For Chamber Members

How to Register Yourself for an Event:

- Navigate to our Community Event Calendar.
- Locate the event for which you would like to register. (Chamber Events are listed in **green**. Community events are listed in **blue**.)
- In the event block, select the 👤 icon. It will take you to the Registration Login.

* If you selected the Event Title instead, you will be redirected to our Event Listing page, where you will find further details on the event. In this case, click the button at the bottom of the Event Block labeled, "Register here." This will take you to the Registration Login.

- On the Registration Login Page, make certain the "Member" tab is selected.
- Enter your REPRESENTATIVE login information. (This should be your <u>first </u>and <u>last name</u> as <u>login</u> and <u>password</u>, respectively.) Select "Continue>>" below the "Login" and "Password" Fields.
- The page will reload. Your name should be listed in the top block; "Member Login: `Your Name`." (If your name is not listed, select the "Change Login" button on the upper right to start over.)
- Under "Select items by specifying a desired quantity", select "1" in the box under "Qty" for the desired registration item. Select "Continue>>."
- The page will reload.
    - o If this is a FREE event, confirm that all the information is correct before selecting "Submit Registration."
        - ▪ This will take you to a confirmation page.
    - o If this is not a free event, please choose either "submit registration and be invoiced" or "pay online."
        - ▪ If you opted to be invoiced, you will be redirected to a confirmation page and your invoice will be emailed to you.
        - ▪ If you selected "pay online," you will be directed to your cart where you can register for additional events or check out now. When ready, select the "Checkout" button at the bottom of the page.
            - • You will be directed to a secure Payment Form. Fill out the fields accordingly and select "Pay Now" when finished.

* Please note that the address from your Member Profile will automatically populate as the Billing address. If this is not the address associated with your Credit Card, payment will not go through. This payment system accepts Visa, MasterCard, and Discover. **We greatly appreciate your payment in advance.**

Let us know if you have any questions.