricing Ends May 31, 2023 @ 11:59 PM EST	Standard Pricing Ends Aug 1, 2023 @ 11:59 PM EST	Late Registration Ends Aug 18, 2023 @ 11:59 PM EST	
Member Onsite Registration	\$799.00	\$955.00	\$1,115.00	Select



**IMPORTANT:** If you are seeing only “Non-Member” ticket pricing options and you believe your agency is a 2023 member or is interested in becoming one, please email [membership@communityactionpartnership.com](mailto:membership@communityactionpartnership.com) for assistance **BEFORE** completing your event registration.

**Step 5:** Complete the required registration questions *and* click the check box after you have reviewed the **COVID 19 Code of Conduct and Waiver**.

COVID 19 Waiver

Package Selection      **Registration Questions**      Add-Ons      Summary

---

**Registration Questions**  
Please verify and complete the following questions to help us prepare this event for you.

How should the attendee's first name appear on their badge? \*

How should the attendee's last name appear on their badge? \*

What is the attendee's title?

Package Selection      **Registration Questions**      Add-Ons      Summary

---

How should the attendee's last name appear on their badge? \*

What is the attendee's title?

Do you have any accessibility needs? Please describe

Do you have any dietary restrictions?



**IMPORTANT:** You will not be able to select “Next” unless you have **completed all the required fields** and clicked the check box.

**Step 6:** Add any Pre-Conference sessions tickets if the individual would like to attend (ex. *Excellence Symposium, Racial Healing Circles* ).

Registration Questions      **Select Sessions**      Session Questions      Add-Ons

---

**Attendee Sessions**

**Excellence in Action - An Excellence Symposium**  
 A showcase of real-world practices proving the 35 Community Action Standards of Excellence are within reach for every CAA. In this full-day session, we pair the Standards of Excellence with peer examp... [More...](#)

Excellence in Action - An Excellence Symposium Member Pricing:\$399.00

Excellence in Action - An Excellence Symposium - Non Member Pricing:\$499.00

**Racial Healing Circles**  
 We would like to extend the opportunity to the staff and leaders of your organization to join an In-Person Racial Healing Circle experience at our 2023 Annual Convention. There is a 40 participant max... [More...](#)

Racial Healing Circles - Racial Healing Circles:Free

## Step 7: Review your selections.

Add Attendees   Package Selection   Registration Questions   Select Sessions   Session Questions   Add-Ons   **Summary**

### Your Selections Edit

Alexandra Haesler: Management and Leadership Training Conference 2023 Feb 6 - 10 2023	\$565.00 ▼Details
--	----------------------

## Step 8: Check out. Select **Pay Immediately** to pay with credit card or **Pay Later** to with a check payment.

Checkout

Secure Server

Payment method:

New Payment Method

Pay Later

Add a Discount or Promotional Code

Enter Code

Summary:		
Product Name	Price/Qty	Total Price
Annual Convention 2023 - Member Onsite Registration	\$799.00 x 1	\$799.00
Tax:		\$0.00
<b>Total:</b>		<b>\$799.00</b>
<b>Total Due Now:</b>		<b>\$799.00</b>



**IMPORTANT:** Your confirmation email is your invoice.

# THANK YOU FOR REGISTERING

**Questions? Technical Assistance Needed?**

Contact [registration@communityactionpartnership.com](mailto:registration@communityactionpartnership.com)

or (202) 265-7546.