

Member Guide:

Registration Module for NATCA Academy Classes and Events in MyNATCA

Overview

The **Registration module in MyNATCA** (my.natca.org) allows members to register for NATCA classes, academies, retirement webinars/seminars, and events.

- The Registration module replaces the UnionWare registration portal (portal.natca.org).
- The Registration module should be used for all Academy classes beginning in **2027**.
- Academy registration questions should be directed to AcademyRegistration@natca.org.
- Retirement registration questions should be directed to Retirement@natca.org

How to Register for a Class or Event

Step 1: Open Registrations

1. Log in to [MyNATCA](https://my.natca.org) using your Auth0 account.
2. Select **Registrations** from the left-hand menu.
3. Select the **Open Registrations** tab.

This tab displays classes and events that are currently open for registration.

 Open Registrations

Step 2: Find a NATCA Academy Class or Event

Available classes and events appear in the Registrations listing.

Examples include:

- Safety & Advocacy Training (SAT)
- Occupational Safety and Health / Office of Worker's Compensation Program Training (OSHA)
- Representative Training (RT-1)
- Drug & Alcohol Training (DAT)
- Secretary / Treasurer Training (STT)
- Comprehensive Legislative Activism Training (CLAT)
- Training Review Board (TRB)
- Retirement Webinars / Seminars
- Other approved events and meetings

Academy classes only appear once a Registration Administrator has opened registration for it. Registration typically opens on the class's publish date and closes 55 days before the class start date, in accordance with NEB scheduling practices.

Retirement webinars close one day before the event.

Step 3: Select Register

1. Locate the class /event you want to attend.
2. Select the **Register** icon next to the class



Click to Register

The registration form will display information such as:

- Title
- Description
- Dates
- Registration Window
- Location
- Category

Review the information and select **Next**.

Step 4: Complete Registration Questions

Complete all required information. Typical registration questions include:

- Hotel preferences
- Roommate / individual room requests
- Dietary restrictions
- Concur account
- Emergency contact information
- Additional accommodation requests
- Retirement program

Step 5: Submit Registration

After completing the registration questions, submit your registration.

Your registration status will depend on whether administrator approval is required.

You can review the status on the **My Registrations** tab.

 My Registrations

If approval is not required:

- Your status will change to **Registered**.

If approval is required:

- Your status will change to **Pending Approval**.
- Your registration will remain pending until a Registration Administrator reviews it.
- If you are placed on a waitlist, your status will display **Waitlist**.
- If approval is denied, the status will show as **Not Accepted**.

All academy classes are currently set to require approval. Once submitted, if a registrant needs to edit their responses, they will need to contact AcademyRegistration@natca.org.

For Retirement Webinars/Seminars this will require approval.

Article 41 Section 6 part b

b. At the local level, requests for excused absence to attend these briefings shall be submitted to the Agency by the Union no later than forty-five (45) days prior to the date of the briefing. Such requests shall be approved/disapproved no later than twenty-eight (28) days prior to the date of the briefing. Employee names submitted less than forty-five (45) days in advance shall be approved/disapproved in the order they were received.

Step 6: Monitor Your Registration Status

You can view your registration activity under **My Registrations**.

Possible registration statuses:

Status	Meaning
Pending Approval	Submitted and awaiting administrator review.
Registered	Approved and accepted
Not Accepted	Not approved, or no space available.
Waitlist	Class is full, added to waitlist until a spot becomes available.
In Progress	Registration is in draft pending submission.

If the Registration Administrator reserved you a seat in a class (for example, for a late or RVP-requested addition), your registration will show as Pending Registration until you complete it yourself. Go to My Registrations, open that class, and fill in the registration questions just as you would for a class you registered for on your own. Until you do this, your registration will not move to Registered or Pending Approval.

Canceling a Registration

To cancel the registration you registered for, go to **My Registrations** and find the class and select the red Trash Can button. 

- If you cancel your registration, the registration is removed from your **My Registrations**. The Registration Administrator is notified via email.
- The registration will be removed from **My Registrations**, and the class will be available in Open Registrations if it is still within the active registration window.
- Once the class starts, you will not be able to cancel your registration.

Class/Event is Canceled by the Administrator

If a class/event is canceled by the Registration Administrator:

- The status of the class listed in Open Registrations will show as **Canceled**.
- If a class is canceled by the Registration Administrator, members with the **Registered** or **Pending Approval** status will receive an email notification of cancellation.
- Those on the **Waitlist** will not receive a notification.
- The canceled class will show as **Canceled** in **My Registrations** for affected registrants.

Step 7: Approval and Next Steps

If your registration is approved, the Registration Administrator will contact you by email with all pertinent information, including hotel accommodation, logistics, travel instructions, Concur setup, location details, webinar links, and any additional next steps.

Please note: The approval process may take some time. You will receive an email once your registration has been approved.

Class/Event Attendance – Status

When a class/event begins, attendance will be recorded by the Registration Administrator. The Registration Status will be recorded as:

Attended	Registrant attended the class
No Show	Registrant did not attend class

Viewing Class Status and History

You can view your class status and history on your profile page in my.natca.org under Member Registrations.

Member Registrations		
TITLE	DATES	STATUS