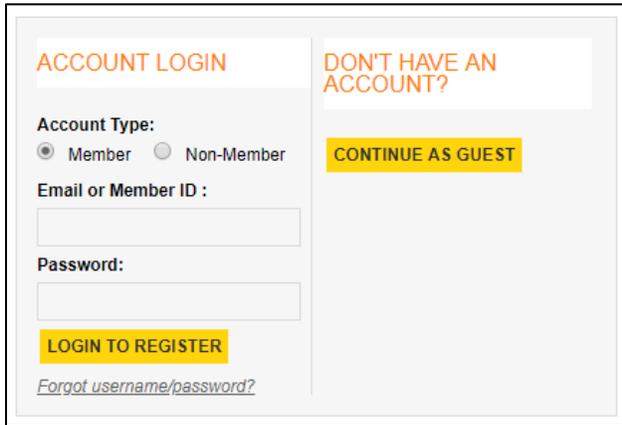


Online Registration Process for IES Chicago Events

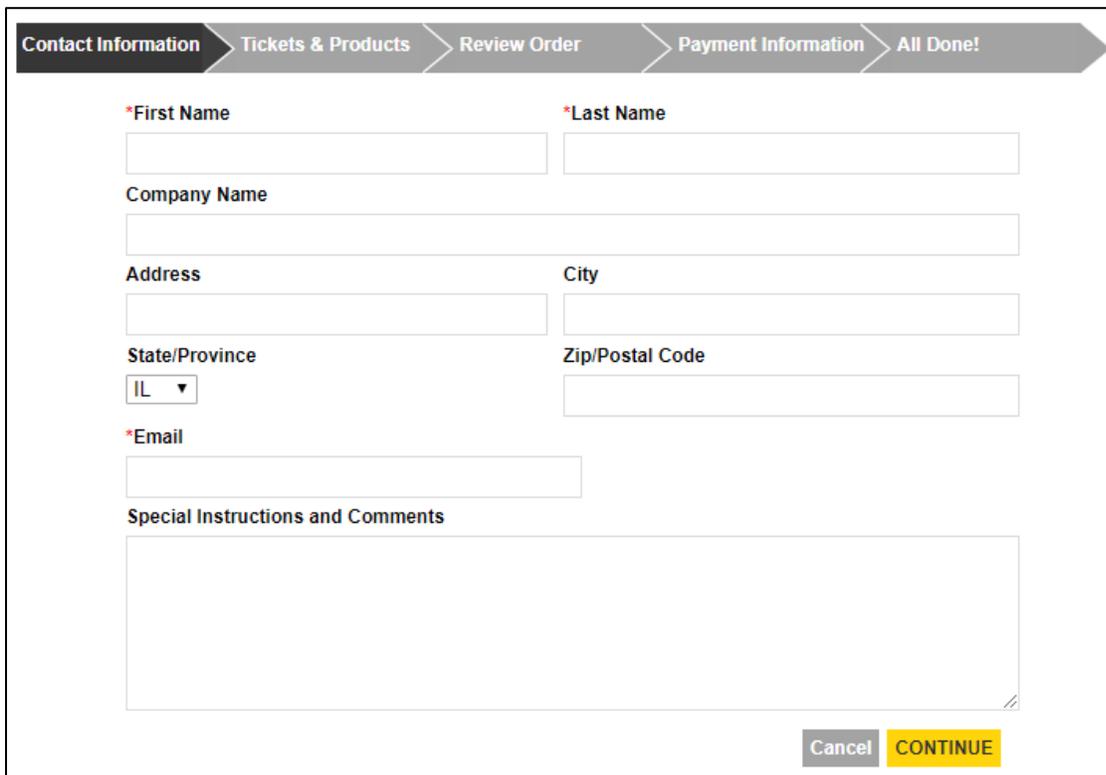
1. Find the event at ieschicago.org, or in the invitation email, and click the **REGISTER NOW** button.
2. You will be prompted to log in to your account. You can do so if you wish and click **LOGIN TO REGISTER**. Confirm that the correct Account Type is selected; Member or Non-Member.

If you are a sponsor or do not have an account, you can alternatively select **CONTINUE AS GUEST**.



The screenshot shows a registration form with two main sections. The left section is titled "ACCOUNT LOGIN" and contains the following elements: "Account Type:" with radio buttons for "Member" (selected) and "Non-Member"; "Email or Member ID:" with a text input field; "Password:" with a text input field; a yellow "LOGIN TO REGISTER" button; and a link "[Forgot username/password?](#)". The right section is titled "DON'T HAVE AN ACCOUNT?" and contains a yellow "CONTINUE AS GUEST" button.

3. Fill in your contact information on the next page. If you logged in, your info should be automatically populated. Click **CONTINUE**.



The screenshot shows a contact information page with a progress bar at the top containing five steps: "Contact Information" (current), "Tickets & Products", "Review Order", "Payment Information", and "All Done!". The form fields are as follows: "*First Name" and "*Last Name" (text input); "Company Name" (text input); "Address" and "City" (text input); "State/Province" (dropdown menu with "IL" selected) and "Zip/Postal Code" (text input); "*Email" (text input); and "Special Instructions and Comments" (text area). At the bottom right, there are two buttons: "Cancel" and "CONTINUE".

4. On the following page, you must add tickets to your cart for all registrants. Find the appropriate ticket in the Available Tickets list, and click **ADD**. Certain tickets will prompt for additional information which must be filled out before being added to the Cart. **In this context “Guest Name” means the name of the person who is attending the event on the currently selected ticket.** If you want to bring additional guests, you must add more tickets to your cart later.

Add Tickets

You are adding 1 ticket: Annual Sponsor .

Guest Name

Guest Company

Guest Email

*Please enter your discount code below. Additional registrations beyond your company's free registration quota will be invoiced after the event at the non-member rate. Contact membership@ieschicago.org for assistance.

*What best describes your occupation?

Do you have any special dietary requests?

5. After filling out the guest info for each ticket, you can see your successfully added tickets in the cart on the right side of the page. **Before proceeding, confirm that there is a ticket shown in the cart for every individual in your party.** You can see the total number of registrations at the bottom of the cart, beside the heading, "Total Registrations." When you are finished, click **CONTINUE**.

Available Tickets

IES Member (\$15/each)
 ADD

Non-Member (\$20/each)
 ADD

Annual Sponsor (\$0/each)
 ADD

Student (\$15/each)
 ADD

BoM (\$0/each)
 ADD

ASLA Member (\$15/each)
 ADD

 **Added Tickets and Products**

Delete			
Item	QTY	Price	Total
<p>Annual Sponsor</p> <p><i>Guest ticket</i></p> <p>Guest: TEST TEST CO membership@ieschicago.org</p> <p><i>Please enter your discount code below. Additional registrations beyond your company's free registration quota will be invoiced after the event at the non-member rate. Contact membership@ieschicago.org for assistance. sponsorTEST</i></p> <p><i>What best describes your occupation? Other</i></p> <p><i>Do you have any special dietary requests?</i></p>	1	\$0.00	\$0.00
<p>Annual Sponsor</p> <p><i>Guest ticket</i></p> <p>Guest: TEST 02 TEST CO membership@ieschicago.org</p> <p><i>Please enter your discount code below. Additional registrations beyond your company's free registration quota will be invoiced after the event at the non-member rate. Contact membership@ieschicago.org for assistance. sponsorTEST</i></p> <p><i>What best describes your occupation? Other</i></p> <p><i>Do you have any special dietary requests?</i></p>	1	\$0.00	\$0.00
Subtotal:			\$0.00
Total Registrations: 2		Order Total:	\$0.00

Cancel **CONTINUE**

6. The next page allows you to review your order. Confirm that all information is correct, and that you have a ticket in your cart for every individual in your party. If you need to make any modifications or add more registrants, you can click the **EDIT** button. When you are ready to proceed, click **CONTINUE**.
7. The following page will prompt you for payment, if applicable. Enter the required information if there is a balance due, then click CONTINUE to complete your order.
8. You're done! You should see a Registration Confirmation on the next page. You may also print a receipt from this page. A confirmation email will be sent to the email address on your registration. If you do not receive a confirmation email check your junk mail filters, then contact events@ieschicago.org. Please feel free to contact us at any time if you are unsure if your registration was processed.