

## Instructions for Attendee Group Registration

### Step 1:

- Select the tickets that you want to purchase. If you want to purchase more than 1 ticket, please click on the + icon and then click **Order Now** button.

Select Role\*

Attendee

Please select event ticket

<b>Presenter - \$150</b> If there are more than 2 presenters per workshop, additional presenters pay \$150 each. Incorrect selection of this category will be billed or credited accordingly. Available Until 05 May, 2026 22:22 PM (America/New_York)	Price \$150.00 Tax Fee \$0.00 Total \$150.00 - 2 +
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Apply Discount      Total: \$300.00      Order Now

- To avail **discounts**, please select the relevant ticket, add the **discount code** for that ticket in the **Apply Discounts box** and **click on Apply Discount** button.
- Once done, you will see a message that says, '**promo code is applied**' and the total amount will be revised. Then click on **Order Now** button.

### Registration Form

Select Role\*

Attendee

Please select event ticket

<b>Organizational Membership - \$200</b> Discount of \$50 on total registration invoice using discount code provided. Discount is not applicable if no attendees are registered on this registration form. Discount will not apply to registration invoice if entered incorrectly. Available Until 05 May, 2026 22:24 PM (America/New_York)	Price \$200.00 Tax Fee \$0.00 Total \$200.00 Select
<b>Leadership Circle Membership - \$500</b> Discount of \$200 on total registration invoice using discount code provided. Discount is not applicable if no attendees are registered on this registration form. Discount will not apply to registration invoice if entered incorrectly. Available Until 05 May, 2026 22:23 PM (America/New_York)	Price \$500.00 Tax Fee \$0.00 Total \$500.00 - 1 +
<b>Presenter - \$150</b> If there are more than 2 presenters per workshop, additional presenters pay \$150 each. Incorrect selection of this category will be billed or credited accordingly. Available Until 05 May, 2026 22:22 PM (America/New_York)	Price \$150.00 Tax Fee \$0.00 Total \$150.00 Select

LEADER      Apply Discount      Total: \$300.00      Order Now

Promo code is applied.

Leadership Circle discount = **LEADER**  
Organizational Member discount = **ORGMEM**

- **Step 2:**

On the next page, make sure to first add your **first name, last name and email**. Once this is done, please click on **+Assign** button.

Subtotal Label	\$300.00
Total	\$300.00

Customer details

Presenter - \$150 (0/2) + Assign

**CONTACT PERSON**

REGISTRATION INSTRUCTIONS

1. Please read all registration instructions in the NETWORK 2026 registration book before completing this form.
2. You can use this form to register a group of up to 45 people at one time; however, you must provide contact information, workshop selections and lunch selection for each person you register on this form.
3. Partial registrations are not saved. You must complete the registration for you or your group in one sitting.

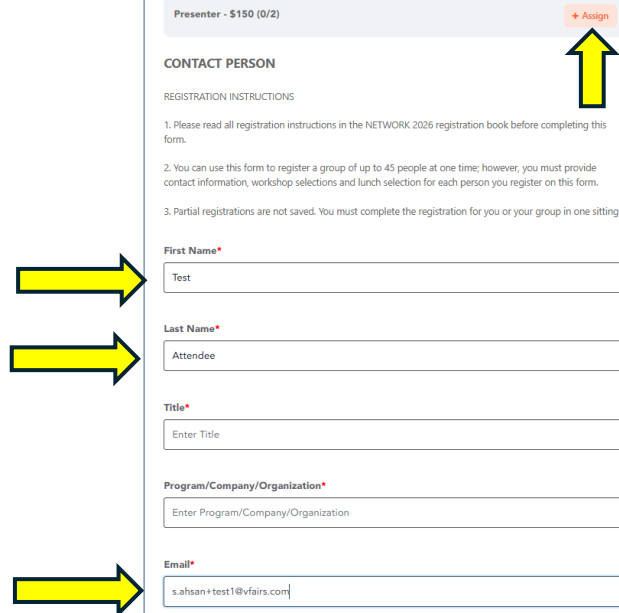
**First Name\***  
Test

**Last Name\***  
Attendee

**Title\***  
Enter Title

**Program/Company/Organization\***  
Enter Program/Company/Organization

**Email\***  
s.ahsan+test1@vfairs.com




- Once you click on +Assign button, you will get an option to assign the ticket to yourself, and also to your other team member.

Customer details

Presenter - \$150 (0/2) + Assign

**+ Add a New User**

Assign to Existing User:  
Test Attendee (Buyer)  
s.ahsan+test1@vfairs.com



- Once you assign the ticket to yourself, it will show with your details that one ticket has been assigned to you. Then click on **+Add a New User** if you have to assign the second ticket to your team member.

Subtotal Label	\$300.00
Total	\$300.00

**Customer details**

Presenter - \$150 (1/2) + Assign

Name: Test Attendee    Email: s.ahsan+test1@vfairs.com    Addons: + Add a New User

**CONTACT PERSON**

REGISTRATION INSTRUCTIONS

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**First Name\***

**Last Name\***

**Title\***

**Program/Company/Organization\***

**Email\***

### Step 3:

- Next, once you click on **+Add a New User**, a pop up on the right side of the screen will open which **requires** you to fill out the details of your team member. Please **make sure** to fill out all these details carefully and click on **submit button**.

Please select

Session 3: 2:00 p.m. - 3:30 p.m. - 1st CHOICE (Required)\*

Please select

Session 3: 2:00 p.m. - 3:30 p.m. - 2nd CHOICE (Required)\*

Please select

Session 4: 3:45 p.m. - 5:00 p.m. - 1st CHOICE (Required)\*

Please select

Session 4: 3:45 p.m. - 5:00 p.m. - 2nd CHOICE (Required)\*

Please select

### LUNCH SELECTION

Please make your lunch selection.\*

- Garlic Parmesan Crusted Chicken Breast with Lemon Sage Cream Sauce
- Vegetable Kabob over Rice (vegetarian/vegan/gluten-free/dairy-free)
- I will not attend the Awards Luncheon

Street\*

Enter Street

City\*

Enter City


State\*

Enter State

Zip\*

Enter Zip

Submit



#### **Step 4:**

- Once you submit your team members detail, the pop up will close and now you **need to** fill out your details in the registration form.

- Please **make sure** to fill out all your details carefully, then select **the payment method** and click on **submit button**.

City\*

State\*

Zip\*

**PAYMENT - Due May 6, 2026**

Payment can be made by check or credit card. Invoices/receipts are automatically emailed after payment is received. If you require an invoice before making payment, please email [mcaenetwork@gmail.com](mailto:mcaenetwork@gmail.com)

**PAYMENT**

1. Please read all information regarding payment, cancellations, confirmation emails and refunds in the registration book before completing this section.
2. Payment can be made by purchase order, check or credit card.
3. If you select purchase order, an invoice will be generated and emailed to the Contact Person listed on the registration form to process payment. If a W9 is needed, please request one by email to [mcaenetwork@gmail.com](mailto:mcaenetwork@gmail.com)
4. Checks should be made payable to MCAE and mailed to MCAE, c/o JSI-World Education, 44 Farnsworth St., Boston, MA 02210
5. Credit cards are processed via Stripe. If you select credit card, you will be redirected to the Stripe portal.

**Payment**

Check     stripe     PO

**Submit**

