Online Sponsorship Purchase Process

Below you will find instructions for our all new online sponsorship tool. From here you will be able to review all sponsorships we offer, see in real-time what is still available, and make purchases.

1. Go to www.nsbe.org
2. You can choose to login now in the orange box on the top-right if you already have a NSBE account. If you do not have an account the system, continue with the instructions below will prompt you to create one before you checkout.
3. There are areas which you can make purchases:
   a. To select your organizations partnership level click on “Levels of Sponsorship”
   b. To select event-related sponsorships and additional items click on “Recruitment Opportunities”. Note: Your organization must have purchased one of NSBE’s national ‘Levels of Sponsorship’ to exhibit in the Annual Convention Career Fair.
4. Click on the desired section (any red underlined link) for which you would like to review available sponsorships.
5. Click any of the green bars to expand/collapse each section to see opportunities under each. Within that section, click on your desired sponsorship.
Note: Each sponsorship item marked with an asterisk (*) requires additional fees such as food, beverage, equipment and/or other ancillary costs.

6. This will now bring you from our website to the online purchasing system. Check the box of the sponsorship you desired, and enter the desired quantity.
7. Click “Continue Shopping” to select additional items from the same or different sections. Or if you are ready to proceed, click “Complete Purchase” to go to the checkout page. Take this time to review all of your desired purchases for accuracy, as well as the cancellation policy for related terms and conditions.

8. Enter your electronic signature and any special comments for your order, and check the below to acknowledge you’ve read the cancellation policy.

9. Enter your payment information. In the dropdown menu next to Payment Method you may select to enter Credit Card information, have the system process a Purchase Order, or Pay Later to have the system create an invoice for you.

10. Select “Submit Payment”

11. An email will be sent to the email address you entered confirming your purchase. Please review this email as it will contain specific information regarding your purchase, which can include contact information for hospitality suite food/beverage orders, exhibitor’s kit, additional information we’ll need from you, or other purchase specific information.
For additional assistance or questions contact corp_relations@nsbe.org or call 703.549.2207 ext 375.