

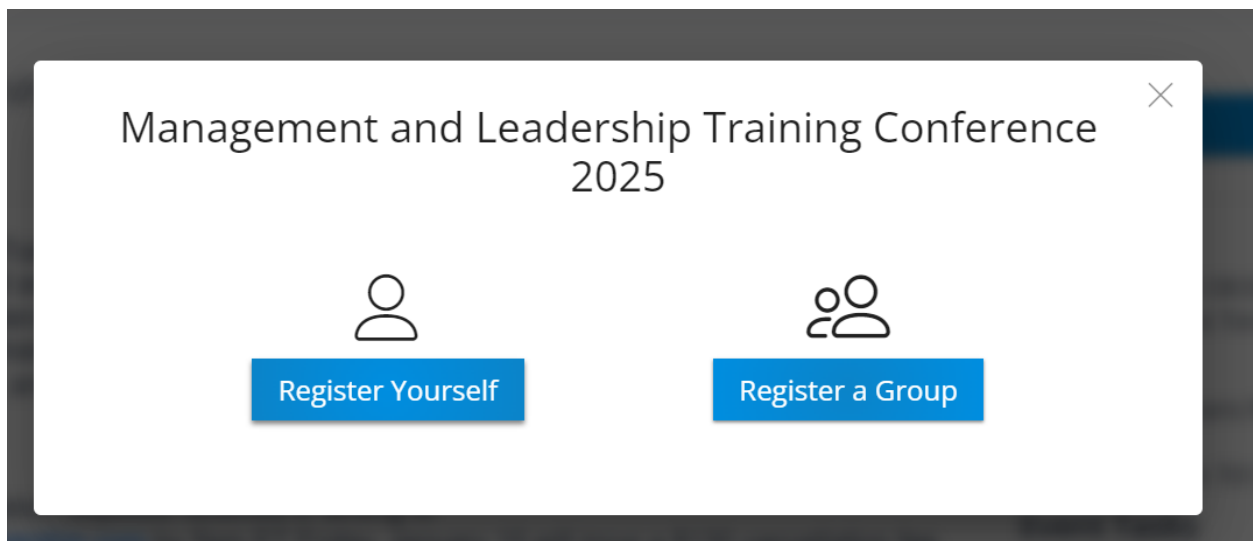
NCAP EVENT REGISTRATION GUIDE

Step 1: Log into your NCAP Member Portal

Step 2: Click the “Events” Tab, select **Management and Leadership Training Conference 2025** and then click “Register”.



Step 3: Select “Register Yourself” or select “Register a Group” to register multiple team members or on behalf of someone else.



If you are registering a group or on behalf of someone else, **select from the list of individuals** tied to your organization or **add a new contact**. Then click “Next”.

[Add Attendees](#)
[Package Selection](#)
[Registration Questions](#)
[Add-Ons](#)
[Summary](#)

Click an attendee from the list to add to your group. They will receive a registration email.

Attendees (0)
 You have not registered any attendees. Click here to add an attendee.

Search

[Reset Attendees List](#) ✓ Already Registered

 Register new contact

 **Aaron Wicks**
Employee
awicks@communityactionpartnership.com

 **Africa Davis**
Employee

 **Aimee Gendusa English**
Employee

Only create a new contact when the staff member is not listed

Select from the list of staff tied to your agency

[Package Selection](#)
[Registration Questions](#)
[Add-Ons](#)

You have not registered any attendees. Click here to add an attendee.

Search

[Reset Attendees List](#) ✓ Already Registered

 Register new contact

 **Aaron Wicks**
Employee
awicks@communityactionpartnership.com

 **Africa Davis**
Employee

 **Aimee Gendusa English**
Employee

Add New Contact

Email Address*

Last Name*

First Name*

Role* 



IMPORTANT: If you are seeing only “Non-Member” ticket pricing options and you believe your agency is a 2024 member or is interested in becoming one, please email membership@communityactionpartnership.com for assistance **BEFORE** completing your event registration.

Package Selection

Registration Questions

Select Sessions

Session Questions

Add-Ons

Per our cancellation policy, cancellation requests received in writing to registration@communityactionpartnership.com by 5pm ET Friday, January 10 will incur a \$130 cancellation fee. Refund requests after this time will not be accepted. No-shows will be required to pay the full registration fee.

	Early Bird Pricing Ends Nov 21, 2024 @ 11:59 PM CST	Standard Pricing Ends Dec 19, 2024 @ 11:59 PM CST	Late Registration Ends Jan 24, 2025 @ 11:59 PM CST	
MLTC 2025 - Member Registration	\$695.00	\$795.00	\$860.00	Select

Step 5: Complete the required registration questions *and* click the check box after you have reviewed the **COVID 19 Code of Conduct and Waiver**.

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Package Selection

Registration Questions

Select Sessions

Session Questions

Add-Ons

Registration Questions

Please verify and complete the following questions to help us prepare this event for you.

How should the attendee's first name appear on their badge? *

How should the attendee's last name appear on their badge? *

What is the attendee's title? *

What is the attendee's email? *

Do you have any accessibility needs? Please describe

Do you have any dietary restrictions?

Is this your first NCAP Annual Convention? *

Will you be attending the gala? *



IMPORTANT: You will not be able to select “Next” unless you have completed all the required fields and clicked the check box.

Step 6: Add any Pre-Conference sessions tickets if the individual would like to attend (ex. *U.S. Department of Energy Key Weatherization Updates and Opportunities*).

Package Selection Registration Questions **Select Sessions** Session Questions Add-Ons

Search Sessions

Attendee Sessions

- ☐ **Pre-Conference: U.S. Department of Energy Key Weatherization Updates and Opportunities**
Join U.S. Department of Energy staff in an engaging session on weatherization key points of decision-making. Current policy and procedural points will be highlighted to better inform subgrantee decisions. [More...](#)
U.S. Department of Energy Key Weatherization Updates and Opportunities - Key Weatherization Updates and Opportunities:
\$0.00
- ☐ **Pre-Conference: Elevating Impact through a Systems Approach to Customer Satisfaction and Engagement**
This session will explore how customer engagement and satisfaction, as defined in the CSBG...

Step 7: Review your selections.

My Cart

Events

Management and Leadership Training Conference 2025 [Edit](#)

 Jan 28 - 31 2025

Hilton New Orleans Riverside
2 Poydras St
New Orleans, LA 70130-1656 US

\$695.00

[Remove](#)

Step 8: Check out. Select **Pay Immediately** to pay with credit card or **Pay Later** to with a check payment.



Checkout 

Secure Server 

Payment method:

☐ New Payment Method

☐ Pay Later

Add a Discount or Promotional Code

Enter Code

Summary:

Product Name	Price/Qty	Total Price
MLTC 2025 - Member Registration	\$695.00 x 1	\$695.00
Tax:		\$0.00
Total:		\$695.00
Total Due Now:		\$695.00

IMPORTANT: Your confirmation email is your invoice.

THANK YOU FOR REGISTERING

Questions? Technical Assistance Needed?

Contact registration@communityactionpartnership.com

or (202) 265-7546.