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.

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