

CONFERENCE REGISTRATION HELP

You work with clay... We have a hunch that you are a patient, resilient person who understands that process is not always easy. We know that neeca.net is not yet the most intuitive online purchasing experience. Following these steps will help insure that your conference registration experience is as smooth as burnished terra sig.

If you have previously registered to NCECA in the past:

Log in to the ONLINE STORE with your primary email address

➤ In the left navigation menu click on **Online Store** to search and purchase your membership and/or conference registration (You can pre-order the 2016 Invitational Exhibition Catalog or shop for other merchandize too!).

Forgot your password?... no worries...do one of the following:

- Click on the "Forgot your password? link. Then check your email for instructions on how to change your password. If this email does not appear in your inbox... Check your spam/junk folder, too!
- > OR, email office@nceca.net for help.

NCECA members get the best price!

➤ To get the best conference pricing, check to make sure your membership is current. You can check your membership status by logging into your individual profile using the steps above, or just email office@nceca.net for help.

If you have <u>not</u> previously registered for events or had a membership in NCECA, that's ok, we love new people!

Do you receive the NCECA e-News or have you shopped with NCECA? Your email address may already be in our system...

Try following these easy steps:

- ➤ If you're already at the NCECA Online store, click on NEW VISITOR (left navigation menu)
- ➤ Enter your email address to verify whether your email address is already in NCECA's database system.
- ➤ If your email is found to be in the system, then follow the directions to get a password. (We know you haven't forgotten it, it's ok, you're new, and you just need a password ;-) Instructions will be sent to your email address... If this email does not appear in your inbox... Check your spam folder, too!
- ➤ **If your email is not in our system**, you will be automatically directed to create a new database account. After your account is created, you will be logged in...you can start shopping!
- ➤ Stuck or confused? You can email office@nceca.net... we are here to help from 9am-5pm MST.
 - *Office Holiday Closures: December 24th, 25th, 31st and January 1st.

Not an active member? Save by purchasing a membership... you will be eligible for the discounted Member registration fee.

Preferred Internet browsers





Internet Explorer