

## Registration Instructions for NSBE Jr Advisors

**NSBE Jr students must be registered with Chaperones and cannot register alone. NSBE requires groups maintain a 1:6 chaperone to student ratio to ensure adequate safety and supervision of students under 18.**

**To register yourself, other chaperones, and your students for the Annual Convention, please complete the following steps:**

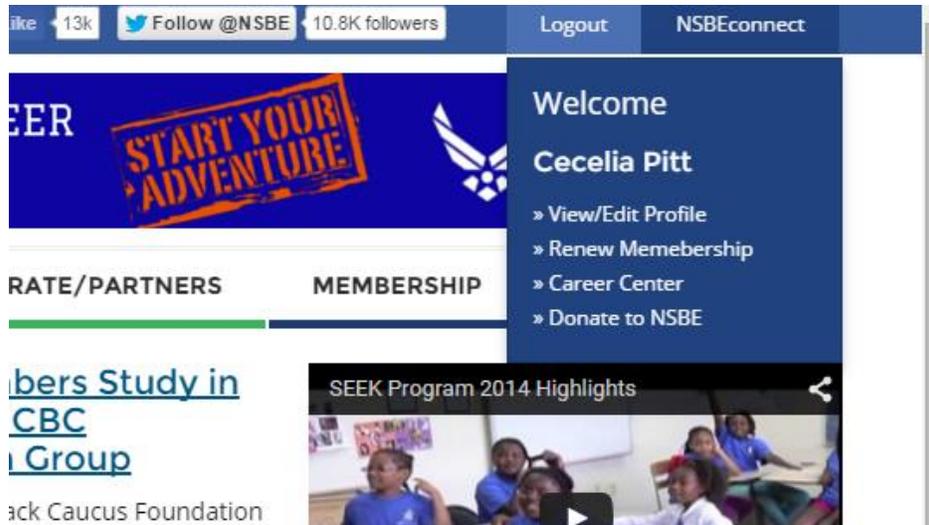
1. Navigate to [www.nsbe.org](http://www.nsbe.org) and login using the Account Log-In. Use the following as your login:

**Username:** *email address*

**Password:** *password*



2. Once you are logged in, click on the **MY PROFILE** link in the yellow box to get into NSBECONNECT.



3. Under the list of **MY ACTIVITIES**, click on the **Register for an Event** link.

4. Click **Register for this Meeting** for the event that you want to register for.

Meeting	Category	Registered By Date	Description	Location	Start Date	End Date
> 2015 Region I Regional Leadership Conference	Meetings		Region I RLC	Hilton Hartford Hotel	August 13, 2015	August 16, 2015
> 2015 Region II Regional Leadership Conference	Meetings		Region II RLC	Hyatt Regency Reston	August 28, 2015	August 30, 2015
> 2015 Region III Regional Leadership Conference	Meetings		2015 Region III RLC	Auburn University	July 24, 2015	July 26, 2015
> 2015 Region IV Regional Leadership Conference	Meetings		Region IV RLC	The University of Illinois at Urbana Champaign	July 31, 2015	August 02, 2015
> 2015 Region VI Regional Leadership Conference	Meetings		Region VI RLC	University of Nevada, Las Vegas (UNLV)	July 31, 2015	August 02, 2015
> PDC Lean Bronze Belt Certification Training	Meetings		Lean Bronze Belt Certification Tra		October 08, 2015 08:00 AM	October 08, 2015 05:00 PM
> Professional Development Conference 2015	Meetings		PDC 2015	Hilton Hartford	October 08, 2015	October 11, 2015

5. Choose the “Register as a Chaperone” option.

PCI/NSBE Jr. Chaperone	\$ 70.00	\$ 95.00	\$ 135.00
Professional/Affiliate Member	\$ 85.00	\$ 110.00	\$ 145.00
Professional/Affiliate Member Day Pass	\$ 35.00	\$ 35.00	\$ 35.00
Regional Leadership	\$ 0.00	\$ 0.00	\$ 0.00

**\*PLEASE NOTE:** You do **NOT** need to select a registration type unless you're using the Chaperone, PCI Non-member, or Day Pass types. The system automatically gives you the correct price based on your profile information.

Share with your social networks (limit 140 characters)   

#### Speaker Details

No speakers have been associated with this event.

#### Schedule Details

Select session for meeting registration

No sessions have been associated with this event.

[Register Individual](#) | [Register as Chaperone](#) | [Back](#)

6. Select your NSBE Jr chapter in the drop down menu, and click **Continue**.

Available Space: 463  
 You can register up to 463 people for the meeting. Any additional registrations will be added to the Wait List.

**Chaperone - Add NSBE Junior Members**

Chapter: Orangeburg 51  
 NSBE Junior Member: Select  
 Chaperone Name: Select  
 Find

**Add Attendee** \* Mandatory fields

Registration Type: Chaperone

**Badge Information**

Name: Cecelia  
 Title:  
 Company: National Society Of Black Er

**Attendee Preferences**

Food Pref:  
 \*Emergency Contact Name:  
 \*Emergency Contact Phone:  
 Special Accommodations:

\*First Name: Cecelia  
 \*Last Name: Pitt  
 \*Email: cpitt@nsbe.org  
 Birthdate (Optional): MM/DD/YYYY

**Additional Questions**

This is my first time attending 2015 Region I Regional Leadership Conference.  
 I am interested in volunteering.  
 I agree to abide by the NSBE Code of Conduct and uphold the reputation of our beloved organization at this conference.

Fill in the following fields to receive your visa support letter:  
 Passport Number:  
 Passport Country:

Add Attendee

**7. PLEASE NOTE: You do NOT need to select a registration type unless you're using the Chaperone. The system automatically gives you the correct price based on your profile information.**

**Add all your students and chaperones. To register your students and chaperones, complete the following steps:**

- a. Register your chaperones first. If you do not add your chaperones first, you will receive an error message when you exceed the 1:6 ratio. (Note: each chaperone should have a profile in the NSBECONNECT system. They can create one at [www.connect.nsbe.org](http://www.connect.nsbe.org)). If your chaperone's name is not in the "Chaperone Name" drop-down list, add them under the "ADD A ATTENDEE" field (Note: you must know the chaperone's email address to add them).

your previous registrations

Available Space: 463  
 You can register up to 463 people for the meeting. Any additional registrations will be added to the Wait List.

**Chaperone - Add NSBE Junior Members**

Chapter: Orangeburg 51  
 NSBE Junior Member: Select  
 Chaperone Name: Select  
 Find

**Add Attendee** \* Mandatory fields

Registration Type: Chaperone

**Badge Information**

Name: Cecelia  
 Title:  
 Company:

**Attendee Preferences**

Food Pref:  
 \*Emergency Contact Name: 2727  
 \*Emergency Contact Phone: 876877  
 Special Accommodations:

\*First Name: Jaimel  
 \*Last Name: McKelvia  
 \*Email: jhmckelvia@nsbe.org  
 Birthdate (Optional): MM/DD/YYYY

**Additional Questions**

This is my first time attending 2015 Region I Regional Leadership Conference.  
 I am interested in volunteering.  
 I agree to abide by the NSBE Code of Conduct and uphold the reputation of our beloved organization at this conference.

Fill in the following fields to receive your visa support letter:  
 Passport Number:  
 Passport Country:

Add Attendee

**Added Attendees**

Name	Email	List of Sessions for Attendee	Edit Attendee Info	Delete Attendee
Cecelia Pitt	cpitt@nsbe.org	View/Edit Sessions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Julie Yates	yates@nsbe.org	View/Edit Sessions	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Deleting a chaperone will also delete all of the junior members assigned to that chaperone.  
 Proceed to the next step

- b. Add you NSBE JR members from the “NSBE Junior Member” drop-down list. If you cannot locate the member name:
  1. They are not an active member
  2. They are an active member but they are not a part of your chapter roster

***Please contact [membership@nsbe.org](mailto:membership@nsbe.org) for assistance in updating your roster.***

- c. Once you have added all your chaperones and NSBE JR members, please click on the “PROCEED TO CHECKOUT” tab.

Remove	Product	Item Description	Unit Price	Quantity	Total Price	Details
<input type="checkbox"/>	Professional Development Conference 2015	Registration for Cecelia Pitt	\$85.00	1	\$85.00	Details...

If you have a campaign code, please enter:

Sub Total: \$85.00  
 Tax: \$0.00  
 Shipping: \$0.00  
 Total: \$85.00

You have saved \$15.00 in your shopping cart since you are a valued member!

8. Please review your order. If you have a PROMO code, please enter it BEFORE you make your payment. Click on the “Check Out” tab to continue.

9. Once reviewed, click the “Complete Order” tab.

10. A confirmation email will be sent to the email address associated with your profile.

***It is very important that you pay for your group’s registration BEFORE the deadline. If you do not make a payment on your registration fee, then your invoice will be cancelled and you will have to re-register at the higher rate.***

