2019 NTCA Membership Registration Instructions

Starting the Membership Registration

1. Go to the online form at
   http://events.constantcontact.com/register/event?llr=5piakd8ab&oeidk=a07efwc5fbo5cd53d48
2. On the form, indicate whether you're a new member or renewing your membership and enter your personal information.
3. Select the membership category that best fits your needs. For more information about the Membership Categories and Dues: http://www.tbcontrollers.org/membership/

Fee

Type	Fee
⦿ State/Territory/Big City Institutional Membership (TB Controller + 8 members – Add names below)	$750.00
○ Local Institutional Membership (TB Controller + 2 members – Add names below)	$250.00
○ Institutional Member (Add on to State/Local Institutional Membership)	$40.00
○ Registering as part of an institutional membership	No Charge
○ Individual Membership	$80.00
○ Individual TB Controller	$150.00
○ Student (Resident, Fellow, Graduate Student, etc)	$40.00
○ Retiree	$40.00

Registering a Group

You'll need to register group members if you're purchasing an institutional membership or if you're purchasing two or more individual memberships for a health department or Center of Excellence.


Both State/Territory/Big City Institutional Membership and the Local Institutional Membership will need to list their members. To do so, click the **Add and then Add Another buttons**. Fill in the names and emails of each person you would like to include in your membership and for each person (up to the limit for each category), select "Registering as part of an institutional membership, No Charge".

a. *State/Territory/Big City Institutional Membership = 9 memberships total
   (TB Controller + 8 additional people)
b. *Local Institutional Membership = 3 memberships total (TB Controller + 2 additional people)
c. To add more members above the 9-person limit for the State/Territory/Big City Institutional Membership or the 3-person limit for the Local Institutional Membership, use the **Add Another button** to enter their names and emails and then select "Institutional Membership (Add on to State/Local Institutional Membership, $40).

If your organization is not purchasing an institutional membership, but you'd like to register a group, click the **Add and then Add Another buttons.** Fill in the names and emails of each person you would like to include in your membership and for each person select the appropriate category. For example, could include a health department with a TB Controller and 1 staff person or a Center of Excellence with 4 individual memberships.

Making Your Payment
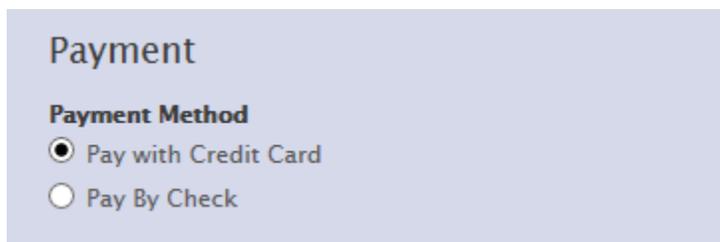
Payment

Payment Method
⦿ Pay with Credit Card
◯ Pay By Check

FOR PAYMENT BY CHECK, MONEY ORDER, OR PURCHASE ORDER:
Select "Pay by Check" and make it payable to the National Tuberculosis Controllers Association.
Mail your payment to NTCA at 2452 Spring Road SE, Smyrna, GA 30080-3828.

FOR AN ACH DEPOSIT:
Select "Pay by Check", finish the registration, then call us at 1-877-503-0806.

FOR AN OFFLINE CREDIT CARD PAYMENT:
Select "Pay by Check", finish the registration, then call us at 1-877-503-0806.

FOR AN ONLINE CREDIT CARD PAYMENT:
Select "Credit Card". We accept Mastercard, Visa, Discover, or American Express.
Paying by credit card visit:
http://events.constantcontact.com/register/event?llr=5piakd8ab&oeidk=a07efupmnf1cbada097

Once payment is confirmed, you will receive a zero-balance receipt from NTCA. If your organization needs an invoice to process the membership payment, please contact NTCA.

After your registration is complete and payment is received, individual emails will be sent to all members listed on your membership (if applicable) with directions on how to fill out their individual member profile.