

Online Conference Registration Now Available On the NCMGM Website

Instructions

1. To register online, go to the NCMGM website at www.ncmgm.org and select "Fall Conference" from pull down menu that appears when you mouse-over the "Events" link on the main menu. When the Fall Conference page appears, click on the "Online Form" link. The Fall Conference registration form will appear. You will note that the online form looks very much like the print form that you receive by mail.
2. NCMGM Members should begin by inserting your member number and clicking the "Validate" button (you cannot register at the member rate if you do not enter and validate your member number. If you need your number or experience any difficulties with this procedure, please contact the NCMGM office at 800-753-6462 or 704-365-0565. Once you have validated number, the information we have for you will appear in the contact information fields - make sure your contact information is correct. If you information is incorrect, you can edit it on the form.
3. Select your registration classification (member / non-member). When you do this, a total will appear in the TOTAL FEES box.
4. If you have any guests, select the number you have and input their names in the "Guest(s) First Name" box. The TOTAL FEES amount will adjust accordingly.
5. Select the breakout sessions you would like to register for. Place a number 1 in the boxes of your first choice and a 2 in the boxes of your second choice.
6. Complete the rest of the necessary information on the form and click the "Submit Registration" form. This will take you to the payment page. You can register online with a VISA, MasterCard or AMEX.
7. Your contact information will transfer to the online payment form. If your billing information is different, you can input that below your registration information.
8. Once you have input your credit card information and click continue. This will take you to a page that will allow you to confirm your contact information and your billing information. If you need to change anything, you can click the "Back" button. If everything looks OK, then "Continue" and this will process your order.

If you have any questions or problems using the online registration form, please contact the NCMGM office at 800-753-6462 or 704-365-0565.