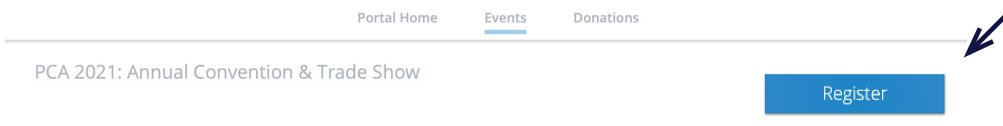


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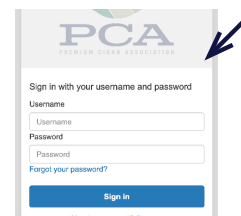


1 Access the [PCA 2021 Registration Portal here](#). Click to 'Allow Cookies' if message appears.

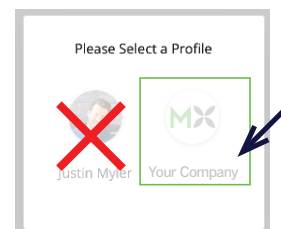
2 Click **"Register"**



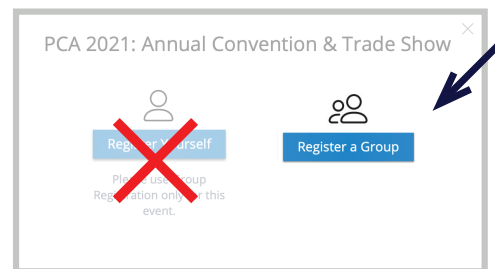
3 You will be redirected to sign in with your **Username & Password**. If you don't recall your login info, email erin@premiumcigars.org.



4 In the 'Select a Profile' box, choose your **"company"** profile. Note: If you have multiple companies, choose the one you wish to register for (usually this will be the primary or 'HQ'). If you have questions or need assistance, email erin@premiumcigars.org.



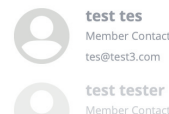
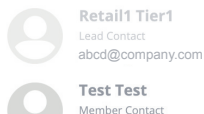
5 In the next pop-up box, select **"Register a Group"** (do not choose 'register yourself').



6 **Add Attendees.** On this page, you will see a list of all people who are currently linked to your organization. You may add any of these people to your attendee list by clicking on their name. *Instructions for adding attendees not listed is continued on the next page.*



A Click to select a name →



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To **register additional staff not listed under “Org Contacts”**, enter their information in the “Add Contacts” area below and click “Add Contact”. **Note:** Be sure to select the Role of **“Member Contact”** for each person you add (*do not* select ‘Lead Contact’).

Add Contacts

→

Email Address * Last Name * First Name * Role *
Member Contact (X)

Add Contact ←

Repeat this process until everyone you wish to register appears in blue on the top line. Then click **Next** (bottom right corner).



7

Package Selection. On this page, you will scroll down the page and click **“Select”** for each person you added on the previous page (*for example, if you added 3 people, 3 boxes will appear for you to “select”*). Once all have been selected, click **Next**.

One Person: PCA 2021: Annual Convention & Trade Show

Starts Jul 9, 2021 @ 12:00 PM
Ends Jul 13, 2021 @ 01:00 PM
Pacific Standard Time

If you do not see a registration selection:
Retailers, please contact [Erin Holland](#)
Associates, please contact [Lisa Cox](#)

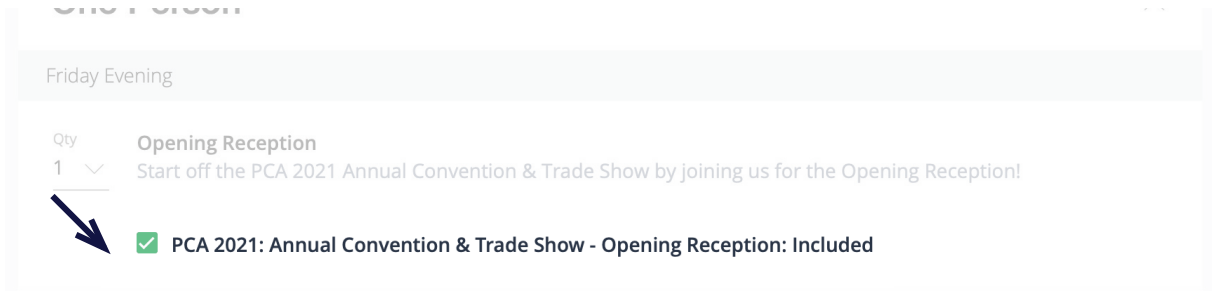
	Standard Pricing Ends Jul 13, 2021 @ 12:00 AM PST	
Tier 1 Registration Maximum 5 badges per Tier 1 organization: First 3 registrations free. Up to 2 additional badges, \$150 each.	First 3 badges: no charge. Additional @\$150. Discount will show at checkout	Select

NOTE: as you “select” each package, you will notice the “subtotal” automatically calculates a price. Depending on your membership tier, you are allotted a certain number of FREE badges. Before checkout, the subtotal will account for this and will be updated accordingly. You will only be charged for additional badges you purchase over your free badge limit.

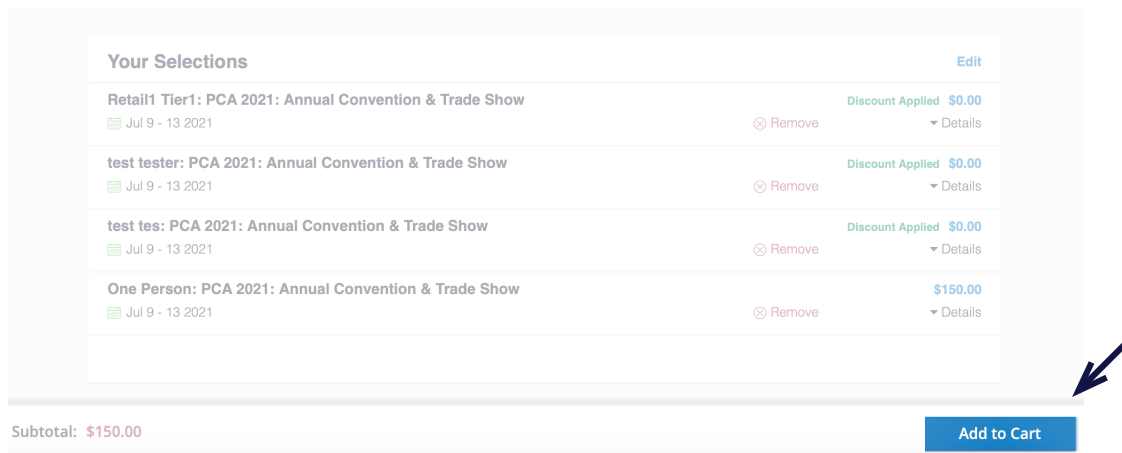
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- 8** **Select Sessions.** On this page, you will RSVP for each attendee you want to attend the opening reception. If everyone plans to attend, click the box for each person. If only a few will attend, click the box only for those who will be attending (*do not adjust the quantity - this is calculated automatically; each guest gets 1 ticket into the reception*). Click **Next**.



- 9** **Summary.** On this page, you will see a list of everyone you have registered. If you have purchased additional badges, you will see the amount due. Once you have confirmed everything is correct, click **Add to Cart**.



- 10** **My Cart.** Review this page and then click **Checkout** (bottom right corner).

- > **If you purchased additional badges**, you will be prompted to complete your transaction through our secure online server.
- > **If you did not purchase additional badges**, click **Process Order** and your registration will be complete.

Once complete, you will receive a confirmation email.