Registering Others for the ANCOR Connect

1) Make sure you have an ANCOR account.
   - To set one up, go to https://Login.ancor.org and click No account? Create one!
   - If you already have an account and need to reset your password, enter the email address associated with your ANCOR account, press Continue, then hit the Forgot Password? button. Check your inbox (even your Spam folder) for a link to reset it. If you don’t receive an email within an hour, contact ancor@ ancor.org for assistance.
   - If you are an ANCOR member, you may need to wait 2 business days after creating a new account before you see the member rate on our ANCOR Connect registration website.

2) Use your ANCOR login credentials to sign onto the ANCOR Connect registration website.

3) To register your colleagues for the ANCOR Connect, select I want to Attend.

4) Select your desired product by clicking View Product. If you are an ANCOR member, the rate should be reduced after pressing View Product (unless you just created a new account, in which case wait 2 days). It may be the case that the people you wish to register already have the member rate, so if you are not attending but need to register others, continue with next steps to see if their member rate appears.

   Please note that only the Full Conference and Single Day rates are discounted for ANCOR members.

5) You may add yourself as a participant or select the Add a Colleague tab to register others.
6) Search for your colleague(s) by their email address. If they have an ANCOR account, their name will populate. If not, they will need to set up their ANCOR accounts before they can be registered (see step 1). If they are in our system, select their name to continue.

7) You will need to answer the following questions on behalf of the person you are registering. Once complete, click Add to Cart. If this person’s rate is not the correct member rate, contact conferences@ancor.org for support.

8) You may then add a donation to the ANCOR Foundation or press Continue.

9) A pop-up window will appear (see image to the right). Select Register Another Participant if you want to register others or Checkout to proceed to cart.

10) If registering others, repeat steps 6-9.

11) When you have finished adding everyone, proceed to checkout to pay. You and every person you registered should receive confirmation emails. Contact conferences@ancor.org if you have any questions!