Logo, company name

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**CUES Paid Event: CU Policy**

**Purpose:***Send these emails to communicate your credit union’s policy on registering for paid events with CUES.*

**Directions:***Copy and paste the template below into a new email, replace all highlighted fields, then send*

**SUBJECT:** **CUES Paid Event Registrations: <CU/ORGANIZATION NAME> Policy**

Discounts for paid events through CUES are a benefit included in your CUES membership. If you are interested in attending CUES CEO Institutes, schools, or in-person events which require travel you must gain approval from your supervisor before making a purchase.

Below are the steps to be taken at <CU/ORGANIZATION NAME> to be approved for paid events through CUES:

1. Identify the CUES event you’d like to attend
2. Schedule time with your supervisor to discuss the need for the registration
3. Once approval is granted, register for the event
4. Upon checkout, select the ‘bill me’ option. This will send an invoice to the credit union
5. Submit your registration confirmation to your supervisor.

To complete your registration and credit card payment, reference the below guide in the [Member Help Center](https://www.cues.org/member-help-center):

Event Registration

\*Benefits included in the membership such as CUES Webinars and Virtual Classrooms are not considered paid events.