



2019 Diversity Gala Registration Instructions

Diversity Gala Sponsor Registration Instructions

If you are a Diversity Gala Sponsor, you do **not** need to register online for the Diversity Gala. You will receive registration and ticketing information directly from MCCA. If you have questions about Gala sponsorship, ticketing or benefits, please email sponsorship@mcca.com.

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 Diversity Gala registration page.
2. Click the “Register Now” button at the top or middle of the landing page.
3. Please provide your first name, last name and email address.
4. Select your registration type: “MCCA Member In-House Counsel” (corporate legal department) or “MCCA Member Law Firm Attorney” (law firm).
5. Provide your company or law firm name and your title.
6. 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 list.
 - a. If your organization is not listed, it is not an MCCA member. Please contact membership@mcca.com if you believe this is an error or if your organization would like to become an MCCA member.
 - b. *Note: Non-MCCA Member registration instructions can be found below.*
7. Please complete the remaining information fields as directed and click “Next”.
8. At the Payment page of registration, please enter your complimentary code and in the “Enter your discount code” field 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 directly from their organization.*
9. For questions regarding the registration comp code, please contact membership@mcca.com.

If you are an MCCA Member registering with an MCCA membership discount rate:

1. Click [here](#) to be directed to the 2019 Diversity Gala registration page.
2. Click the “Register Now” button at the top or middle of the landing page.
3. Please provide your first name, last name and email address.
4. Select your registration type: “MCCA Member In-House Counsel” (corporate legal department) or “MCCA Member Law Firm Attorney” (law firm).
5. Provide your company or law firm name and your title.
6. 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 list.
 - a. If your organization is not listed, it is not an MCCA member. Please contact membership@mcca.com if you believe this is an error or if your organization would like to become an MCCA member.
 - b. *Note: Non-MCCA Member registration instructions can be found below.*
7. Please complete the remaining information fields as directed and click “Next”.
8. At the Payment page of registration, the membership discount rate will be automatically applied.
9. For questions regarding the membership discount rate, please contact membership@mcca.com.

Non-MCCA Member Registration Instructions:

1. Click [here](#) to be directed to the 2019 Diversity Gala registration page.
2. Click the “Register Now” button at the top or middle of the landing page.
3. Please provide your first name, last name and email address.
4. Select your appropriate Non-MCCA Member registration type.
5. Provide your company or law firm name and your title.
6. Please select “Not Listed/Not MCCA Member” from the MCCA Law Firm/Corporate Members drop-down list.
7. Please complete the remaining information fields as directed and click “Next”.
8. At the Payment page of registration, submit payment as directed.