

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