



Member How-to Document

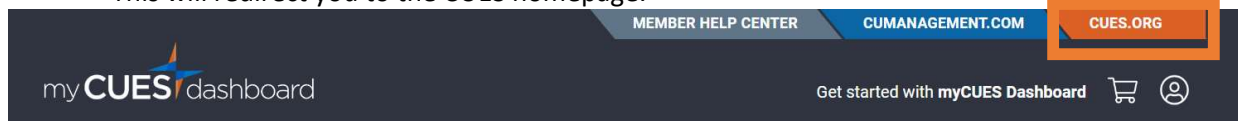
Registering Someone for an Event

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

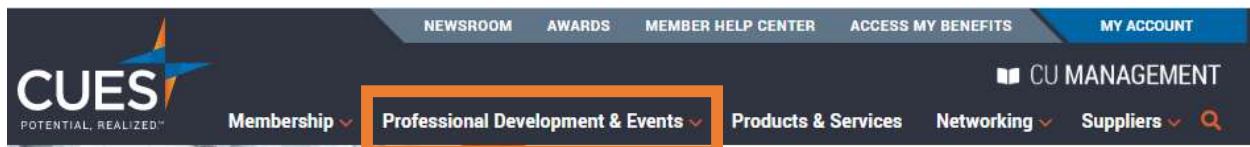
Process:

1. Once you're logged in to cues.org, you'll be in the myCUES Dashboard. From here click the cues.org tab.

*This will redirect you to the CUES homepage.



2. Then click 'Professional Development & Events' from the top toolbar

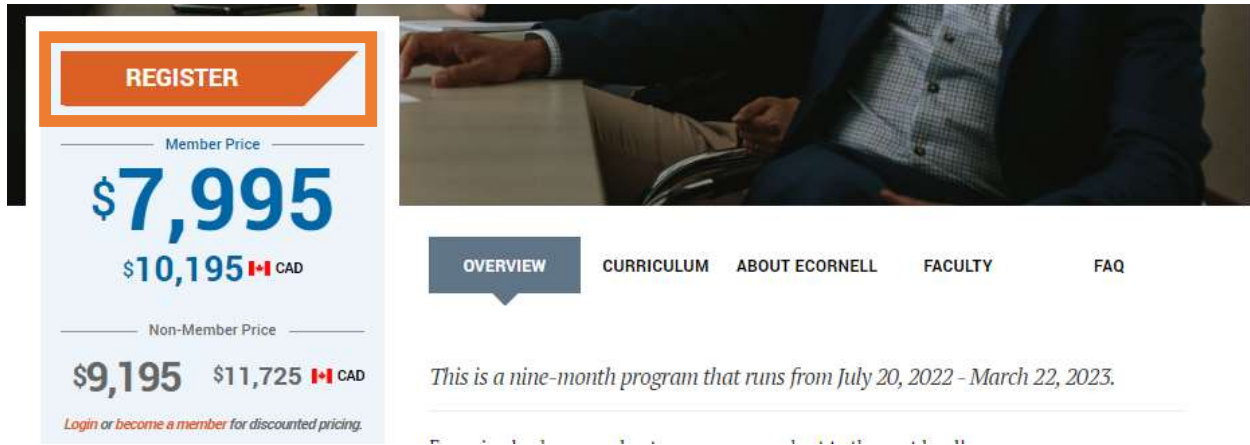


*The Professional Development & Events Page will default to show all events coming up. You do have the option to filter the search results if you choose to.

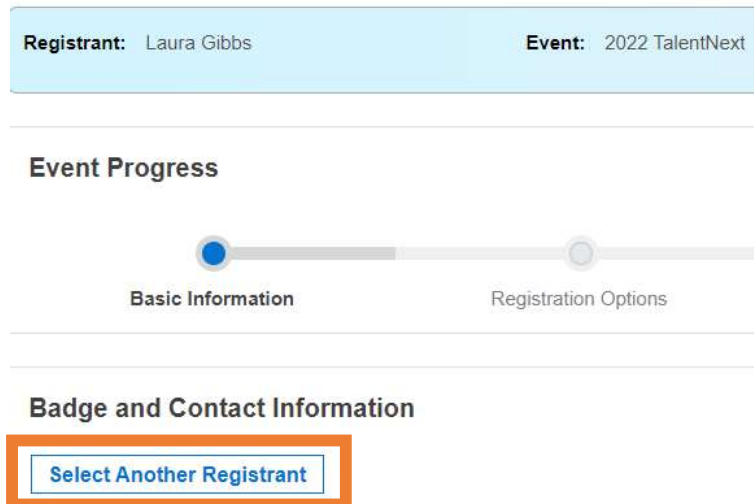
3. Locate the event and click 'Event Details'



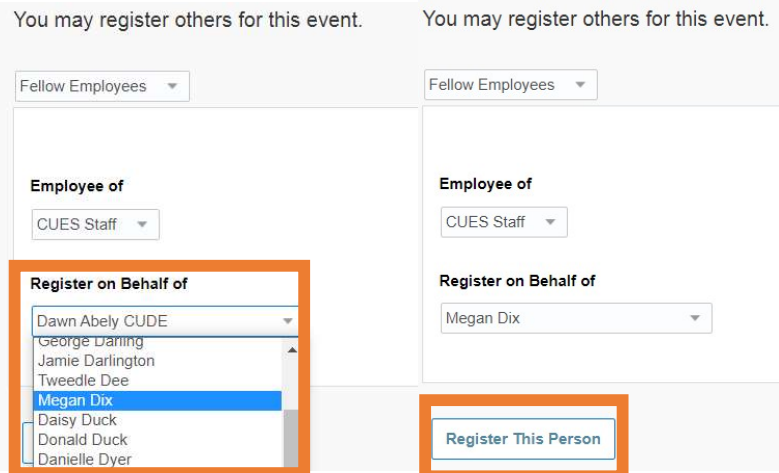
- You'll now see the event overview page. This is where you'll find all details about the event you've selected. To register, click 'REGISTER' on the left-hand side of the page.



- Click 'Select Another Registrant'.



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



7. 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'.
8. Review all information in the confirmation section to ensure all items are correct and click 'Continue'.
 9. 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

10. Registration is now complete. You can print the statement from here. You and the registrant will receive a registration confirmation from cues@cues.org

