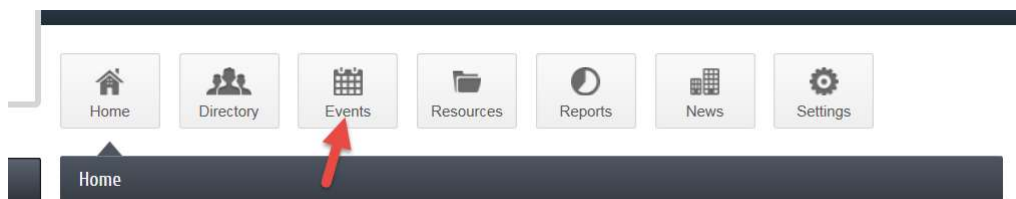


Events Overview in the Member Information Center (MIC)

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

Events

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**

Any Category

Month: **8**

Any Month

Events

Advertising Opportunities are Going Fast!
Contact the Chamber for more information.

[Add Event](#)

« Change Dates » **9**

From: 1/27/2016 To: 3/27/2016 [Apply Dates](#)

Results Found: 4

Sort by: **A-Z** **Date**

25th Annual Ice Fest at Breezy Point
Wednesday, February 10, 2016
20th Annual Ice Fest January 8-10, 2016 Hard Water Fun on Pelican Lake! Plan on attending the 20th Annual Ice Fest in Breezy Point! Blinkie Button Sales & Specials, Bonfires, Entertainment, Dogsled rides, Pancake breakfast, Snowmobile Radar Run, Snow Golf, Ice Slide...Don't miss a minute of the Fun! ... more details

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: Mickie	Last Name: * Cat	Email: mail@mail.com
Company Name: Magnificent Mutts	Title: Owner	Phone: (123) 456-7890
Comments: 		
		Cancel 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.

Contact Information * Required fields

Primary Contact: *

Mickie Cat

Contact Details:

Mickie Cat456 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

<< Back

Add to Cart

Cancel

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

Registration - Annual Meeting

\$10.00

\$10.00

1 Items

Count: 1

Checkout >

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

\$10.00

Count: 1

Thank you,
Support-Melissa Frame

✓ Continue