

**Event Registration – Paid Events**

**Purpose:***Send to employees interested in paid events at CUES*

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

**SUBJECT:** **CUES Event Registration – Paid Events**

Hello <NAME>,

Thank you for your interest in attending <NAME OF EVENT>. Prior to registering, please be sure to review the attached registration policy for <CU/ORGANIZATION NAME>. Once you have obtained approval from management, register to the event using the [Member Help Center](https://www.cues.org/member-help-center) guide below.

Event Registration

Once you have completed the registration you will receive a confirmation email from cues@cues.org. You will also be able to verify the registration in your events under “My Account Details”.

If you need assistance with registration, please email cues@cues.org with any questions.