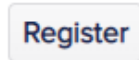





How to: Create portal login and register for an event

1. Click the link of the event you would like to register for.



2. Click the  button on the event description page.



3. Click the blue  button on the upper right hand corner of the screen

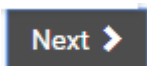
4. If this is your first time logging in to the new database, you will need to create a username and password. Click the [Forgot your password?](#) link and you will be sent a reset password email. Follow appropriate prompts.

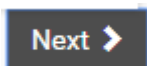
- a. NOTE: You must be in the Minnesota’s Chamber database to be able to sign in with a user name and to create a password.

5. Once you are logged into the database, the Registration Contact page will automatically populate your contact information. The Registration Contact page reflects the company membership, not the individual registering.

Registration Contact

Organization Name *	Minnesota Chamber of Commerce		
First Name *	Lia		
Last Name *	Capaldini		
Email *	lcapaldini@mnychamber.com		
Address *	400 Robert Street North		
	Suite 1500		
City *	State / Province *	Zip / Postal Code *	
St. Paul	MN	55101	
Country			



6. Push  button on the bottom of the page.

7. On the next page, select the ticket type and amount you would like to purchase.

8. Push NEXT button on the bottom of the page.

9. On the Attendee page, click the scroll down arrow in the profile box. A list of all related profiles to this member company should be listed. Click on the person you are making the reservation for. If it is for you, click your own name.

Attendees

All Available Attendees Have Been Added For This Registration

Attendee #1

Profile	<input type="text" value="Select ..."/>
Organization Name *	<input type="text" value="Minnesota Chamber of Commerce"/>

10. The registration page will auto fill with registrant's contact information.

11. Scroll down to complete required Additional Information.

Additional Information

Do you have a dietary restriction? *

How did you hear about this event?*

If you require a special accommodation in order to fully participate in this event, please list below.

12. If you selected more than one ticket, you will be asked to repeat the above steps (9-11) for the other registrants.

13. If you are making a reservation for only one member or when you are completed with the above registrations, push NEXT button on the bottom of the page.

14. Apply any promo codes you may have to the top box on the Payment Info page. Once you push Apply, you should see the discounted price listed under Total Amount.

Payment Info

Promo Code	<input type="text"/>	<input type="button" value="Apply"/>
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15. If this amount is correct, fill in your Payment Option information.



16. Push  and your registration is complete.

17. You will receive a confirmation receipt via email.