

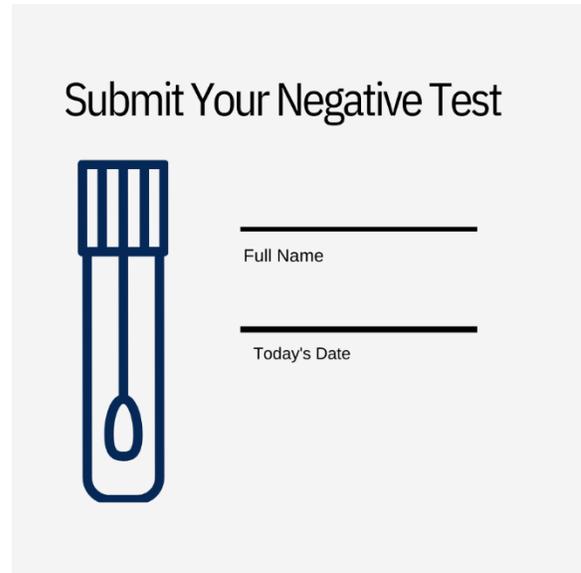


## Instructions for Submitting Your Results

You will need the following:

1. Your registration ID located in the “Registration Pending” confirmation email you received from NCTM upon registration. If you have misplaced the email, you can log into the registration portal and send yourself the confirmation email again.
2. A photo of your negative test results **with your full name and the test date** saved on your computer so you can upload a picture.

*Accepted file formats for your upload are .png, .jpg, .jpeg.*



Submit Your Negative Test



\_\_\_\_\_

Full Name

\_\_\_\_\_

Today's Date

## How to Submit Your Negative Test Results

1. On Sunday, September 25 you will receive a “Welcome to CrowdPass” email from NCTM. **Be sure to check your junk or spam folder if you do not receive this message by 2 p.m. ET.**
2. Click the “Test Portal” button in the email. This button will open a webpage with our event.
3. Click the blue “Register” button.
4. Create your CrowdPass account (enter your email).
5. **Make sure your full name appears exactly as it appears on your test results submission.**
6. Agree to the CrowdPass event waiver.



7. Select your method of verification (PCR or rapid result negative covid test) and click.
8. **Submit your test results from a test taken on September 25 or after.** Take or upload a photo of your test results with your name and the date and hit "Submit"
9. You will receive a submission received email from CrowdPass. **Be sure to check your junk or spam folder if you do not receive this message.**
10. Tip: After you have uploaded your test results you can check your approval status by logging back in with the CrowdPass password you created.
11. Once your negative test is approved, you will receive an additional email from NCTM indicating that your registration is complete with instructions to print your badge.

#### Technical Assistance

Please contact [support@crowdpass.co](mailto:support@crowdpass.co) if you experience any technical issues with the verification process, if it has been more than 8 hours since you uploaded your information but have not received a confirmation, or if you need assistance.

For event questions or non-technical inquiries, please contact [conferencesdept@nctm.org](mailto:conferencesdept@nctm.org)

