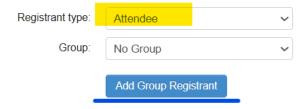


## Registering a Group for ANCOR Connect '26

Note: promo codes cannot be added to group registrations. If you'd like to register a group and apply promo codes, contact <a href="mailto:conferences@ancor.org">conferences@ancor.org</a>

- 1) Make sure that the person registering others has an ANCOR account and that registrant has an ANCOR account.
  - 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 <u>troubleshooting</u> guide
- 2) The person registering a group should click here to get started Group Registration
- 3) Select Registrant Type: Attendee, and then click the Add Group Registrant button.



- 4) By default, the account holder's information will populate in the Registrant Name field. To change the registrant to one of your colleagues, select the Registrant Name dropdown arrow, and choose the person you'd like to register. Their email address and badge name will appear.
  - Each registrant needs their own ANCOR account. If you do not see a colleague in the dropdown, send them this resource.
- 5) Required: choose the appropriate product fee (full conference or single day registration).
- 6) Optional: add sessions like pre-conference sessions taking place April 21, 2026, or a ticket to the ANCOR Foundation Fundraiser

- 7) Optional: ADA Accommodations: list any accommodations ANCOR should be aware of for this registrant
- 8) Required: select the job role for the attendee. Choices are:
  - CEO or Executive Director
  - C-suite or Vice President
  - Direct Support
  - Program Management
  - Public Policy
  - Frontline Supervisor
  - ANCOR Partner/ Exhibitor
  - Self-Advocate/ Family Member
  - Other
- 9) Click Continue.
- 10) A pop-up window will appear. Answer the questions for the person you are registering:
  - Do you use a wheelchair or other mobility device?
  - What dietary restrictions do you have?
  - If you have a severe allergy, please list it here.
  - Would you like to opt out of a physical conference program? The program will be available through our conference app.
  - How young are you?
  - Would you like to opt out of Exhibitor contact pertaining to this event?
- 11) After answering the demographics questions listed above, click the blue **Add to Group** button.
- 12) To register additional colleagues, repeat steps 3-11.
- 13) When you have added everyone in your group, click the **Add to Cart** button.
- 14) Review your cart, then select Check-Out.
- 15) Optional: Donate to the ANCOR Foundation, or select "No thanks."
- 16) Finally, check out by paying with a credit card or debit card. After clicking **Complete Order**, you will receive a confirmation email with a receipt, and each registrant will receive a confirmation email.

Questions? Contact conferences@ancor.org

