



2020 Registration Instructions

2020 Diversity Gala Sponsorship Registration Instructions

If you are a 2020 Diversity Gala Sponsor, you do **not** need to register online for the 2020 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.

If you are an MCCA Member as well as a 2020 Diversity Gala sponsor, the above directive applies.

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 2020 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 Member 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 your organization would like to become an MCCA member.
 - b. *Note: non-member registration instructions can be found below.*
7. Please complete the remaining information fields as directed and click “Next”.
8. 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 2020 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 Member 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 your organization would like to become an MCCA member.
 - b. *Note: non-member registration instructions can be found below.*
7. Please complete the remaining information fields as directed and click “Next”. When you get to the payment page of registration the discounted member rate will be automatically be applied.
8. If you have questions regarding the membership registration discount rate, please contact membership@mcca.com.

Non-MCCA Member Registration Instructions:

1. Click [here](#) to be directed to the 2020 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. Please select “Not Member/Not Listed” 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 your organization would like to become an MCCA member.
6. Provide your company or law firm name and your title.
7. Please complete the remaining information fields as directed and click “Next”.
8. Submit payment as directed.