POTENTIAL, REALIZED.™

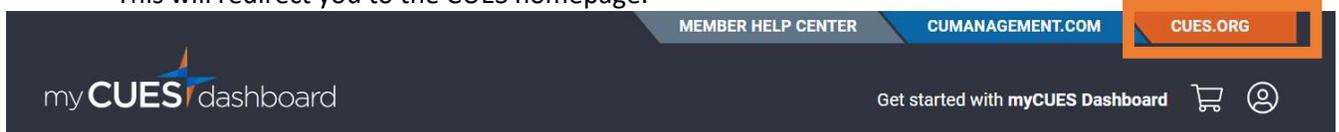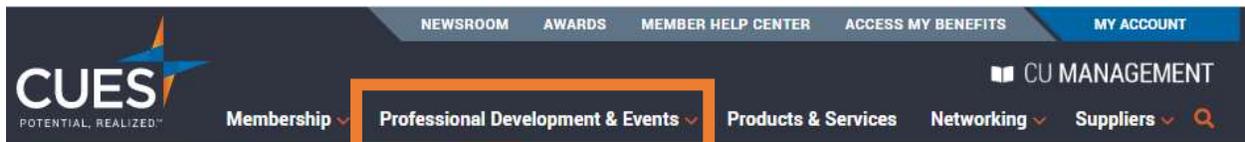*Member How-to Document*

# Event Registration

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

**Process:**

1. Once you are logged in to cues.org, you'll be in the myCUES Dashboard. From here click the cues.org tab.
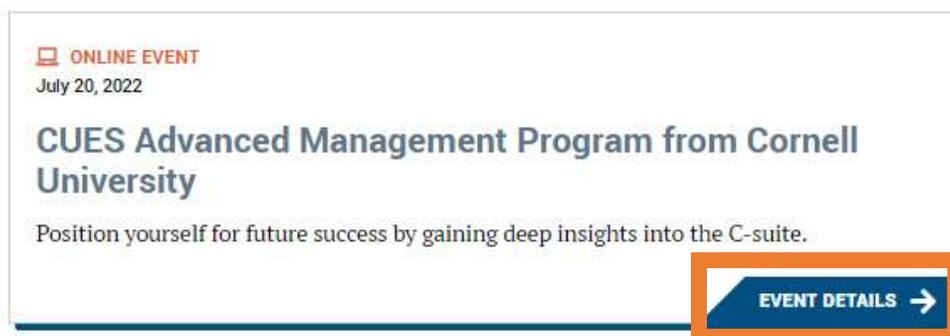   *This will redirect you to the CUES homepage.



2. Click 'Professional Development & Events' from the horizontal navigation bar.



*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.*

3. Locate the event you'd like to register for and click 'Event Details'.



4. 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.

5. Confirm your name, title, and contact information.
   ** if changes are needed, see *Updating Your Information* in the [Member Help Center](#).



a) Then check the box to verify you've read and understand the Cancellation Policy.
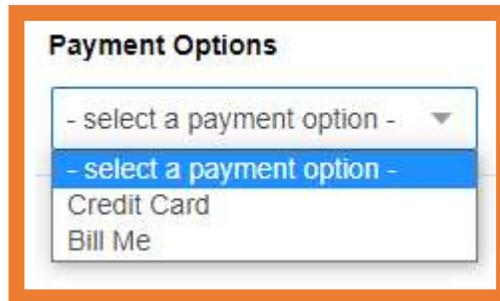
**Event Cancellation Policy***
☐ I have read and understand the Cancellation Policy.

b) If you have any special needs that we should know about, please tell us in the text field box

To ensure you have a successful experience on site, please indicate any special needs or dietary restrictions you have

c) Click 'Continue'.

6. Review all information in the confirmation section to ensure all items are correct. Click 'Continue'.
7. You will now be directed to 'My Cart' where you will finish your order by selecting payment options.
   - Select 'Credit Card' to pay immediately.
     \*\*For instructions to pay via credit card, see *Credit Card Payments* in the [Member Help Center](Member Help Center).
   - 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

8. Registration is now complete. You can print your statement from here. You will also receive a registration confirmation email from [cues@cues.org](mailto:cues@cues.org) at the email associated with your CUES account.