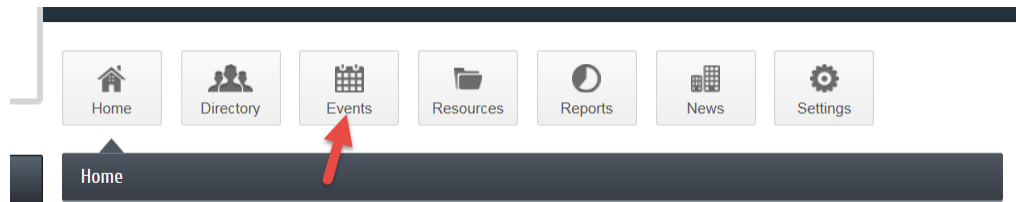


Events Overview in the Member Information Center (MIC)

To use the **Events** options in your MIC click on the **Events** button at the top of the **Home** page.



Filter options available in the **Events** section of the MIC

1. **Events I've have registered for** – These are events you have completed the registration process.
2. **Events I've attended/checked-in** – These are events you have registered for and your chamber/association marked you as attended
3. **Featured Events** – These are events of high importance or highlighted events
4. **Registration Available** – This option will show you events that have open registration.
5. **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.
6. **Keyword** – If you are looking for a specific event you may use a keyword that could be used in the event description
7. **Category** – Choose the category for the events you are looking for.
8. **Month** – Filter the list to only show events in a certain month
9. **Change Dates** – Using this date range you will be able to search for events in a custom date range

A screenshot of the Events section in the MIC. On the left is a sidebar with filter options: 'Events I've registered for' (1), 'Events I've attended/checked-in' (2), 'Clear Filters', 'Featured Events (1)' (3), 'Registration Available (4)' (4), 'Incomplete Registration (1)' (5), 'Narrow search by:', 'Keyword:' (6), 'Category:' (7), and 'Month:' (8). The main content area has a dark blue header with 'Events' and a blue banner for 'Advertising Opportunities are Going Fast!'. Below the banner is a blue 'Add Event' button. A date range filter shows 'From: 1/27/2016' (9) and 'To: 3/27/2016' with an 'Apply Dates' button. The results section shows 'Results Found: 4' and a list of events, including '25th Annual Ice Fest at Breezy Point' on Wednesday, February 10, 2016. The event description mentions the 20th Annual Ice Fest and lists various activities like Bonfires, Entertainment, Dogsled rides, Pancake breakfast, Snowmobile Radar Run, Snow Golf, and Ice Slide.

How to register for an event.

1. Log in to the MIC
2. Click on **Events** at the top of the **Home page**
3. Using the filters find the event you would like to register for.
4. Once you have found the event click the **Register Now** button

Annual Meeting
Friday, March 25, 2016
test ... [more details](#) >



5. In the Event Registration page click **Add Attendee**

Attendees			
First Name	Last Name	Company	Email
No attendees are currently entered			
Add Attendee			

6. Enter in your name and contact information then click **Save Changes**

Enter information * Required fields

Show Mailing Address

First Name: <input type="text" value="Mickie"/>	Last Name: * <input type="text" value="Cat"/>	Email: <input type="text" value="mail@mail.com"/>
Company Name: <input type="text" value="Magnificent Mutts"/>	Title: <input type="text" value="Owner"/>	Phone: <input type="text" value="(123) 456-7890"/>

Comments:

*Depending on the event setup by your chamber/association you may be able to 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.

Contact Information * Required fields

Primary Contact: *
Mickie Cat

Contact Details:

Mickie Cat 456 main ave.
Owner somewhere, MN 12345
Magnificent Mutts
melissa.frame2553@gmail.com
(123) 456-7890

Comments:

Summary

Name	Description	Quantity	Total
Annual Meeting	Mickie Cat	1	\$10.00
Total Amount:			\$10.00

To continue the process click **Add to Cart** if there is a fee

9. The shopping cart will appear for you to review and **Check Out**

Checkout

Mickie Cat **1 Items**

Registration - Annual Meeting Count: 1

\$10.00

\$10.00

10. Based on the payment options provided by your chamber/association choose your preferred payment option.

Checkout

Mickie Cat **\$10.00**

Online Credit Card Payment.
 You will be invoiced for the amount due.
 Cash or check payment for the amount due will be expected at the time of the event.

*Card Number: *CSC: ?

*Expiration Date:

11. After you have selected your preferred payment option continue the process.

12. You will see a **Checkout Successful** screen to know you have completed the process.

Checkout

Checkout Successful

✓ Registration - Annual Meeting Count: 1
\$10.00

Thank you,
Support-Melissa Frame