



2012 NGS FAMILY HISTORY CONFERENCE CREATING AN EXHIBITOR PROFILE

1. Go to <http://www.ngsgenealogy.org> and click the “Sign Up Today” link under the User Login area.
2. You will be prompted to verify your e-mail address. If you already have an account with the National Genealogical Society, you will receive the following message.

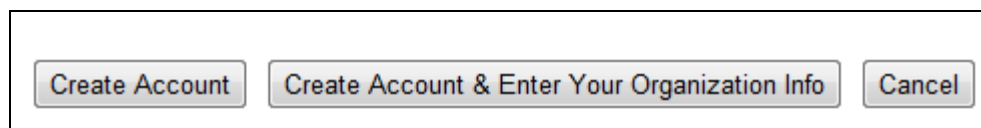
This e-mail address is already registered in our database.

If this is your e-mail address and you forgot your password, please [click here](#).

If this is not your e-mail address, please try again using another e-mail address.

If you remember your password, please log on at www.ngsgenealogy.org. **Hint:** Remember your e-mail address is your username. If you don't remember your password follow the online instructions to reset it, then log on.

3. If your e-mail address does not exist in the National Genealogical Society database, you will be prompted to complete your individual profile. Once all the required fields are filled in, click on the button “Create Account & Enter Your Organization Info” to proceed.



4. Follow instructions to select your organization or enter the organization information. Please make sure that organization profile is marked as follows to ensure that the organization is marked as an exhibitor and the individual creating the profile can make purchases on behalf of the organization.

Organization Type:	<input type="text" value="Exhibitor"/>
Do Not Publish Info Online:	<input type="checkbox"/>
I Am The Primary Contact:	<input checked="" type="checkbox"/> (Indicates individual as the primary contact on the organization's record)
I Am An Employee:	<input type="checkbox"/> (Indicates individual is an employee on this organization's record)

5. Click “Save Organization” and then e-mail Erin Wood at ewood@ngsgenealogy.org for further instructions to make your booth reservations.