



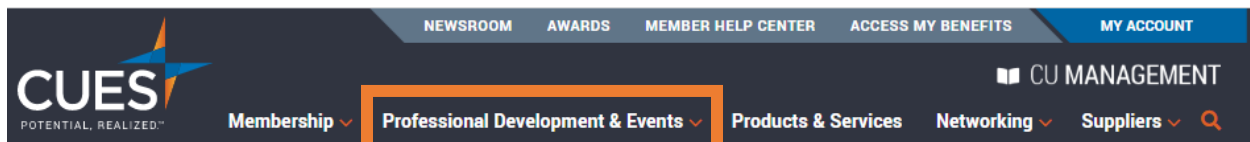
## Member How-to Document

### Registering Someone for an Event

**Purpose:** Use this document when you need to register someone for an event.

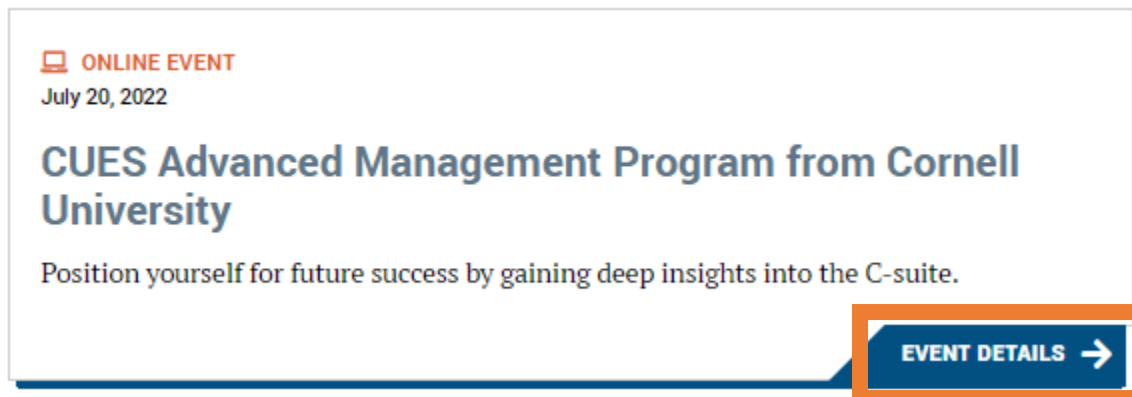
#### Process:

1. Once you're logged in to cues.org, click 'Professional Development & Events' from the top toolbar



*\*The Professional Development & Events Page will default to show all events coming up. You do have the option to filter the search results if you choose to.*

2. Locate the event and click 'Event Details'



- You'll now see the event overview page. This is where you'll find all details about the event you've selected. To register, click 'REGISTER' on the left-hand side of the page.

**REGISTER**

Member Price

**\$7,995**

\$10,195 CAD

Non-Member Price

**\$9,195** \$11,725 CAD

Login or become a member for discounted pricing.

**OVERVIEW** CURRICULUM ABOUT ECORNELL FACULTY FAQ

*This is a nine-month program that runs from July 20, 2022 - March 22, 2023.*

- Click 'Select Another Registrant'.

**Registrant:** Laura Gibbs **Event:** 2022 TalentNext

**Event Progress**

Basic Information Registration Options

### Badge and Contact Information

**Select Another Registrant**

- Select the name of who you are registering, and click 'Register This Person'

You may register others for this event.

Fellow Employees

**Employee of**

CUES Staff

**Register on Behalf of**

Dawn Abely CUDE  
George Darling  
Jamie Darlington  
Tweedle Dee  
**Megan Dix**  
Daisy Duck  
Donald Duck  
Danielle Dyer

You may register others for this event.

Fellow Employees

**Employee of**

CUES Staff

**Register on Behalf of**

Megan Dix

**Register This Person**

6. Confirm their name, title, and contact information.  
\*if changes are needed, see 'Updating a Title' in the [Member Help Center](#)

**Preferred Name on Badge**

Megan

**Title**

Member Experience Advocate

Member Experience Advocate  
CUES Staff  
PO Box 14167  
Madison, WI 53708-0167  
megan@cues.org  
608.288.5361

- a) Then check the box to verify you've read and understand the Cancellation Policy.

**Event Cancellation Policy\***

I have read and understand the Cancellation Policy.

- b) Click 'Continue'.

7. Review all information in the confirmation section to ensure all items are correct and click 'Continue'.
8. You will now be directed to My Cart where you will finish your order by selecting payment options.
  - a) Select 'Credit Card' to pay immediately.  
\*For instructions to pay via credit card, see 'Credit Card Payments' in the [Member Help Center](#).
  - b) Select 'Bill Me' to have an invoice sent to your credit union.

**Payment Options**

- select a payment option -

- select a payment option -

Credit Card

Bill Me

9. Registration is now complete. You can print the statement from here. You and the registrant will receive a registration confirmation from [cues@cues.org](mailto:cues@cues.org)

