

## 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.

Sample

NAACP  
**THRIVING TOGETHER**  
114th NAACP NATIONAL CONVENTION

Registration Invitation

#224703-766

Greetings!

**Register Delegates**

You are invited to register for the 114th NAACP National Convention!

Registration for the National Convention is open and available online and will continue through Thursday, July 27, 2023. On-site registration begins Friday, July 28, 2023 at 2 p.m. and will take place at the Atlantic City Convention Center located at 1 Convention Blvd, Atlantic City, New Jersey 08401.

Due to our COVID protocols, every one attending the convention, participating in a convention event or visiting the exhibit hall MUST be registered. Click the 'Register Delegate' button on the right to register your Delegates and Alternates.

For a full schedule of convention events, please [click here](#)

If you have any questions regarding registration or housing, please email [NAACPConvention@ConferenceDirect.com](mailto:NAACPConvention@ConferenceDirect.com).

Thank you,

NAACP Event Services

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## Secretary Information

**First Name:** Beth  
**Last Name:** Brown  
**Email:** Beth.test@test.streampoint.com  
**Unit:** 2823-B Spring Valley Youth Council

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## Housing

Hotel reservations at one of the five convention hotels can be made online now. You may book your housing for convention using the following link

[114th NAACP National Convention Housing](#)

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## Transportation

If you are flying Delta or United Airlines, you may apply a promotional code to receive a discount on your ticket. Please visit [Travel & Transportation](#) for more information

Complimentary ground transportation is being provided by the Atlantic City Convention Bureau. Transportation will be provided from the Atlantic City International Airport, Philadelphia International airport as well as the Philadelphia 30th Street train station to all hotels in the room block. **You must register in advance.** Based on where you are traveling from, flying into Philadelphia Airport or taking the train to Philadelphia 30th Street Train Station may be the easiest route for your transportation.

[Book Ground Transportation Here](#)



## 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.

July 26 – August 1, 2023

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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## Personal Information

\* Indicates required fields

### Personal

**Prefix \***

**First Name \***

**Last Name \***

**Suffix**

**Title**

**Company / Media Outlet / Organization / 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

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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**

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<b>Additional Delegate Unit Youth(s)</b>	Total Allotment <b>2</b>	Total Used <b>0</b>	<b>ADD</b>
<b>Additional Alternate Unit Youth(s)</b>	Total Allotment <b>2</b>	Total Used <b>0</b>	<b>ADD</b>

**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.

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July 26 - August 1, 2023

## 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](mailto: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

R

Last Name

J

Email

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.

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## Personal Information

\* Indicates required fields

### Personal

**Prefix \***

**First Name \***

**Last Name \***

**Suffix**

**Badge First Name \***

**Badge Last Name \***

**Title**

**Company / Media Outlet / Organization / Union**

**I am registering as \***

**Age Range \***

**Parent's Email Address \***

### 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)

**Are you a NAACP State Conference or Unit officer or leader? \***

**Please select your position \***

**Would you like us to update your membership record? \***

### Access Code

**Access Code:**   
(Access code will be applied to your registration.)

### Unit and Membership Info

**Membership ID**

**Unit Name:**

**Unit Number:**



## Step 5: Demographics

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## Demographics

Please answer the questions below

\* Indicates required fields

### Current Education Level

### Preferred Pronouns \*

(Pronouns will be added to your badge)

- He/Him/His
- She/Her/Hers
- Them/They
- Other
- Prefer Not To Say

### 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?

## Emergency Contact Information

### Emergency Contact First Name \*

### Emergency Contact Last Name \*

### Relationship to Registrant \*

### Emergency Contact Phone \*

(123-456-7890 x123)

## ADA Requirements

### Do you have a disability that requires special accommodations? \*

### Are you traveling with a Personal Care Attendant (PCA) or Personal Assistant (PA)? \*

## Dietary Requirements

### Do you have any dietary restrictions? \*

To best serve your needs, identify any dietary restrictions you may have. Special meal requirements are only for individuals with specific dietary restrictions or food allergies.

Dairy Free

Seafood Allergy

## 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.

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## Delegate / Alternate Ticketed Events

Please select the ticketed events you would like to attend.

### Saturday July 29, 2023

W.I.N. Empowerment Brunch - 11:30 AM - 1:30 PM	\$95.00	<input type="text" value="0"/>
▶ Public Mass Meeting - 6:00PM - 08:30PM	\$0.00	<input type="checkbox"/>

### Sunday July 30, 2023

Roy Wilkins Luncheon - 12:30 PM - 2:00 PM	\$45.00	<input type="text" value="0"/>
Health Luncheon - 12:00 Noon - 2:00 PM	\$70.00	<input type="text" value="0"/>
Membership Luncheon - 12:30 PM - 2:30 PM	\$80.00	<input type="text" value="0"/>

### Monday, July 31, 2023

Juanita Jackson Mitchell Youth Awards Gala - 7:00 PM - 9:30 PM	\$45.00	<input type="text" value="1"/>
Resolutions Plenary Working Lunch - Mandatory for Delegates - 12:30 PM - 1:30 PM	\$0.00	<input checked="" type="checkbox"/>

### Tuesday, August 1, 2023

Advance Spingarn Ticket sales end July 9 at 11:59 PM PT. Ticket sales restart July 28, 2023.

Labor Luncheon & Symposium 12:30 PM - 3:00 PM	\$80.00	<input type="text" value="0"/>
▶ Spingarn Freedom Fund Awards Dinner - 7:00 PM - 10:00 PM	\$175.00	<input type="text" value="0"/>

### Event Ticket Seating Policy

These events has open seating. Assigned seating or table reservations are not available. All ticket purchases are final. Tickets will be printed onsite at badge pick-up and distributed by the purchaser. If a ticket is lost or stolen, a new ticket must be repurchased.

I agree to the Seating Policy listed above \*

### Legal CLE Seminar - Virtual

The NAACP Office of the General Counsel Continuing Legal Education Program: Representation Matters: Legislation, Strategy and Legal Developments in Voting Rights.

Join the NAACP Office of the General Counsel July 29 - 30, 2023, for two days of panels and discussion voting rights. Scheduled panelists include leading civil right litigators in the area of voting rights.

Will you be attending the Legal CLE Seminar? \*

No

### ACT-SO

ACT SO Checkers will have access to the Opening kick off, all competitions, and the ACT SO

## 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

Compliant

Secretary or Advisor Membership ID

108641023-M

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.

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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 ADDITIONAL REGISTRATION\(S\)](#)

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23	24	25	26	27	28	29
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### Main Contact Information

**First Name** Carla  
**Last Name** Campbell-Jackson  
**Email** Carla@test.sps.com

### Registration Details

Item	Cost	Qty	Amount
<b>Carla Campbell-Jackson</b>			
Secretary Main Contact	-	1	-
<b>Alex Austin</b>			
Delegate Unit Youth	\$85.00	1	\$85.00
Resolutions Plenary Working Lunch - Mandatory for Delegates - 12:30 PM - 1:30 PM	-	1	-
Youth Region 3 Meeting - Sunday, July 30, 2023 (9:30 AM - 10:30 AM)	-	1	-
Youth Region 3 Meeting - Monday, July 31, 2023 (7:00 AM - 8:00 AM)	-	1	-
<b>Lara Ajayi</b>			
Alternate Unit Youth	\$85.00	1	\$85.00
W.I.N. Empowerment Brunch - 11:30 AM - 1:30 PM	\$95.00	1	\$95.00
Roy Wilkins Luncheon - 12:30 PM - 2:00 PM	\$45.00	1	\$45.00
Spingarn Freedom Fund Awards Dinner - 7:00 PM - 10:00 PM	\$175.00	1	\$175.00
Youth Region 3 Meeting - Sunday, July 30, 2023 (9:30 AM - 10:30 AM)	-	1	-
Youth Region 3 Meeting - Monday, July 31, 2023 (7:00 AM - 8:00 AM)	-	1	-
	<b>Sub Total</b>		\$575.00
	<b>Total</b>		\$575.00
	<b>Balance</b>		<b>\$575.00</b>

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[CONTINUE](#)



## Step 9: Payment

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

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### Cancellation Policy

Registration cancellation requests can be emailed to [NAACPConvention@conferencedirect.com](mailto:NAACPConvention@conferencedirect.com) and will be accepted until July 1, 2023. Fees paid will be refunded minus a \$50 processing fee. Refunds will be made via the original payment method. **No refunds** after July 1, 2023. **No refunds** will be processed during National Convention.

Balance  
**\$575.00**

Choose a payment method

Please Select

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

## 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](http://www.naacp.org/convention).