

**NOT TO BE DISTRIBUTED TO YOUR COMMUNITIES. These instructions are for coordinators and coordinating program staff members ONLY.**

## Coordinating Partner Registration Instructions (For Coordinating Program Staff only)

Please follow these instructions to register for the National Main Streets Conference and all coordinating partner and architect activities in Des Moines. Invoices will be sent after the conference is complete and payment can be made via check, credit card, purchase order, or through a contract with NTMSC.

- 1) **Entry Page:** enter the following **Coordinating Partners Code: CPMS1** (see image below)



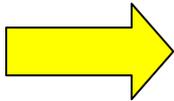
### Coordinating Partners Form

Please enter the Coordinating Partners' Code you were provided.  
Coordinating Partners Code ★

[CLICK here to begin registration](#)

NOTE: Your registration is not complete until you receive a confirmation email

[Contact Us](#)



- 2) **Profile:** fill out your contact information and click "Continue." **Remember to enter your membership number** to ensure that your registration is charged at the member discount rate.
- 3) **Additional Information:** answer the questions and click "Continue."
- 4) **Coordinating Partner and Architect Activities:** this is your opportunity to register for the Main Street Coordinating Partner activities and/or the Architects Meeting and activities planned for Des Moines. **If you plan to attend any of these activities you only need to select the number "1" for each. There will be a place to add other registrants to this order later in the registration process.**

If you are an Architect or designer and you will be attending the Architects tour, you do not need to purchase a separate ticket for the Coordinating Partners dinner. The price of the Architects tour covers the price of the Coordinating Partners dinner on Saturday evening.

*Please Note: Attendance at Coordinator activities is limited to full-time staff and contractors of coordinating programs that hold a current Coordinating Partners Membership.* If you need to re-activate your membership, please contact Leslie Albrecht at [leslie\\_albrecht@nthp.org](mailto:leslie_albrecht@nthp.org).

- 5) **Choose Registration Rate:** registering as part of a Coordinating Program means your conference registration fee (regardless of ticket purchases) will be billed after the conference.

In order to ensure that your program is charged the correct rate we need you to select the location of your coordinating program and choose the appropriate Registration Type/Rate.

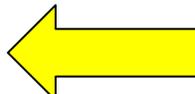
There are multiple rate options: full conference, one day, speaker, Network Member group rate – available only for an organization sending three (3) or more people, etc. (See image below)

**Registration Type**

You have entered a Coordinating Partners Code that has automatically selected your registration rate.

Please tell us where your Coordinating Program is located (programs are listed in alphabetical order by state): ★

2. Please indicate your registration type. To qualify for the Group Rate you must have 3 or more people coming from your coordinating program. ★



- 6) **Conference Tickets:** if you plan to purchase tickets for any field sessions or special events that are associated with the Main Streets Conference you may select them here.
- 7) **Review Information/ Add another Registrant:** you will be asked to review the information you submitted. If everything looks correct, please click “Continue” or you may click “Add another Registrant” if you would like to register another coordinating program staff member. **Please note you may not add your local programs here. They will need to register using separate instructions that will be sent upon your request.**
- 8) **Payment Page:** if you did not select any ticketed events, you will go directly to the confirmation page and your registration will be complete.

If you **did** select a ticketed event such as the Coordinating Partner Tour or the Main Street Bash you can pay for them via a personal check or credit card, or you can indicate that the fees should be added to the post conference invoice sent to your organization.

To indicate that additional fees should be added to the post conference invoice, please enter the **name of your coordinating program as the PO #**. You can do this for all or a part of your balance due. (See image below)

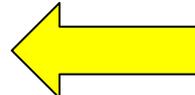
**Pay by Purchase Order /Invoice**

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Entering the Name of your program below ensures that either all or a part of your registration will be billed to your contract with NTMSC or paid through an itemized invoice that will be mailed to you after the conference.

Enter a purchase order # or request and invoice ★

P.O. Number / Name of Program



Click “continue” until you are brought to the Confirmation Page and your registration will be complete! Print the confirmation to bring with you to Des Moines.

**IMPORTANT REMINDERS**

- Registration rates are **strictly enforced**. To receive “early” registration rates, you will need to register on or before **April 1, 2011**. All registrations received after April 1 and before May 4 will be billed at the “regular” registration rate. And any registrations after May 4 will be considered onsite and will be billed at the highest rate.
- We will charge processing fees for any and all refunds.
- Please contact Leslie Albrecht if you have any questions regarding the registration process 202-588-6351 or [leslie\\_albrecht@nthp.org](mailto:leslie_albrecht@nthp.org).