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.

Greetings!

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

Registration for the National Convention is open. Onsite registration begins Friday, July 12, 2024, and will take place at the Mandalay Bay located at 3950 S Las Vegas 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 888-960-8839. Support is available Monday - Friday from 9 AM - 8 PM ET.

Thank you,

NAACP Event Services
Secretary Information

First Name: Gladys  
Last Name: Bradley  
Email: Gladys.test@test.streampoint.com  
Unit: 1005-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@conferenceindirect.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.

Scootaround

Scootaround is proud to be the exclusive scooter and wheelchair rental service for the 115th NAACP National Convention. Please visit the Scootaround 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.
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 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.

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
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.
Step 4: Delegate Personal Information
Member details will pull in from the database to pre-populate the registration.
Step 5: Demographics

**DEMOGRAPHICS**

Please answer the questions below

* indicates required fields

**Current Education Level**

Prefered Pronouns *
(Preferred will be added to your badge)

**Race** *
(select all that apply)

How will you travel to the convention?

**I AM A MEMBER OF...**

Union

Military

Fraternity or Sorority

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

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.

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.

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