



National Church Goods Association

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FOR DEALERS: To Register for 2024 CPM

Start Here: Go to www.ncgaweb.com

- Login to the **Members Only** portion of the website.
- Select the **NCGA 2024 Catalog Publisher's Meeting** under **Events – Catalog Publishers Meeting**.
- Click **Register**.

Register Individuals:

- Check the box for **Dealer**. If you are registering yourself, the quantity is 1.
- If you are registering more than one individual, please adjust the quantity accordingly.
- The Dealer Registration Fee is **\$100/per person** for the week through April 9.
- After April 9, the Dealer Registration Fee (Late) is **\$150/per person** for the week.
- Under **Your Information**, provide complete contact details. Check any details that have auto-populated and make necessary edits.

Attendee Information:

- If you, the primary registrant, will be attending, check the “I am also an attendee” box.
- Your contact information from above will auto-populate.
- Scroll to “Yes” for functions you are attending (lunch, general session, and Dealer meeting).
- For any additional **Dealer** registrants, please follow the above steps.

Billing Information:

- Select “Pay with Credit Card”.
- If paying online, provide complete credit card details. The billing address should match the address for the credit card.
- If paying over the phone to staff, provide complete credit card details. The billing address should match the address for the credit card.
- Check that the total is correct for the number of registrants you are processing.

Finalizing Your Registration(s):

- Select **SUBMIT REGISTRATION** only once. Please wait a few seconds for processing.
- The primary registrant will receive a confirmation e-mail. This e-mail should be forwarded to any additional registrants on the record.

Questions? Contact NCGA staff at staff@ncgaweb.com or (630) 942-6599.