



How to Sponsor the Annual Dinner Online

1. Go to the Annual Dinner organization registration form: <http://bit.ly/CHAPADinnerSponsors2018>. (If you have an account, login before proceeding. If you are not sure if you have an account, or if you forgot your login information, you can request a new password [here](#) using the email address of the Organization's primary contact – usually an Executive Director or CEO.)
2. Select a sponsorship level by indicating a quantity in the quantity field to the right of the sponsorship level(s). If you wish to purchase 1 “Sponsor” level sponsorship, then put a 1 in the quantity box next to “Sponsor”.

To purchase individual tickets as an organization, indicate the number of tickets you wish to purchase in the quantity field to the right of that ticket option. Please note: Individual seats are at tables designated for open seating; we cannot guarantee that organizations that buy individual seats will be seated together.
3. Fill out the organization's name and the contact information for the organization's primary contact (usually the Executive Director, because that is the contact information for invitations and thank yous).
4. Is the organization's primary contact attending the event? If so, check “Include the primary contact as an attendee.”.
5. If you would like to donate any of the tickets your sponsorship selections entitle you to, please indicate how many in the following field: “Would you like to donate any of your seats? If so, please indicate how many.” If you plan to use all of your seats, please indicate 0.
6. If all your attendees are with the same organization, set “Relation of Registrant to Attendees” to “same organization.” Otherwise, set as the blank option.
7. Click continue.
8. Enter the names, titles, companies, and email addresses for your attendees. If you wish to add or change attendees later, please email msscott@chapa.org
9. After adding all your attendees, click Next.
10. Review your registration and click Complete Registration.
11. Fill out the payment form and click submit. Please note that there are two methods of payment to choose from – credit card and pay later (if you plan to mail in your check payment).
12. Email receipts and confirmations are sent to the organization's primary contact. (Contact msscott@chapa.org for a copy you did not receive a confirmation email.) The organization's other attendees will not get a confirmation email. Please feel free to share any confirmation and reminder emails with your attendees.

*The deadline for sponsorships is **October 29, 2018**. You must respond by October 29, 2018 for your name to be included in the program book.*

Please contact eroussinova@chapa.org if you have any questions about Annual Dinner registration and sponsorship. Thank you for your support, and we look forward to seeing you on December 4th!