

# Registration Procedure for Your Guests and Employees Attending the North Texas Summit

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The registration procedure is the same for your guests and employees attending the Summit..

Note: Sponsors can either have guests register themselves or register for them.

If someone other than the attendee completes the registration form, we ask for that person's contact details, just in case we need to follow up.

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## Instructions Sponsored Guest

The registration information is used to print name badges and CEU credit reporting.

The direct link to the summit registration form is:

<https://crdmi.regfox.com/2021-north-texas-summit>

Three essential items to know as you register as a guest:

1. Select the registration option: **Guest of Sponsor**
2. Enter code: **HC2021**
  - a. Be sure to press the **APPLY** button to the right of the code field. This is required to generate the 100% discount.
3. In the field "Your Host or Sponsor" enter [**COMPANY NAME OF HOST**]

After registration, a confirmation is sent to the attendee's email address. We also send reminder emails to all registered attendees shortly before the Summit.

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## Instructions for Sponsor's Employees

The registration information is used to print name badges and CEU Credit reporting.

The direct link to the summit registration form is:

<https://crdmi.regfox.com/2021-north-texas-summit>

Three essential items to know as you register as an employee of a sponsor:

1. Select the registration option: **Summit Partner or Sponsor**
2. Enter code: **HC2021**
  - a. Be sure to press the **APPLY** button to the right of the code field. This is required to generate the 100% discount.
3. In the field "Your Host or Sponsor" enter [**YOUR COMPANY NAME**]

After registration, a confirmation is sent to the attendee's email address. We also send reminder emails to all registered attendees shortly before the Summit.

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If you have a problem – send an email to [webmaster@squarefootage.net](mailto:webmaster@squarefootage.net) describing the problem along with your contact information. Someone will respond as soon as possible, please be aware we are located in the Pacific Time Zone. Thank you.