Innovations Conference Group Registration Instructions

Please use these instructions to register more than one person for the 2026 Innovations Conference.

Member colleges* qualify for an additional *20% registration discount when at least five (5) participants from the same member institution are registered in a single transaction.*

Please note: As you move through the group registration form, you may need to scroll to the top of each page to continue.

1. Log in to your account at www.league.org.

    a. If you have a League account and do not remember your username and/or password, click on "Forgot Password?" and enter the email address associated with your account. You will then receive an email to reset your login credentials.
    b. If you do not yet have a League account, click on "Create an Account" and follow the instructions.

2. Once you are logged in, navigate to www.league.org/inn2026 and click on the red "Register" button to the right.

3. If the individual who is logged in **will be** attending the conference,

    a. Complete the form for that person.
    b. Click on "Continue."
    c. Click on "Register Another Individual."

    If the individual who is logged in **will not be** attending the conference, click on "Select Another Registrant."

4. In the pop-up window, click on the "Register on Behalf of" dropdown menu and select the name of the person you are registering.

5. If the person's name **is** listed, complete the registration questions on the next screen and select "Continue."

    If the person's name **is not** listed,

    a. Select the "Register New Customer" button.
    b. Complete all fields for the registrant. (To find your institution, click on the magnifying glass next to "Institution" and enter your college name in the "Company" field.)
    c. Hit "Submit."

6. To register additional people, click on "Select Another Registrant" or "Register Another Individual" and complete the steps for each additional person in your group.

7. Once everyone in your group has been registered, select the "Continue" button. The group discount will automatically apply once the fifth person is registered.

8. Select your payment option and complete the security question.

9. Complete the steps to process credit card or check payment.

10. On the next screen, select the "View Invoice" (magnifying glass) link to view/print your invoice/receipt.