How to Sign Up for 2022 National Docent Symposium

To begin the registration process, you must first create a login for the Nelson-Atkins Ticketing System.

Go to the registration link:
https://cart.nelson-atkins.org/docent/conference

Click on the Login link (A) in the upper left corner. You will be directed to the login page.

You will need to register with the Nelson-Atkins Museum site to continue with registration.

Click on the “Register” (B) button under the “Not Registered Yet?” Section.

(Please note that if you already have registered on the Nelson-Atkins website, and you would like to use your existing account, you should proceed directly to Login Information.)

Complete the information to create a new account, then click on the “Create Account” (C) button.

You will be directed back to the registration
https://cart.nelson-atkins.org/docent/conference

If you are not automatically directed to the registration link, please click on the link above.

Please notice that you are now logged in with your new account.

You now will proceed with the registration process.

It will be helpful to familiarize yourself with this tutorial as well as the information on the Kansas City National Docent Symposium Website:  https://www.nationaldocents.org/kc2022/welcome prior to starting the registration process.  Becoming familiar with your desired selections for Breakout Sessions, Sunday Afternoon Out Workshop and Pre-Tours will facilitate registration.
Step 2: Complete Registration Form

To get started, choose a single ticket (choose 1) (D).

After choosing, continue and fill out all fields that say “Required” (E).

You will be required to agree to both the Covid and the Cancellation policies (F).

After filling out all the required fields, click on the “Add To Cart” button at the bottom (G).

PLEASE NOTE: If you have missed any of the required fields, your registration will NOT be added to your cart, and all of the missing required fields will be highlighted in red. Correct these fields and click “Add To Cart”.

Once you advance to the next screen, YOU WILL NOT BE ABLE TO USE YOUR BROWSER ARROW TO RETURN TO THIS OR ANY PREVIOUS PAGE.

If you arrow back, you will need to start the registration process from the beginning. Please double check your selections before adding to the cart.

Do not click on the “Return To Calendar” link at any time during the registration process. This link will remove you from registration, and require you to start from the beginning.
Step 3: Select your Pre-Tours*, Breakout sessions, and Sunday Afternoon Out Workshop
(*Pre-Tours are optional, and are NOT included in the cost of your Symposium Registration)

You will make your Pre-tour, Breakout, and Sunday Afternoon Workshop selections on the “Enhance Your Experience” page. (H)

To review the selection descriptions, click on the blue information button (I) above the selection, and a window will appear with the descriptions as listed on the NDS 2022 Kansas City Website.

You will need to close (II) this pop-up box when you are ready with your selection, as it will cover a portion of the registration form.

Go through all of the sections and choose the Breakout Sessions and Sunday Afternoon Out Workshops you plan to attend, they are included in your registration fee. If you would like to attend one of the optional Pre-tours, make sure to choose a section there as well.

For each of the different sections (Pre-Tours, Breakout Sessions and Sunday Afternoon Out Workshops) you must do the following:

1. Choose an available section in each (J)
2. After choosing a section, choose “1” ticket to the left of "Adult $0.00 (K)."
3. Press the Add To Cart (L) button and wait for it to say “Remove”.

*You will notice that the available numeric selections for the tours range from 0 to 14. Please select “1”.

If the button doesn’t say “Remove” (M) then it has not been put in your cart.

When you have completed all of your selections, click on the “continue” button to review your registration and selections.

All 4 Breakout Session selections, and the Sunday Afternoon Workshop selection will list a ticket cost of $0.00 (O).

These selections are INCLUDED in your Symposium Registration Fee. Pre-tours have associated costs, and will be reflected in the individual selections (P).

When you have completed all of your selections, click on the “continue” (N) button to review your registration and selections.

Reminder: Once you advance to the next screen, YOU WILL NOT BE ABLE TO USE YOUR BROWSER ARROW TO RETURN TO THIS OR ANY PREVIOUS PAGE.
If you arrow back, you will need to start the registration process from the beginning.
Please double check your selections before adding to the cart.
CONGRATULATIONS! You have almost completed your registration!

Verify your selections and click on the “Check Out” (Q) button.

Click on the “Pay Now” (R) button.

Complete the Payment Information, and Submit (S).

You will see your order confirmation screen (T), as well as an option to print Your receipt (U).

A confirmation email will be automatically sent to your email.
Step 4: Viewing Your Tickets

You will be able to view your tickets on the Nelson-Atkins Website. Go to [http://nelson-atkins.org](http://nelson-atkins.org) website.

Click my Account at the top right. (V)

Log In To Your Account:

To activate member benefits, you must log in with the primary email address connected to your membership account as your user ID. If you have lost or forgotten your password, please click HERE to reset your password.

You will need to log in. (W)

Click on my Events under My Details (X)

Go to upcoming events. (Y)

You should see all of the events you registered for.

Click on “View Tickets” (Z) for more detailed information.

At this point, you are fully registered. You will NO LONGER be able to make any changes to your registration ONLINE.

To make changes (or add Pre-tours) please contact our box office at 816.751.1278, 9:00 - 5:00 CST.

For any additional information on registration, please contact info@nds2022kc.org