Group Registration Instructions

The pictures shown below are just examples. Please do not try to use the Group Registration Code in these examples, it will not work.

Step 1:

2025 DC Early Educator Experience Registration / Registro para DC Early Educator Experience 2025

To register for this event, please enter your email address under the "New to this Event?" section.
Para registrarse en este evento, ingrese su dirección de correo electrónico en la sección "¿Nuevo en este evento?".

For group registration, please click HERE. You will then be instructed to create a "Group Registration Code" for your staff to use and you can indicate how many spots you need to hold. Once you create the "Group Registration Code", you or your staff will need to return to this main page and enter it in the "Group Registration Code" field under "Email Address" and click the "Continue" button to register.

Para registrarse de forma grupal, haga clic AQUÍ. Se le indicará que cree un "Código de registro grupal" para que su personal lo utilice y podrá indicar cuántos espacios necesita reservar. Una vez que haya creado el "Código de registro grupal", usted o su personal deberán regresar a esta página principal, ingresarlo en el campo "Código de registro grupal" bajo "Dirección de correo electrónico" y hacer clic en el botón "Continuar" para registrarse.
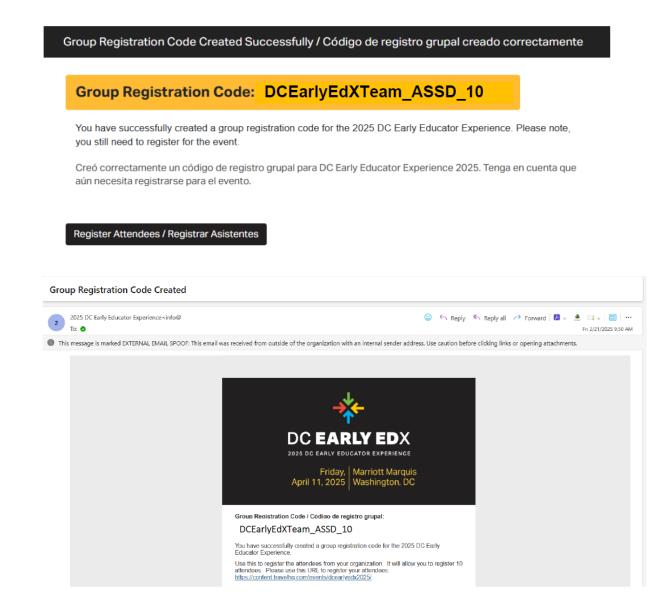
Step 1: On the registration homepage, click the blue, underlined "Here" hyperlink to begin. You will be taken to the Group Registration Code form.

Step 2:

What is the name of your organization? / ¿Cuál es el nombre de su organización?*

DC Early EdX Team

How many spots do you need to hold for your staff? Please include yourself. / ¿Cuántos lugares necesita reservar para su personal? Inclúyase a usted mismo.*

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Email Address / Dirección de correo electrónico*

info@dcearlyedx.org

Please let us know your email address, so we can email the registration code to you.
Indíquenos su dirección de correo electrónico, para que podamos enviarle el código de registro.

<< Go Back / Regresar   Submit / Enviar

Step 2: Complete the Group Registration Code form by entering the name of your program or organization, the number of spots you need to reserve (do not forget to include yourself), and your email address. You can select between 2-50 spots. Then, click "Submit" in the bottom right corner.

Group Registration Code Created Successfully / Código de registro grupal creado correctamente

Group Registration Code: DCEarlyEdXTeam_ASSD_10

You have successfully created a group registration code for the 2025 DC Early Educator Experience. Please note, you still need to register for the event.

Creó correctamente un código de registro grupal para DC Early Educator Experience 2025. Tenga en cuenta que aún necesita registrarse para el evento.

Register Attendees / Registrar Asistentes

Group Registration Code Created

2025 DC Early Educator Experience<info@
To: ●
😊 ↩ Reply ↩ Reply all → Forward
Fri 2/21/2025 9:50 AM

ⓘ This message is marked EXTERNAL EMAIL SPOOF: This email was received from outside of the organization with an internal sender address. Use caution before clicking links or opening attachments.

DC **EARLY EDX**
2025 DC EARLY EDUCATOR EXPERIENCE

Friday, | Marriott Marquis
April 11, 2025 | Washington, DC

Group Registration Code / Código de registro grupal:

DCEarlyEdXTeam_ASSD_10

You have successfully created a group registration code for the 2025 DC Early Educator Experience.

Use this to register the attendees from your organization. It will allow you to register 10 attendees. Please use this URL to register your attendees:
https://content.travelhq.com/events/dcearlyedx2025/

Step 3: After submitting, your unique Group Registration Code will be shown on the screen in a yellow box. You will also receive an email confirming your Group Registration Code. **Please note**: Creating a registration code does not automatically register you or your group for the event. You can either register attendees yourself or send them the code to let them register themselves.

Step 4:

Group Registration Code Created Successfully / Código de registro grupal creado correctamente

Group Registration Code: DCEarlyEdXTeam_ASSD_10

You have successfully created a group registration code for the 2025 DC Early Educator Experience. Please note, you still need to register for the event.

Creó correctamente un código de registro grupal para DC Early Educator Experience 2025. Tenga en cuenta que aún necesita registrarse para el evento.

Register Attendees / Registrar Asistentes

New To This Event? / ¿Nuevo En Este Evento?	Returning Visitor / Visitante Recurrente

Email Address / Dirección de correo electrónico*
info@dcearlyedx.org

Group Registration Code / Código de registro grupal
DCEarlyEdXTeam_ASSD_10

Continue / Continuar >>

Registration Help / Ayuda para el registro

Step 4: If you choose to register attendees yourself, click the "Register Attendees" button on the Group Registration Code confirmation page. This will return you to the registration homepage, where you will enter the attendee's email address along with your group registration code. Then, fill out the required information for the attendee and submit their registration.

Step 5:

Registration Confirmation / Confirmación de registro

Registration Submitted Successfully / Registro enviado correctamente

Thank you for registering for the 2025 DC Early Educator Experience. You should receive an email confirmation shortly. We look forward to seeing you on Friday, April 11 at the Marriott Marquis in Washington, DC. We will follow up with more details and information as the event gets closer. / Gracias por registrarse en DC Early Educator Experience 2025. Debería recibir una confirmación por correo electrónico en breve. Esperamos verlo el viernes 11 de abril en Marriott Marquis de Washington, D.C. Nos pondremos en contacto con más detalles e información a medida que se acerque el evento.

Register Another / Registrar Otro

Step 5: After completing one registration, you may continue registering additional attendees using the same Group Registration Code. You can also choose to stop and come back at a later time. **Do not forget to register yourself**. You can continue to register individuals using this process until you reach the total number of spots you reserved. So if you created a Group Registration Code for 19 spots, that code will work 19 times.

<u>Frequently Asked Questions (FAQs)</u>

What is a Group Registration Code?

A Group Registration Code allows you to reserve up to 50 spots for your program for DC Early EdX 2025. You can register them immediately after receiving the code, register individuals later (by Friday, March 21), or share the code with your program staff so that they can register themselves.

Why should I create a Group Registration Code?

A Group Registration Code ensures that your entire program/staff has a spot at DC Early EdX 2025! We anticipate that DC Early EdX 2025 will reach capacity very quickly. A Group Registration Code will tell our team to reserve "X" number of spots for your program, and you can come back to officially register them at a later time. If you created a Group Registration Code, you can still register your staff after registration is full, because you pre-reserved those spots.

Does creating a Group Registration Code automatically register my staff?

No, creating a Group Registration Code only reserves spots. Your staff must be fully registered before the deadline for their spots to be confirmed.

When does the Group Registration Code expire?

The code expires on **Friday, March 21.** Your entire group must be registered by this date, or the remaining reserved spots will be forfeited and released.

How many spots can I reserve using the Group Registration Code?

You can reserve anywhere from 2 to 50 spots with a group registration code. When creating the code, be sure to select the number you need in the dropdown. Please note that this is based on availability. If the event is close to maximum capacity, you will only be able to select the number of spots still available.

Do I have to register my group or can individuals register themselves?

Individuals can register themselves! You can share your Group Registration Code with your staff, and they just need to make sure add the code to "Group Registration Code" line on the registration homepage when they register. The code will work for as many people as you saved a spot for. So if you created a Group Registration Code for 19, then 19 people will be able to use that code before it expires.

What happens if I don't register all of my staff before the deadline?

If your entire group is not registered by **Friday, March 21,** the reserved spots will be forfeited and made available to others.

Can I register my staff at different times?

Yes, you can register your staff immediately after receiving the code or return later to complete the registration before the deadline on Friday, March 21. As long as everyone is registered by this deadline, you can complete them in as many sittings as necessary. Your staff can also register themselves, just be sure to give them the Group Registration Code, which they will need to input on the registration homepage.

Can I change the number of spots reserved after creating a Group Registration Code?

No, once a Group Registration Code is created, the number of reserved spots cannot be adjusted. If you need additional spots, you will need to create a new code, subject to availability.

What if I lose my Group Registration Code?

If you cannot find your Group Registration Code, please check your email inbox (including spam/junk folders) for the confirmation email. If you still cannot find it, contact info@dcearlyedx.org.

Can I cancel my reserved spots if I no longer need them?

Yes, if you no longer need your reserved spots, please notify the DC Early EdX Team at info@dcearlyedx.org as soon as possible so we can release the spots to other attendees.

How do I check how many spots I have left to register?

Please contact the DC Early EdX Team at info@dcearlyedx.org to inquire about your remaining spots.

What if one of my registered staff members can no longer attend?

Please let the DC Early EdX Team know by emailing us at info@dcearlyedx.org.

What if my staff encounters technical issues while registering?

Please contact our Registration Team at dcearlyedx@travelhq.com with any technical issues or concerns. They have a team available to assist you.