

## Complimentary Sponsor & Exhibitor Registration Process

- 1.- Click on this link to begin registration – [NLT 2023 Registration](#) and login with your AGA credentials. If any of the participants you are trying to register does not have an AGA account, they MUST create one first before you can register them. To create an AGA account, please click on this link [Create an AGA Account](#)
- 2.- Once you make sure all your participants have an AGA account, please note that you'll have to process each registration individually and apply the specific code for either in person or virtual attendance.
- 3.- Select "register someone else", then click "select an existing contact" button, type the participants name, then click "save & close", and then select the registration option you'd like each participant to attend ( "I'm attending in person" or "I'm attending Virtually"), respond to the questions and save your responses and click "proceed to check out" button.
- 4.- A registration rate will be given until the specific code is entered. In the "Shopping Cart," scroll down to "Promotional code" field, enter the specific code, and click on "Apply" button. You will then see that the promotional code has been applied and the transaction grand total is zero as shown in the screenshot below. Please make sure you apply the correct code to each particular registrant.

### Items

Item	Quantity	Price	Total	
 2023 National Leadership Training Discount applied (AGA1234): -525.00	1	0.00	0.00	<a href="#">Remove</a>

[Update](#)

### Cart charges

Item total	0.00
Shipping	0.00
Handling	0.00
<b>TRANSACTION GRAND TOTAL</b>	<b>0.00</b>

Promotional code  [Apply](#)

Promotion 'AGA1234' applied: 525.00 [Remove code](#)

5.- Click on "Submit Order" and you will be prompted to the payment confirmation page showing you have successfully registered for the training. Once the registration is submitted, the registrant will receive two emails. One email is the "AGA Payment Receipt." The second email is the confirmation for the registration. These two emails confirm their registration to attend the event

6.- To register additional participants, please follow the same procedure above. If you have questions, please contact [meetings@agacfm.org](mailto:meetings@agacfm.org)