



# Event Registration

There are several ways to access registration pages for our events. You can login to the Member Information Center (MIC), visit the Chamber Calendar on our website, or check our Facebook page and look for our events. Once you are on the registration page, follow the easy step-by-step instructions listed below.

## How to Register for an Event

1. Once you have found the event click on the purple **Register Now** button.
2. In the Event Registration page click **Add Attendee**.
3. Select **Pricing** (Lunch or No Lunch).
4. If using a Promo Code for prepaid lunches please enter your code and hit **Apply**.
5. Enter in your name and contact information then click **Save Changes**.
6. If needed, register additional attendees by following the same process.
7. Once the attendee information is completed click **Next**.
8. The next page will allow you to review your order or go back and make updates if needed.
9. To continue the process click **Add to Cart** if there is a fee or **Next** if using a promo code.
10. If there is a fee, the shopping cart will appear for you to review and **Check Out**.
11. Choose your payment option.
12. After you have selected your preferred payment option continue the process.
13. You will see a **Checkout Successful** screen to know you have completed the process.

## Events Overview in the Member Information Center (MIC)

1. Login to the MIC.
2. Click on the **Events** button at the top of the **Home page**.
3. **Events I've registered for** – These are events you have completed the registration process.
4. **Featured Events** – These are highlighted events.
5. **Registration Available** – This option will show you events that have open registration.
6. **Incomplete Registration** – Here are events that you may have started the registration process but did not complete. Completing the registration will mark you as registered for the event.
7. **Keyword** – if you are looking for a specific event you may use a keyword that could be used in the event description.
8. **Category** – Choose the category for the events you are looking for.
9. **Month** – Filter the list to only show events in a certain month.
10. **Change Dates** – Using this date range you will be able to search for events in a custom date range.