## **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.

← () K https://usi.nmma.org/emc00/register.aspx?OrgCode=10&EvtID=5227&AppCodes P + ▲ 2 C K Ungr	storeck 🐻 Chicago Boat, RV and Strictl ×	Fair Oaks Farms • The Pig Adv	h ★ Ω
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To change your header, modify or create a new Web SI	kin.		
Chicago Boat, RV and S Wednesday, 01/14/15 12:00	Strictly Sail Show AM - Sunday, 01/18/15 11:59 PM		
For booth A509, you are en • Up to 6 free Exhibitor re	titled to the following: gistration(s); Each additional Exhibitor re	gistration is \$14.00 each.	
No one from your booth has	registered previously.	Hide Details	
Step 1	Step 2	Step 3	
□ I am registering other pe	ople but not myself.		
Account			
Company	National Marine Manufacturer's A	Associatio	
Email*	cerhardt@nmma.org		
First, Last Name*	Courtney Erhardt		
Company Name on Badge	NMMA		
Exhibitor Type *			
Exhibitor			
Next			

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.

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	Back	Next	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)

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	To add another badge please click on	the Add Another Registrant button below.			
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4. Once you click the Add Another Registrant button you wil be directed to the screen below.

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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.

Together, making boating the preferred choice in recreation
Welcome, Rachel Timko   <u>Sign Out</u>
Chicago Boat, RV and Strictly Sail Show Wednesday, 01/14/15 12:00 AM - Sunday, 01/18/15 11:59 PM
For booths 10,54230,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. Hide Details
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Item         Price         Quantity         Charge           Exhibitor         1         1         1           Additional Registrant Information         -         Company Name on Badge: NMMA         -
G Other Information
- Pickup Option: Mail - US Postal Service
Back Submit

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

-hicago Boat, RV and Stri X	OrgCode=10&EvtID=5227&RegType=EXH-	BDG&OrderNbr=&user=&Promo=&ExhReg=Y&Ap	pCode=REG&PageSeq=1&AddAccount=&Te	stOrder=⟪="&SessionID=ej1ejpfdkfcSfcSfcm&PublicOn
	NMMA	Together, making boating the	preferred choice in recreation	
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	No one from your booth has reg	listered previously.		Hide Details
	Step 1	Step 2	Step 3	
	Account			
	Company	National Marine Manufacture's Association		
	Email*	madams@nmma.org		
	First, Last Name*	Mark Adams		
	Your items have been co last page.	pied. You may continue editing the new	registrant's selections, or <u>skip to</u>	
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	C. Martine and	and a stand of the	11 60601 + 213 046 6200	
	S Nacional Marine Mar	nuracturers Association • 231 S. Lasane Street, Suite 2050, Uni	ago, 12 00004 * 312,940.0200	

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

NMMA	Together, making boating t	he preferred choice in recreation	
Welcome, Rachel Timko   S	ilgn Out		
Chicago Boat, RV and S Wednesday, 01/14/15 12:00	Strictly Sail Show ) AM - Sunday, 01/18/15 11:59 PM		
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Pickup Option	<ul> <li>Mail - US Postal Service</li> <li>Mail - UPS</li> <li>Mail - FedEx</li> <li>➡ Hold at Registration</li> </ul>		
Company Name			
Contact Name			
Address 1			
Address 2			
City			
State			
Postal Code			
Country			
Express Account #			
By submitting this request, I unde	erstand that my credentials will <b>NOT</b> be issued/m	ailed until space is paid in full.	
It is your responsibility to dis company executive and empl rule will result in confiscation	tribute badges to the proper employees. Ba oyees regularly engaged in the conduct of y of your badge.	dges must be used <b>ONLY</b> by the our exhibit. Failure to comply with this	
Prot. Hust	Concel Addies Desistant		

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.

C fr bttps://usi.nmma.org/emc00/reg	ster.aspx?OrgCode = 10&ExtID = 5227&RegType = DXH-BDG&OrderNbr = &user = &Promo = &ExhReg = Y&AppCode = REG&PageSeq = 3&AddAccount = &TesOrder = ⟪ = *&SessionID = ejlejpfdkfc5fc5fc	n&Public
	Welcome, Rachel Timko   Sign Out	
	Chicago Boat, RV and Strictly Sail Show Wednesday, 01/14/15 12:00 AM - Sunday, 01/18/15 11:59 PM	
	For booths 10,54230,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. Hide Details	
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	Registration Decans Item Price Quantity Charge Exhibitor 1	
	Additional Registrant Information - Company Name on Badge: NMMA	
	Other Information	
	- Pickup Option: Hold at Registration	

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

Ń	MMA <sup>®</sup>	Toget	her, making boating the	preferred choice in recreation	
Welc	ome, Rachel Timko   🛔	Sign Out			
Chic Wedr	ago Boat, RV and S esday, 01/14/15 12:00	Strictly Sail Sh AM - Sunday, 01	1/18/15 11:59 PM		
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	our items have been	copied. You ma	y continue editing the new	registrant's selections, or <u>skip to</u>	
	st page.	NMMA			
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N	xt Cancel Addir	ng Registrant			
	© National Haring	Manufacturers Associati	ion • 231 5. LaSalle Street, Suite 2050, Chi	rago, IL 60604 • 312.946.6200	

10. Review all registrants. Then click SUBMIT.

<ul> <li>Up to 40 free Exhibitor registration(s);</li> </ul>	Each additional Exhibitor registration is \$	4.00 each.			
No one from your booth has registered p	reviously.				
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To add another badge please click on the Add	Another Registrant button below.				
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🖃 Registrant: Timko, Rachel Edit					
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Additional Registrant Information - Company Name on Badge: NMMA					
Gither Information					
- Pickup Option: Hold at Registration					

11. All information will be processed as shown below.

Chicago Boat, RV and Stric X	Statement of the local division of the local						
← → 🗙 🐔 🍐 https://usi.nmma.org/emc00/register.aspx?Org0	Code=10&EvtID=5227&RegType=EXH-BDG&OrderN	br=&user=&Promo=&ExhReg=	Y&AppCode	=REG&PageSeq=	38:AddAccount=8	&TestOrder=⟪=*&SessionID=ej1ej	ofdkfc5fc5fcm&PublicOrc ☆ 🚍
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Waiting for usi.nmma.org							· · · · · · · · · · · · · · · · · · ·

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

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Wednesday, 01/14/15 12:00	AM - Sunday, 01/18/1	5 11:59 PM								
Your request for Exhibitor Creden	tials has been received a	nd is being processed. A cor	firmation email wil	ll be sent to you	shortly. Pleas	e allow up to two we	eks for processing. If y	ou have any questions ab	out your order,	, please
contact chicagocredentials@nmma	.org									
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