



**ANCOR CONNECT '25**  
APRIL 7-9 • SAN DIEGO, CA

## How to Register Others for ANCOR Connect

- 1) **Make sure that the person registering others has an ANCOR account and that each person being registered has an ANCOR account.** You will use your ANCOR login (the same one used on [www.ancor.org](http://www.ancor.org)) when you login to our registration site.
  - If you or your colleagues don't yet have an ANCOR account, use [these steps](#) to create one!
  - If you or your colleagues have an account but you need to reset your password, see our [troubleshooting guide](#).
- 2) Use your ANCOR login credentials to sign onto the [ANCOR Connect registration website](#).
- 3) To register your colleagues for ANCOR Connect, select **I want to Attend**.
- 4) Choose an event from the drop-down menu titled **Attendee Registration**.
- 5) You may either register yourself or select the **Add a Colleague** tab to search for your colleagues using their email address. *Remember that if they don't yet have an ANCOR account, they will need to create one before you can register them.*

A screenshot of a web registration form. At the top, a grey header reads 'Enter Participant for Full Conference'. Below this is a blue-bordered box containing the text 'Please fill in the information below for a fast and secure checkout!'. At the bottom of the form, there are two tabs: 'Participants' and 'Add a Colleague'. The 'Add a Colleague' tab is highlighted in yellow.



# ANCOR CONNECT '25

APRIL 7-9 • SAN DIEGO, CA

6) You will need to register others one at a time. Enter the registrant's email address, click **Search**, and then select them to get them registered.

Participants Add a Colleague

Please search by email address

\*Search

tdepalatis@ancor.org

Search

Choose registrant for this iter

tdepalatis@ancor.org

Select

- 7) Answer the following registration questions on behalf of the person you are registering:
- Do you use a wheelchair or other mobility device?
  - Do you have Dietary Restrictions?
  - Which of the following best describes your role in your organization?
  - Are you a California resident?
  - How young are you?
  - Would you like to opt-out of a physical conference program? (Program will be available through our conference app.)
  - Do you consent to receiving emails from exhibitors pertaining to this event?

8) Optional: Add pre-conference sessions to the registration or select Continue.

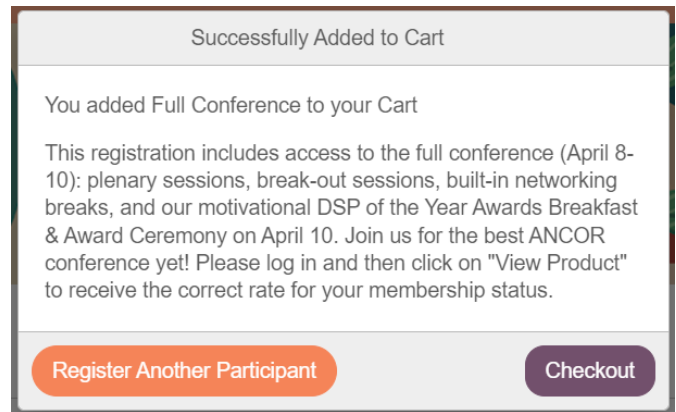


# ANCOR CONNECT '25

APRIL 7-9 • SAN DIEGO, CA

9) A pop-up window will appear (see image to the right).

- Select **Register Another Participant** if you want to register others (and repeat steps 4-8)
- or **Checkout** to proceed to cart.



10) **Before finalizing your transaction, double-check that your cart includes the registrations for each person and that their rate corresponds with their ANCOR membership.** For details on various rates, visit [ANCOR's Connect website](#).

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](mailto:conferences@ancor.org) if you have any questions!