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## CLA Institutional Member Library Discount Code

1 message

**CLA President** <president@ctlibraryassociation.org>  
To: CLA President <president@ctlibraryassociation.org>  
Bcc: rscheier@ctlibraryassociation.org

Wed, Apr 14, 2021 at 2:36 PM

Good day, and thank you for being a CLA Institutional Member. As such, you are entitled to a discount code which allows non-CLA member staff to attend our conference at the member rate. For the number of staff your institutional membership covers, please see the below chart.

Budget up to \$100K.....	2	non-member staff at member rate
Budget \$100,001 - \$300,000.....	3	"
Budget \$300,001 - \$500,000.....	4	"
Budget \$500,001 - \$1 million.....	5	"
Budget over \$1 million.....	6	"

To receive the discounted member rate, please use the coupon code [**contact CLA office for code**]. Staff that already have individual membership should not be using this discount. The director of the institution (or their designee) is required to register their staff for the event, and apply the coupon. There is no early bird or other group discount rate applicable.

1. You will need to register each staff member **individually**, one at a time.
2. Go to the CLA website: [www.ctlibraryassociation.org](http://www.ctlibraryassociation.org)
3. Find the program/workshop/conference you are interested in sending staff to and click on "Register Now."
4. **DO NOT** login (as a member or non-member.)
5. **Proceed with registration as a guest.**
6. Fill in the information as required, click continue, and submit the registration questionnaire
7. When you get to the ticket screen, add the ticket you want to your cart. If prompted, answer any additional questions.
8. After you add the ticket to your cart, scroll down to the bottom of the screen, and you will see a *coupon code* redemption box.
9. Enter the applicable coupon code (codes are case-sensitive.)
10. 1 code per person per event.
11. Complete the registration and payment information.

Please contact the CLA office at 860-346-2444 or [mscheier@ctlibraryassociation.org](mailto:mscheier@ctlibraryassociation.org) if you have any questions or issues with the registration process.

Thank you, and I look forward to your attendance at the conference.  
Tom Piezzo, President, Connecticut Library Association