

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 confirm with those whom you are registering that they have a League account. If not, refer them to www.league.org/user/login?destination=home to create one. **League accounts with current email addresses are required before you begin the group registration process.**

****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.
(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. 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.
3. If the individual who is logged in **will be** attending the conference, complete the registration form for that person and click on "Continue" at the bottom of the page. On the next page, click on "Register Another Individual."

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

4. In the "Register on behalf of someone else" pop-up window,
 - a. Select "Fellow Employees" in the top dropdown menu.
Only individuals who have a League account and are associated with your institution will appear in the "Register on Behalf of" dropdown list.
 - b. Find the individual you want to register in the "Register on Behalf of" dropdown.
 - c. Click on the "Register" button.
 - d. Complete the registration form for that person.
 - e. Click on "Continue" at the bottom of the page.
5. To register additional employees, follow steps #4 a-e above.
6. Once everyone in your group has been registered, select the "Continue" button. *The group discount will automatically apply once the fifth person from a League member institution is registered.*
7. Select your payment option and complete the security question.
8. Complete the steps to process a credit card or check payment.
9. Click on "Print Statement" to open, download, and print the combined registration statement. **This is your only opportunity to do so.** (You will be able to access invoices, however; see #11 below.)

(instructions continue on next page)

10. On the next screen,

- a. Select the "View Invoice" (magnifying glass) link to view/print the individual registrants' invoice/receipt.
- b. To see individual registrants' confirmation notices, click on "Print Confirmation" under each registrant's name. **You will not be able to return to the confirmation notices once you leave this page.**

11. The individual who registered a group may access individual registrants' invoices after exiting the ad portal by:

- a. Logging in to www.league.org.
- b. Selecting "Invoice History" in the "My Account" dropdown menu.
- c. Clicking on "View Order" for the appropriate purchase. (All group registration invoices will be available to this individual.)
- d. Clicking on "Print Invoice," then "Print" at the top, right of the page, as needed.

12. Each individual who is registered will also receive a confirmation/invoice via email.

Contact events@league.org with questions.