

## THE GO TO OPTIONS

When you are logged in and looking at the member screen, you will see a black bar across the top. On the far right side of that bar is a GO TO menu dropdown. The options are as follows:

1. Home – shows the calendar of events and important messages
2. Calendar of Events – lists events and gives you registration options
3. Messages – occasional notices that we post
4. Profile – detailed information about your membership such as business contact info, personal info, login information etc.
5. Committees and Councils – lists which ones you are part of
6. Leadership Positions – lists which positions you may hold within the Association
7. Expenses – shows dues owed/paid
8. Dependants – allows you to add co-workers, employees, friends etc.
9. Government Affairs – while listed, is not an enabled feature yet
10. Log Out – will exit you from the system

**PLEASE REMEMBER!!! If you make ANY changes PLEASE HIT SAVE, again DO NOT FORGET TO SAVE.**

## HOW TO CHANGE COMPANY CONTACT INFORMATION

1. Once logged in you will be taken to a screen with your MEMBER PROFILE. From here look at the black bar heading and on the right you will see a drop down menu next to the words GO TO.
2. If you click on the drop down menu, choose the option PROFILE
3. This will open a new page with your company information on it. From here you have the ability to change your phone number, address, email address, form of communication desired, username/passwords, add dependants and so on.
4. **IMPORTANT!!!!** If you just enter your information and then leave the page, our records are NOT updated so PLEASE READ STEP 5
5. Scroll alllll the way to the bottom and hit SAVE. Again it is important that you scroll to the bottom and hit SAVE before you leave this page.
6. When you are finished, once again go to the top where the drop down GO TO menu is in the black bar heading and choose from the drop down list LOGOUT.
7. This will successfully update our records.

## HOW TO REGISTER FOR AN EVENT

1. Once logged in you will be taken to a screen with your MEMBER PROFILE. You will immediately see a “Calendar of Events” page.
2. You have the option of selecting an event from this page, or click on the appropriate month of the event you wish to register for.
3. Click on an event. If it is one in which you can register, once clicked a new screen will open and in the bottom left corner you will see a gray button with the word “Register” written on it.
4. Click on the register button.
5. The next screen gives you several options:
  - a) **Add a Participant** – choose this if you plan on bringing a guest. This will open a new screen again and give you the option of searching for your guest in our member directory in the top box OR you can simply type the name of your guest. Be sure to then mark the box that says “Add New Participant” and click the SAVE button at the bottom.
    - if you perform a **search for a member**, a list of members who match your search will appear in the lower box. You will then need to mark the box next to their name. After you have found all participants you wish to add, please remember to hit “Add New Participant” and click the SAVE button at the bottom.
    - if you are **adding a non-member guest**, you will need to write their name in the top box under “contact name” then mark “Add New Participant” and click the SAVE button at the bottom. This will take you to another screen where you will be asked to fill in further information about your guest.
6. After you have added participants, remember to click the SAVE button at the bottom. This will open yet another screen detailing the information you have entered. If the information is correct, click on the NEXT button. (If at any time you wish to cancel or go back a page, you can click on *cancel* or *previous* found at bottom of page)
7. If the event you have registered for requires payment, you will be directed to continue your registration through online payment options. If it does not require payment, you will be directed to skip the payment steps. In either case be sure to continue clicking *next* until your registration has been confirmed.
8. If you **registered for an event and want to cancel**, go to the main calendar of events, choose the event you wish to cancel registration and when a new page opens choose the option *cancel registration* at bottom of page. A new window will pop up asking you why you have decided to cancel. You can choose to submit a reason or simply click o