



2019 Registration Instructions

MCCA Membership Registration Instructions

If you are an MCCA Member registering with an MCCA registration comp code:

1. Click [here](#) to be directed to the 2019 Creating Pathways to Diversity Conference registration page.
2. Click the “register now” button at the top or middle of the landing page.
3. Please complete the information fields as directed and click “Next”.
 - a. Please select either “MCCA Member In-House Counsel” (corporate legal department) or “MCCA Member Law Firm Member Attorney” (law firm) as your registration type. Click “Next”.
 - b. If your organization is an MCCA member, please select your organization name (law firm or corporate legal department) from the MCCA Law Firm/Corporate Members drop down.
 - c. If your organization is not listed then it is not an MCCA member. Please contact membership@mcca.com to become an MCCA member.
4. Ensure your proper registration type is selected and click “Next.”
5. Select the event sessions you would like to attend and click “Next.”
6. When you get to the payment page of registration please enter your complimentary code and select “Apply”. This will apply the discount included in your membership benefits.
 - a. Note: For member complimentary registrations, members must obtain their complimentary codes from their “Company/Firm.” For questions regarding membership codes, please contact events@mcca.com.

If you are an MCCA member registering with an MCCA membership discount:

1. Click [here](#) to be directed to the 2019 Creating Pathways to Diversity Conference registration page.
2. Click the “register now” button at the top or middle of the landing page.
3. Please complete the information fields as directed and click “Next”.
 - a. Please select either “MCCA Member In-House Counsel” (corporate legal department) or “MCCA Member Law Firm Member Attorney” (law firm) as your registration type.
 - b. If your organization is an MCCA member, please select your organization name (law firm or corporate legal department) from the MCCA Law Firm/Corporate Members drop down.

- c. If your organization is not listed then it is not an MCCA member. Please contact membership@mcca.com to become an MCCA member.
4. Ensure your proper registration type is selected and click “Next.”
5. Select the event sessions you would like to attend and click “Next”.
6. When you get to the payment page of registration the discounted member rate will be automatically be applied.
 - a. If you have questions regarding the registration discount rate, please contact Lauren Hossfeld at lhossfeld@mcca.com.

Non-MCCA Member Registration Instructions:

If you are not an MCCA Member:

1. Click [here](#) to be directed to the 2019 Creating Pathways to Diversity Conference registration page.
2. Click the “register now” button at the top or middle of the landing page.
3. Please complete the information fields as directed and click Next.
 - a. Select your appropriate Non-MCCA Member your registration type.
 - b. Please select “Not Member/Not Listed” from the MCCA Law Firm/Corporate Members drop down.
4. Ensure your proper registration type is selected and click “Next.”
5. Select the event sessions you would like to attend and click “Next”.
6. Submit payment as directed.

If you are not an MCCA Member registering with a special registration code:

Note: Non-Members who may be registering with a special registration code include: event faculty, award honorees, LMJ Scholars, event staff, event sponsors, media guests, etc.

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3. Please complete the information fields as directed and click Next.
 - a. Select your appropriate Non-MCCA Member your registration type.
 - b. Please select “Not Member/Not Listed” from the MCCA Law Firm/Corporate Members drop down.
4. Ensure your proper registration type is selected and click “Next.”
5. Select the event sessions you would like to attend and click “Next”.
6. When you get to the payment page of registration please enter your complimentary code and select “Apply”. This will apply the discount to your balance.