

# Badge Registration Instructions

## *How to Add Another Registrant (Badge)*

1. Click on your registration link provided in your email. You will be directed to the screen below. If you are registering yourself, type in the Company Name on Badge. Then click Next.

The screenshot shows a web browser window with the URL <https://us.nmma.org/emc00/register.aspx?OrigCode=198&EvtID=5227&AppCode=J>. The page title is "Chicago Boat, RV and Strictly Sail Show" with dates "Wednesday, 01/14/15 12:00 AM - Sunday, 01/18/15 11:59 PM".

For booth A509, you are entitled to the following:

- Up to 6 free Exhibitor registration(s); Each additional Exhibitor registration is \$14.00 each.

No one from your booth has registered previously. [Hide Details](#)

Step 1  Step 2  Step 3

I am registering other people but not myself.

**Account**

Company	National Marine Manufacturer's Associatio
Email *	cerhardt@nmma.org
First, Last Name *	Courtney Erhardt
Company Name on Badge *	NMMA

**Exhibitor Type \***

Exhibitor

2. You will be directed to this screen: Pickup Option. Choose Hold at Registration or one of the mailing options. \*Please note: You will only need to enter the address **one time**. Credentials will not be mailed if the contracted space is not paid in full. Once complete, click Next.

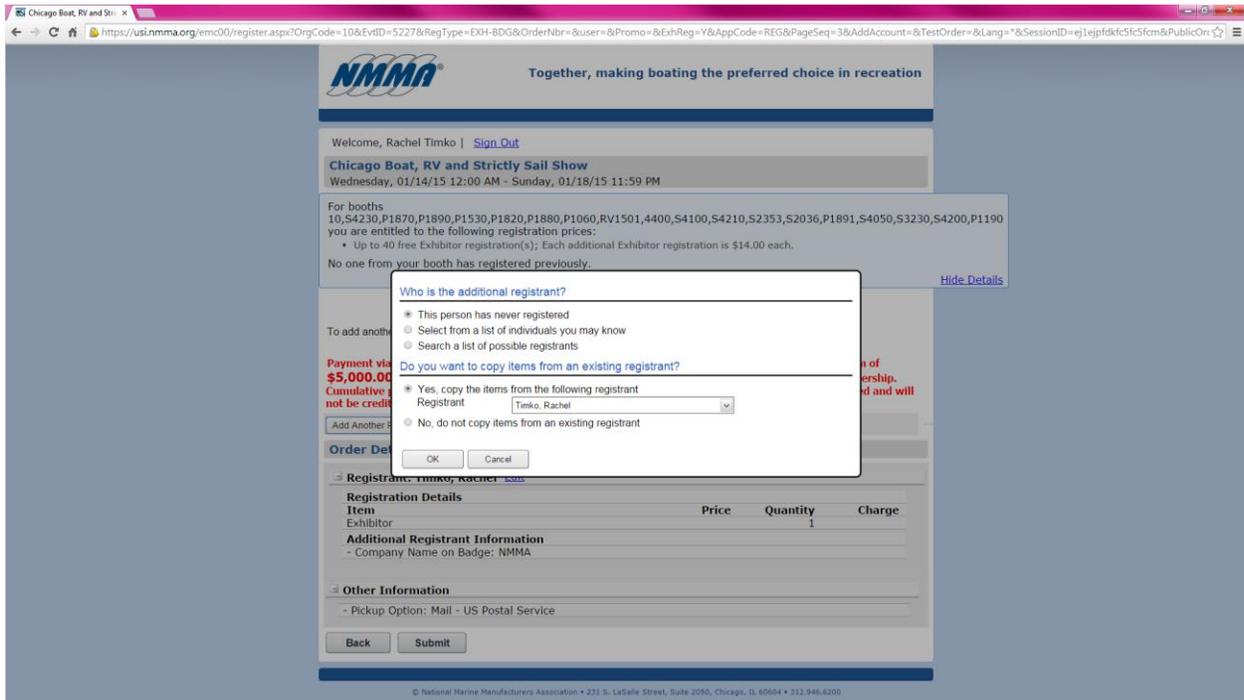
The screenshot shows a web browser window with the URL <https://us1.nmma.org/emc00/register.aspx?OrgCode=106&ExID=5277&RegType=1>. The page title is "Chicago Boat, RV and Strictly Sail Show" with dates "Wednesday, 01/14/15 12:00 AM - Sunday, 01/18/15 11:59 PM". A blue box contains the following text: "For booth A509, you are entitled to the following: • Up to 6 free Exhibitor registration(s); Each additional Exhibitor registration is \$14.00 each. No one from your booth has registered previously." Below this is a progress bar with three steps: Step 1, Step 2 (active), and Step 3. Under "Pickup Option", there are four radio buttons: "Mail - US Postal Service", "Mail - UPS", "Mail - FedEx", and "Hold at Registration" (which is selected). Below the radio buttons are input fields for "Company Name", "Contact Name", "Address 1", "Address 2", "City", "State", "Postal Code", "Country", and "Express Account #". A disclaimer states: "By submitting this request, I understand that my credentials will **NOT** be issued/mailed until space is paid in full. It is your responsibility to distribute badges to the proper employees. Badges must be used **ONLY** by the company executive and employees regularly engaged in the conduct of your exhibit. Failure to comply with this rule will result in confiscation of your badge." At the bottom are three buttons: "Back", "Next", and "Cancel Editing Registrant".

3. You will be directed to the screen below. You are able to review badge information added below in the grey box. **Do not click SUBMIT if you wish to add another registrant.** To add another registrant, click the Add Another Registrant button (circled in green)

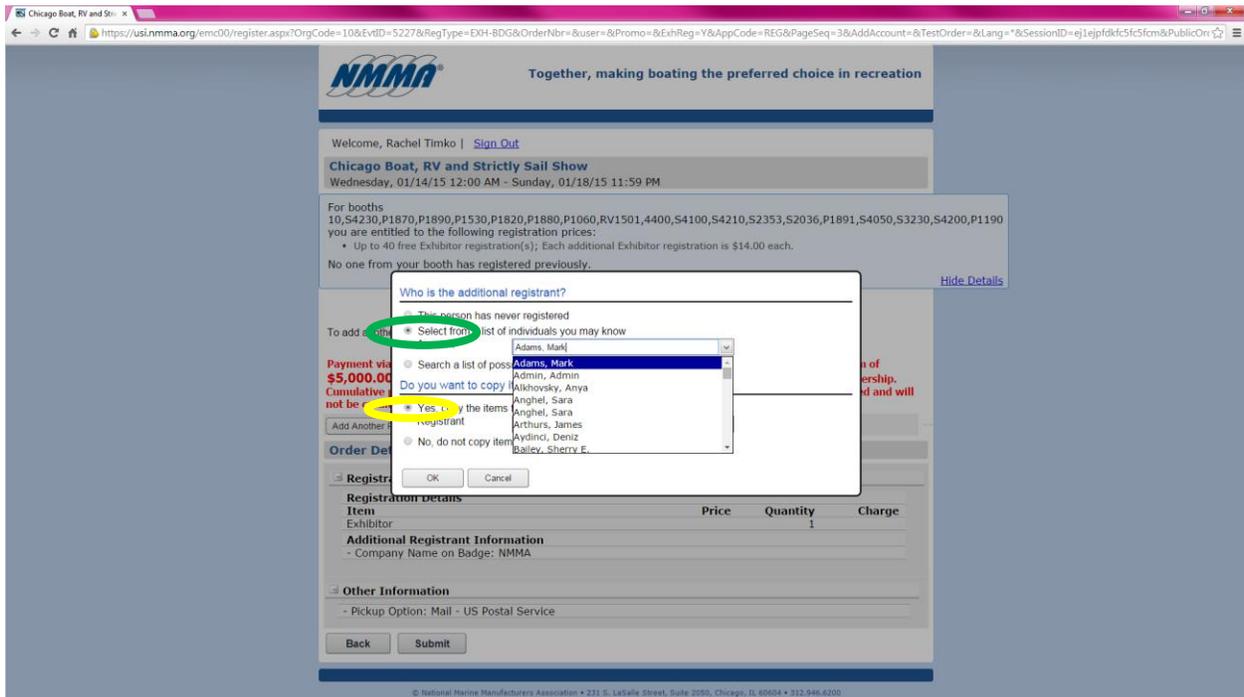
The screenshot shows the same web browser window as above, but now on Step 3. The "Add Another Registrant" button is circled in green. A red warning message reads: "Payment via ACH is preferred and strongly encouraged. Credit card payments are limited to a maximum of \$5,000.00 per customer per calendar quarter, across all NMMA products, services, events and membership. Cumulative payments exceeding this amount in the quarter will be refunded back to the credit card issuer and will not be credited to the customer's account." Below the warning is a grey box containing the following information: "Registrant: Erhardt, Courtney Edit", "Registration Details" table, "Additional Registrant Information" (Company Name on Badge: NMMA), and "Other Information" (Pickup Option: Hold at Registration). At the bottom are "Back" and "Submit" buttons.

Item	Price	Quantity	Charge
Exhibitor		1	

4. Once you click the Add Another Registrant button you will be directed to the screen below.



5. If the registrant has been entered before. Check the option "Select from a list of individuals you may know," (circled in green). Next, review that you will be copying the previous registrant's information (circled in yellow). Then click OK.



6. You will be directed to this screen. The information of the person selected should be displayed below. Review and then click NEXT.

Chicago Boat, RV and Strictly Sail Show  
Wednesday, 01/14/15 12:00 AM - Sunday, 01/18/15 11:59 PM

For booths 10,S4230,P1870,P1890,P1530,P1820,P1880,P1060,RV1501,4400,S4100,S4210,S2353,S2036,P1891,S4050,S3230,S4200,P1190 you are entitled to the following registration prices:  
• Up to 40 free Exhibitor registration(s); Each additional Exhibitor registration is \$14.00 each.  
No one from your booth has registered previously.

Step 1 Step 2 Step 3

**Account**

Company National Marine Manufacturer's Association  
Email \* madams@nmma.org  
First, Last Name \* Mark Adams

Your items have been copied. You may continue editing the new registrant's selections, or skip to last page.

Company Name on Badge \* NMMMA

**Exhibitor Type \***

\* Exhibitor

Next Cancel Adding Registrant

7. Select the Pick-Up Option. \*Please note: You do not have to enter the Company Name, Contact Name or Address. Click NEXT.

Chicago Boat, RV and Strictly Sail Show  
Wednesday, 01/14/15 12:00 AM - Sunday, 01/18/15 11:59 PM

For booths 10,S4230,P1870,P1890,P1530,P1820,P1880,P1060,RV1501,4400,S4100,S4210,S2353,S2036,P1891,S4050,S3230,S4200,P1190 you are entitled to the following registration prices:  
• Up to 40 free Exhibitor registration(s); Each additional Exhibitor registration is \$14.00 each.  
No one from your booth has registered previously.

Step 1 Step 2 Step 3

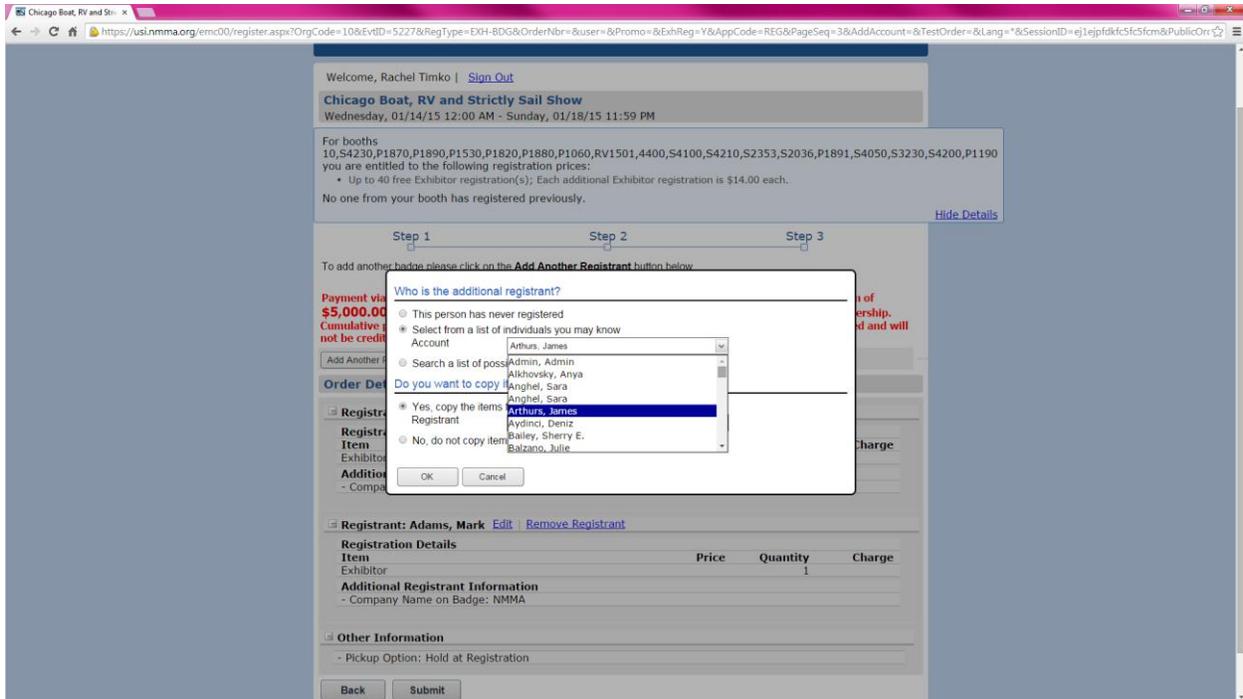
Pickup Option  
 Mail - US Postal Service  
 Mail - UPS  
 Mail - FedEx  
 Hold at Registration

Company Name  
Contact Name  
Address 1  
Address 2  
City  
State  
Postal Code  
Country  
Express Account #

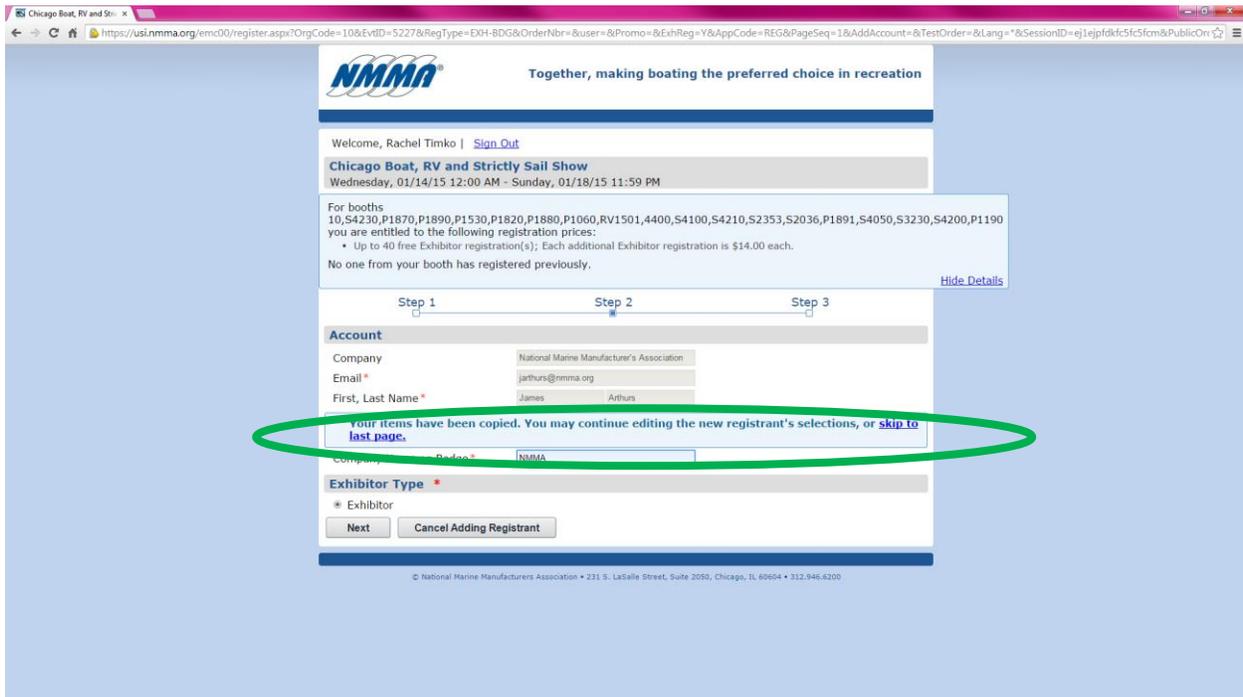
By submitting this request, I understand that my credentials will **NOT** be issued/mailed until space is paid in full.  
It is your responsibility to distribute badges to the proper employees. Badges must be used **ONLY** by the company executive and employees regularly engaged in the conduct of your exhibit. Failure to comply with this rule will result in confiscation of your badge.

Back Next Cancel Adding Registrant

8. If you wish to add another registrant follow steps 5-6 until all registrants are added. \*Please note that once you select a registrant, they will no longer appear within the dropdown box.



9. When on the last registrant, you have the option to select the "SKIP TO LAST PAGE" link (circled in green).



10. Review all registrants. Then click SUBMIT.

Chicago Beat, RV and Str... x  
https://usi.nmma.org/emc00/register.aspx?OrgCode=10&EvtID=5227&RegType=EXH-8DG&OrderNbr=&user=&Promo=&ExhReg=Y8&AppCode=REG&PageSeq=3&AddAccount=&TestOrder=&Lang=\* &SessionID=ej1ejpfdkfc5f5fcm&PublicOr...

Up to 40 free Exhibitor registration(s); Each additional Exhibitor registration is \$14.00 each.  
No one from your booth has registered previously. [Hide Details](#)

Step 1 Step 2 Step 3

To add another badge please click on the **Add Another Registrant** button below.

Payment via ACH is preferred and strongly encouraged. Credit card payments are limited to a maximum of **\$5,000.00** per customer per calendar quarter, across all NMMMA products, services, events and membership. Cumulative payments exceeding this amount in the quarter will be refunded back to the credit card used and will not be credited to the customer's account.

**Order Details**

**Registrant: Timko, Rachel** [Edit](#)

Registration Details			
Item	Price	Quantity	Charge
Exhibitor		1	

**Additional Registrant Information**

- Company Name on Badge: NMMMA

**Registrant: Adams, Mark** [Edit](#) [Remove Registrant](#)

Registration Details			
Item	Price	Quantity	Charge
Exhibitor		1	

**Additional Registrant Information**

- Company Name on Badge: NMMMA

**Registrant: Arthurs, James** [Edit](#) [Remove Registrant](#)

Registration Details			
Item	Price	Quantity	Charge
Exhibitor		1	

**Additional Registrant Information**

- Company Name on Badge: NMMMA

**Other Information**

- Pickup Option: Hold at Registration

11. All information will be processed as shown below.

Chicago Beat, RV and Str... x  
https://usi.nmma.org/emc00/register.aspx?OrgCode=10&EvtID=5227&RegType=EXH-8DG&OrderNbr=&user=&Promo=&ExhReg=Y8&AppCode=REG&PageSeq=3&AddAccount=&TestOrder=&Lang=\* &SessionID=ej1ejpfdkfc5f5fcm&PublicOr...

Up to 40 free Exhibitor registration(s); Each additional Exhibitor registration is \$14.00 each.  
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**Order Details**

**Registrant: Timko, Rachel** [Edit](#)

Registration Details			
Item	Price	Quantity	Charge
Exhibitor		1	

**Additional Registrant Information**

- Company Name on Badge: NMMMA

**Registrant: Adams, Mark** [Edit](#) [Remove Registrant](#)

Registration Details			
Item	Price	Quantity	Charge
Exhibitor		1	

**Additional Registrant Information**

- Company Name on Badge: NMMMA

**Registrant: Arthurs, James** [Edit](#) [Remove Registrant](#)

Registration Details			
Item	Price	Quantity	Charge
Exhibitor		1	

**Additional Registrant Information**

- Company Name on Badge: NMMMA

**Other Information**

- Pickup Option: Hold at Registration

Your order is being submitted, please wait...

Waiting for usi.nmma.org...

12. You will receive a confirmation on your screen and an email confirmation.

The screenshot shows an email client interface with a message from ChicagoCredentiaals. The message content includes the NMMA logo, the event title "Chicago Boat, RV and Strictly Sail Show", the dates "Wednesday, 01/14/15 12:00 AM - Sunday, 01/18/15 11:59 PM", and a confirmation of the registrant's request. Below the text is an "Order Details" section with a table of registration information.

**Order Details**

Registration Details	Price	Quantity	Charge
Item		1	
Exhibitor			
<b>Additional Registrant Information</b>			
- Company Name on Badge: NMMA			
<b>Registrant: Adams, Mark</b>			
<b>Registration Details</b>			