


Delegate Registration Instructions

Initial Invitation

Each Secretary will receive an invitation email to register their unit delegates and alternates. In the invitation email, they can click the "Register Delegates" button to continue to the registration site.



Registration Invitation **#240087-763**

Greetings!

You are invited to register delegates for the 115th NAACP National Convention!

Registration for the National Convention is open. On-site registration begins Friday, July 12, 2024, and will take place at the Mandalay Bay located at 3950 S Las Vega Blvd, Las Vegas, NV 89119.

For more details about the 115th National Convention, including the schedule of events, please visit www.naacp.org/convention.

If you have any questions about your compliance status or delegate count, please contact memberservices@naacpnet.org.

If you need any assistance with the registration system, please email NAACPConvention@ConferenceDirect.com, or call 888-980-8839. Support is available Monday - Friday from 9 AM - 8 PM ET.

Thank you,

NAACP Event Services

Register Delegates

Secretary Information

First Name: Gladys
Last Name: Bradley
Email: Gladys.test@test.streampoint.com
Unit: 1009-B Flagstaff

State Conference / Unit Secretary Checklist

Please review the attached checklist before registering your delegates to ensure a smooth registration experience.

- State Conference / Unit Secretary Checklist
 - Delegate Registration Instructions
 - Convention FAQs
-

Transportation

Please visit our [Travel Info](#) page on the convention website for a complete list of travel discounts.

Registration, Tickets, & Cancellation Policy

This year, event tickets will be printed with your badge onsite. We encourage attendees to keep their badges in a safe place at all times, as replacement badges will no longer be complimentary. Replacement badges will be available for \$10. Also, individual event tickets will only be exchanged at the registration desk with both parties present. Tickets may be switched up to 30 minutes prior to the event start time.

Registration cancellation requests can be emailed to NAACPConvention@conferencedirect.com and will be accepted until **June 14, 2024**. Fees paid will be refunded minus a **\$50 processing fee**. Refunds will be made via the original payment method. **No refunds after June 14, 2024. No refunds** will be processed during National Convention.

Scotaround

Scotaround is proud to be the exclusive scooter and wheelchair rental service for the 115th NAACP National Convention. Please visit the Scotaround website to reserve a scooter today.

Health & Safety

Everyone attending ACT-SO, the National Convention, participating in a convention event or visiting the Hub (NAACP Experience/exhibit hall) **MUST BE REGISTERED**. A badge or ticket is required to participate in all convention events.

If you become ill before attending the convention, please stay home and contact your healthcare provider for the safety and well-being of yourself and others. If you feel ill on-site, please self-isolate immediately and contact your healthcare provider. Should you need a medical professional, we will have EMTs on-site at the convention center who can attend to your medical needs.

Registration Process

Step 1: Secretary Main Contact

This section has the secretary's contact details. In addition, they can include a secondary email to be included in receiving communications and update contact details if needed.

NAACP

ALL IN

115TH NATIONAL NAACP CONVENTION

JULY 13 - 17, 2024
MANDALAY BAY CONVENTION CENTER,
LAS VEGAS, NV

1 2 3 4 5

STEP 1 SECRETARY MAIN CONTACT LOGOUT

July 13 - 17, 2024

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31	1	2	3

PERSONAL INFORMATION

* Indicates required fields

PERSONAL

Prefix *

First Name *

Last Name *

Suffix

Title

Company/State Conference or Unit/Union

ADDRESS

Address 1 *

Address 2

City *

State *

Country *

Zip Code *

CONTACT DETAILS

Telephone (Mobile) *
(123-456-7890 x123)

Telephone (Business)
(123-456-7890 x123)

Email Address *
(Confirmations will be sent through e-mail only)

Alternate Email Address *
(The email entered will receive a copy of all emails sent to the main registrant).

CONTINUE

Step 2 : Delegate / Alternate Registration

Each Secretary will see a registration allotment based on compliance for their unit/state conference. Initially, they will see the total number of Delegates and Alternates they can register. As they start the registration process, this page will update with the names of individuals registered for each category and how many remaining spots.

Select "Add" next to the category where you would like to register someone.

Note: the below is an example and might not reflect the registration options for your unit.

STEP 2 DELEGATE/ALTERNATE REGISTRATION LOGOUT

July 13 - 17, 2024

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30	1	2	3	4	5	6
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DELEGATE/ALTERNATE REGISTRATION

The Main contact is the primary individual for communications and is not assumed registered. If the main contact is attending, please register them below.

UNIT AND MEMBERSHIP INFORMATION

Financial Status

Convention Member Status

Secretary or Advisor Membership ID

Are you the Chaperone/On-site Contact? *

ADDITIONAL DELEGATE UNIT YOUTH(S)	Total Allotment	2	Total Used	0	ADD
ADDITIONAL ALTERNATE UNIT YOUTH(S)	Total Allotment	2	Total Used	0	ADD

BACK CONTINUE

Step 3: Delegate Search

Secretaries will be required to enter the member's first name, last name, and Email of the registered individuals and click search.

STEP 2 DELEGATE SEARCH LOGOUT

July 13 - 17, 2024

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28	29	30	31	1	2	3

MEMBER SEARCH

Registrants must be an active member of the NAACP to register. If you cannot find the person you are looking for, please contact our Membership Department at membershipservices@naacpnet.org, or call 866-636-2227.

To search for a member, enter their details below. Once found, select the register button next to their name to register. You will only be able to search for members in your region.

SEARCH TIPS AND TRICKS

1. The system takes an exact match to the membership record. You must enter their first name and last name exactly as it is listed in the member portal
2. If there a middle initial in their name in the first name box of the membership record you must include it in the search record
3. The search can do a "like" search with apostrophes. If you encounter a name with this, entering in part of the name pre or post will pull up the record. Ex. If the delegate's name is Ja'landra Harris, the first name of the delegate can be entered using the following examples.
ja 🇺🇸
landra 🇺🇸
ja'landra 🇺🇸
jalandra 🇺🇸

First Name *

Last Name *

Email *

SEARCH

BACK

The search results will come back with 1 of 3 scenarios:

Available to Register

They will display a "Register" button that the secretary can click to continue

First Name	Last Name	Email
R	J	r. .com

REGISTER

Unable to find a member

The search requires an exact match of First, Last, and Email to register the member. Unfortunately, the information was entered incorrectly, and you will need to try again.

Errors Detected

- There was no record found using the First Name, Last Name and Email combination entered

Member already registered

If the member is already registered, you will not be able to register them.

First Name	Last Name	Email	
Robin	Johnson	robinjohnson@gmail.com	Account Exists

Step 4: Delegate Personal Information

Member details will pull in from the database to pre-populate the registration.

Indicates required fields

July 13 - 17, 2024

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PERSONAL

Prefix *

First Name *

Last Name *

Suffix

Title

Company/State Conference or Unit/Union

ADDRESS

Address 1 *

Address 2

City *

State *

Country *

Zip Code *

CONTACT DETAILS

Telephone (Mobile) *
(123-456-7890 x123)

Telephone (Business)
(123-456-7890 x123)

Email Address *
(Confirmations will be sent through e-mail only)

Alternate Email Address *
(The email entered will receive a copy of all emails sent to the main registrant).

Step 5: Demographics

July 13 - 17, 2024

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DEMOGRAPHICS

Please answer the questions below

* Indicates required fields

Current Education Level

Please Select

Preferred Pronouns *

(Pronouns will be added to your badge)

Them/They

Race *

(select all that apply)

- Black or African American
- American Indian or Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander
- White
- Other
- Prefer not to say

How will you travel to the convention?

Please Select

I AM A MEMBER OF...

Union

Please Select

Military

Please Select

Fraternity or Sorority

Please Select

Other civic organization

- Links
- Boule
- National Council of Negro Women (NCNW)
- National Bar Association
- Ancient Egyptian Arabic Order of the Nobles of the Mystic Shrine of North and

Step 6: Ticketed Events

Select any ticketed events that the Unit or State Conference will cover. The members can add these themselves and pay if they wish to attend after they are registered.

NOTE: Ticketed events will have printed tickets this year. Multiple tickets can be purchased by an individual and will print with their badge.

STEP 4 **TICKETED EVENTS** LOGOUT

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TICKETED EVENTS

Advance ticket sales close online June 28, 2024, and reopen online and in person Saturday, July 13, 2024.

Please select the ticketed events you would like to attend. Seating assignments for individual tickets are not provided.

SUNDAY, JULY 14, 2024

W.I.N. Empowerment Brunch - 11:30 AM - 1:30 PM - Sunday, July 14, 2024	\$125.00	0 ▼
Delegates Reception Hosted by Chairman Russell - 8:00 - 11:00 pm - Sunday, July 14, 2024	\$0.00	0 ▼

MONDAY, JULY 15, 2024

Membership Luncheon - 12:30 PM - 2:30 PM - Monday, July 15, 2024	\$125.00	0 ▼
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TUESDAY, JULY 16, 2024

Juanita Jackson Mitchell Youth Awards Gala - 7:00 PM - 9:30 PM - Tuesday, July 16, 2024	\$85.00	0 ▼
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WEDNESDAY, JULY 17, 2024

ADVANCE SPINGARN FREEDOM FUND DINNER TICKET SALES END JUNE 28. TICKET SALES REOPEN JULY 12 AT 8 AM ONLINE AND IN PERSON JULY 12 AT 12 NOON.

Labor Luncheon & Symposium 12:00 PM - 3:00 PM - Wednesday, July 17, 2024	\$125.00	0 ▼
▶ Spingarn Freedom Fund Awards Dinner - 7:00 PM - 10:00 PM - Wednesday, July 17, 2024	\$200.00	0 ▼

EVENT TICKET SEATING POLICY

Step 7: Delegate Search

Once completing each registration, you will land back here to either register another or continue to pay for the registration(s).

Note: you can come back to your registration to add or edit any time before the registration deadline.

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Convention Member Status

Secretary or Advisor Membership ID

Additional Delegate Unit Youth(s) Total Allotment 4 Total Used 1 [ADD](#)

Brycen Williams Balance \$0.00

Registration Type: **Delegate Unit Youth**
Registration Status: Active

[DELETE](#) [EDIT REGISTRATION](#)

Additional Alternate Unit Youth(s) Total Allotment 4 Total Used 0 [ADD](#)

[BACK](#) [CONTINUE](#)

Step 8: Verification

This page serves as a review of registration and the total amount due. The secretary can review all registrations and the balance to ensure everything is as expected before completion.

STEP 6 VERIFICATION LOGOUT

July 13 - 17, 2024

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REGISTRATION VERIFICATION

Please review the information below. **If all of the information is correct, press the continue button** to finalize your registration. **To make changes or modify, please click one of the edit buttons to the right.** After making revisions, always remember to press continue to ensure the new information is properly captured.

EDIT PERSONAL INFORMATION

EDIT REGISTRATION SELECTION

EDIT ADDITIONAL REGISTRATION(S)

PERSONAL INFORMATION

First Name	Lindsey
Last Name	Provine
Company	
Address1	
City	Charlotte
Province / State	North Carolina
Country	United States of America
Postal Code / Zip	28214
Phone	
Email	

REGISTRATION DETAILS

Item	Cost	Qty	Amount
Lindsey Provine			
General Public Adult / Observer	\$325.00	1	\$325.00
Resolutions Plenary Session - Tuesday, July 16, 2024	-	1	-
	-	1	-
The Neighborhood	-	1	-
The Neighborhood	-	1	-
The Neighborhood	-	1	-
Tuesday Plenary Session	-	1	-
Wednesday Plenary Session	-	1	-
	Sub Total		\$325.00
	Total		\$325.00
	Balance		<u>\$325.00</u>

Step 9: Payment

Members can select a credit card or e-Check as a payment option.

STEP 7 PAYMENT

LOGOUT

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PAYMENT

VISA, Mastercard, AMEX and Discover accepted.

Security Note / Encryption Disclaimer

All Credit Card information provided is private and fully secured.

Balance
\$325.00

Choose a payment method

Credit Card

Enter Credit Card Information

Cardholder Name

Card Number

CVC

MMYY



Step 10: Thank You

This is the end of the registration process. Upon completion, the Secretary will receive an email confirmation to show who they registered, and the amounts paid, while each member will also receive their own registration confirmation. Each member will be able to edit their registration and add tickets if they wish.

STEP 5 THANK YOU

LOGOUT

THANK YOU

You are now registered for NAACP 114th National Convention. You will receive a confirmation shortly with a copy of your registration details for your records.

To book your hotel now, please click on the book hotel button below. If you are not ready, you can book your hotel later by accessing the link from your confirmation.

Book Housing

For more information about the 114th National Convention, please visit www.naacp.org/convention.