



NRF FOUNDATION: STUDENT PROGRAM RETAILER REGISTRATION GUIDE

**This registration platform is exclusively for retailers attending the NRF Foundation Student Program as sponsors. The platform allows you to enter all your registrations for recruiters, mentors, speakers and guests, add/remove team members and send confirmation emails all in one place.*

If you are a RCC or Gold sponsor, your Big Show pass request must be submitted directly to Samantha LaManna via email (lamannas@nrf.com).

Login

- Use the following link to login to your Retail Group. [Retail Group Login](#)
- Enter your credentials to get started.

Retail Group Login

* indicates required fields.

Please enter the username and password, then click "Login".

* Username

* Password

PASSWORD IS REQUIRED

☐ Show Password

Login

Forgot your password? [Click here](#) To have your password sent to the email address that we have on file for your company.

Contact Creation

- This step is for the lead contact of the group – **filling out this step does not serve as a registration for the event. If you (as the lead contact) plan to attend the event, you must add yourself as a registrant when adding in all your company representatives in the next step.**
- Complete all required fields.



Contact Profile

Please complete the following fields.

* Indicates required fields.

* First Name

GROUP

* Company

GROUP CONTACT

* Postal Code

10001

* State/Province

New York >

* Phone Number

0000000000

* Email

GROUP213221@GROUP.COM

* Last Name

CONTACTS

* Address

123 NY AVE

* City

New York

* Country

United States >

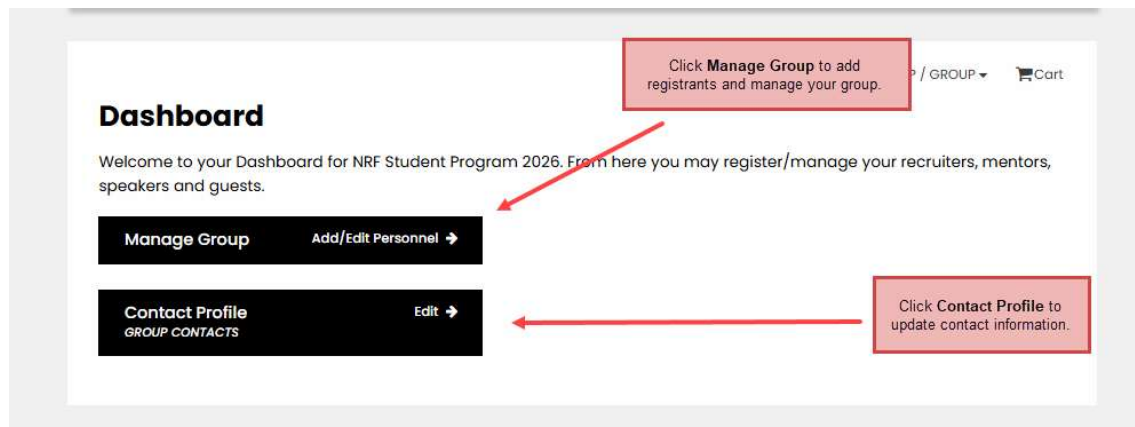
Email CC

Please fill this out if you would like an additional email connected to communications regarding Student Program registration.

*If you are planning to attend the event, please add yourself as a registrant when adding in your group.

Save >

Dashboard (landing page after contact is assigned)



Group Summary page:

1. **Dashboard** – return to your group's landing page.
2. **Add New Person** – Expand the section and begin registering group members one at a time.
3. **Export Personnel** – Follow steps on how to export the list of your team members in excel.
4. **+ (including the 4-digit number)** – Click on the + button and number to edit information for that registrant.



GROUP / GROUP ▾ Cart

1 Dashboard

Group Summary

This registration platform is exclusively for the NRF Foundation Student Program. If you are a RCC or Gold sponsor, your Big Show pass request must be submitted directly to Samantha LaManna via email (lamannas@nrf.com).

▶ Add New Person 2

▶ Export Personnel 3

▶ Filter

Results Total: 4

☒ Include Contact

Edit	First Name	Last Name	Company	Registration	Registration Type
1079	4	Ment	Mentee	Registration Completed ▾ ✕	Mentor
1080	Rebecca	Recruit	Recruits	Registration Completed ▾ ✕	Student Program Recruiting Team
1081	Sammy	Speaks	Speaking Co.	Registration Completed ▾ ✕	Speaker
1082	Gina	Guestino	Guesty	Registration Completed ▾ ✕	Guest

To Register as the Group Contact:

- Find your name located in the Group Summary.
- Click “Register”.
- Complete the required fields and demographic questions. Select a registration type.
- Click “Update” when completed.

▶ Add New Person

▶ Export Personnel

▶ Filter

Results Total: 1

☒ Include Contact

Note: If you would like to send a confirmation to a specific individual only, you can expand their details below and click the send confirmation button for that person.

Edit	First Name	Last Name	Company	Registration	Registration Type
1119	RETAILGROUP	CONTACT	RETAIL GROUP		



Add New Person (to register):

- Expand the section to register each individual one at a time.
- Select the registration type for individual. **You must select a registration type before continuing.**
 - **ME (Mentor):** People who will be participating in the Executive Mentor Experience on Saturday, January 10 from 8:15am – 11:00am. Please refer to your sponsorship agreement for your number of mentors. If a person falls into Guest or Recruiting categories, please prioritize listing them as a mentor.
 - **SPK (Speaker):** People who are speaking at the event on the main stage or in the tech/supply chain breakouts. If a person is a speaker and also a mentor, please prioritize listing them as a speaker.
 - **STSP (Recruiting Team):** Recruiters and talent acquisition team members who will be attending the event.
 - **G (Guest):** these individuals are anyone else you are bringing along to the event who doesn't fall into the categories above.
- Fill out all required fields and demographic questions. Email must be the business email of the registrant.
- Click "Add" when complete.

The deadline to finalize your group is December 19, 2025.

▼ Add New Person

Please complete the following fields to register the representatives from your company that will be attending the NRF Foundation Student Program as recruiters, speakers, mentors, or guests. You can return to this site at any time to add/remove representatives, update details and send out confirmation emails. The deadline to finalize your group is **December 19, 2025**.

* Indicates required fields.

Registration Required for Badge:

* Reg Type:

Please Select >

* First Name

* Last Name

* Company

* Title

* Postal Code

20005

* City

Washington

* State/Province

District of Columbia >

* Country

United States >

* Email

▼ * Will this individual attend the University Recruiter Networking Reception on Friday Jan. 9 from 6pm - 8pm?

☐ Yes

☐ No

▼ * Will this individual attend the Educator & Recruiter Networking Breakfast on Saturday Jan. 10 from 8am - 8:45am?

☐ Yes

☐ No

Cancel

Add



Confirmation Emails:

- Once the registrations have been added, you are able to send email confirmations to all by clicking “Send All Confirmations”.

Results Total: 4

✉ Send All Confirmations

☒ Include Contact

CONFIRMATION SENT

Edit	First Name	Last Name	Company	Registration	Registration Type
➕ 1079	Maggie	Ment	Mentee	Registration Completed ▾	✖ Mentor

➕ 1079

Maggie

Ment

Mentee

Registration Completed ▾

✖

Mentor