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
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

5. In the Event Registration page click Add Attendee

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

*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.

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

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.