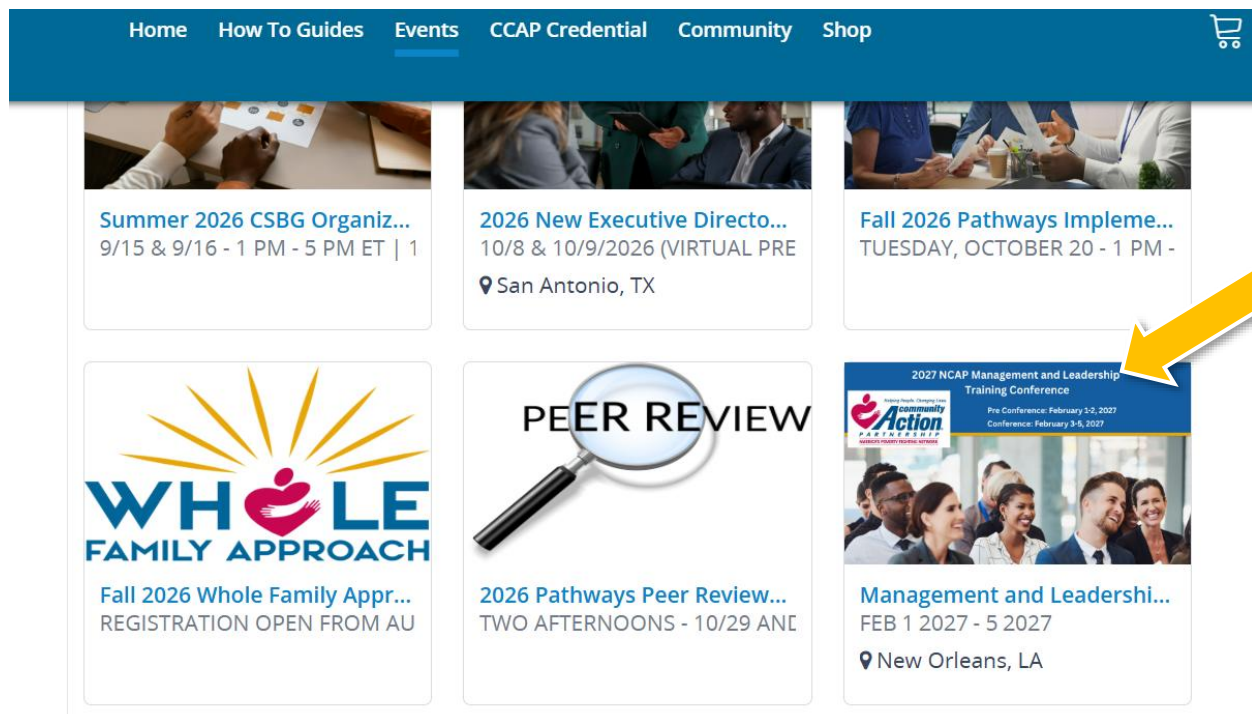


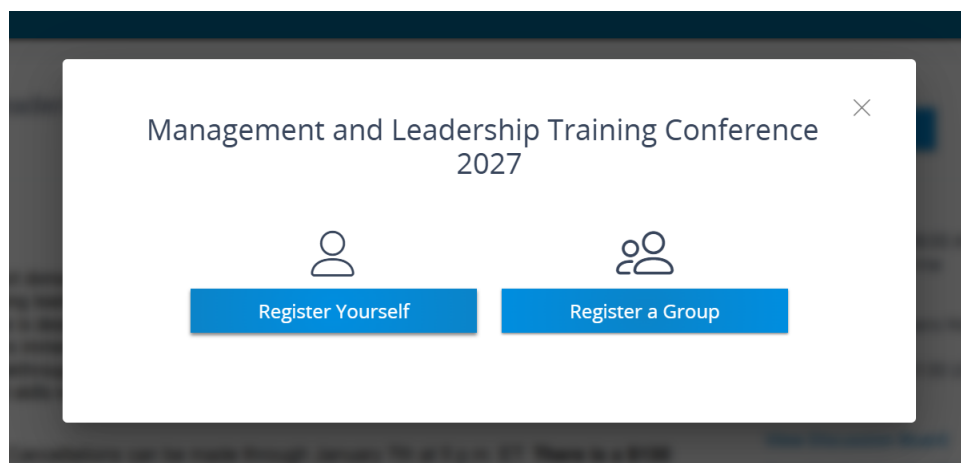
NCAP EVENT REGISTRATION GUIDE

Step 1: Log into your NCAP Member Portal

Step 2: Click the “Events” Tab, select **Management and Leadership Training Conference 2027** 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 **Search Org Contact(s)**

[Reset Attendees List](#) ✓ Already Registered

Register new contact

Africa Davis
Employee

Aaron Wicks
Employee
awicks@communityactionpartnership.com

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

Add New Contact ✕

Email Address*

Last Name*

First Name*

Role*

Register New Contact

	Early Bird Pricing Ends Nov 19, 2026 @ 10:59 PM CST	Standard Pricing Ends Jan 7, 2027 @ 10:59 PM CST	Late Registration Ends Jan 29, 2027 @ 10:59 PM CST	
Management and Leadership Training Conference 2027	\$695.00	\$795.00	\$860.00	<button>Select</button>



IMPORTANT: If you are seeing only “Non-Member” ticket pricing options and you believe your agency is a 2026 member or is interested in becoming one, **please email** membership@communityactionpartnership.com for assistance **BEFORE** completing your event registration.

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

<

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? *



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

Step 6: Review your selections.

Your Selections

Edit

Alexandra Haesler: Management and Leadership Training Conference 2027

Discount Applied \$695.00

Feb 1 - 5 2027

Details

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

NCAP memberships are non-refundable.

Payment method:

☐ New Payment Method

☐ Pay Later

Add a Discount or Promotional Code

Enter Code

Summary:

Product Name	Price/Qty	Total Price
Management and Leadership Training Conference 2027 - Management and Leadership Training Conference 2027	\$695.00 x 1	\$695.00
Tax:		\$0.00
Total:		\$695.00
Total Due Now:		\$695.00

☐ I authorize Community Action Partnership to charge the account selected for the amount shown above.



IMPORTANT: Your confirmation email is your invoice. Confirmation emails will only be sent to the email address(s) used to register.

THANK YOU FOR REGISTERING

Questions? Technical Assistance Needed?

Contact registration@communityactionpartnership.com

or (202) 265-7546.