

## Member How-to Document

## **Registering Someone for an Event**

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

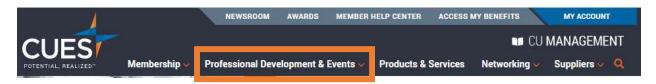
## Process:

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'



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.

REGISTER Member Price \$7,995	
\$10,195 INI CAD	OVERVIEW CURRICULUM ABOUT ECORNELL FACULTY FAQ
Non-Member Price	This is a nine-month program that runs from July 20, 2022 - March 22, 2023.

5. Click 'Select Another Registrant'.

Registrant: Laura Gibbs	Event: 2022 TalentNext		
Event Progress			
Basic Information	Registration Options		
Badge and Contact Informatio	n		
Select Another Registrant			

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

You may register others for this event.	You may register others for this event
Fellow Employees	Fellow Employees 🔻
Employee of	Employee of
CUES Staff 💌	CUES Staff 💌
Register on Behalf of	Register on Behalf of
Dawn Abely CUDE	Megan Dix 👻
George Darring Jamie Darlington Tweedle Dee	
Megan Dix	

Confirm their name, title, and contact information.
 \*if changes are needed, see 'Updating a Title' in the <u>Member Help Center</u>

Preferred Name on Badge	
Megan	
Title	
Member Experience Advocate	
Member Experience Advocate	
Member Experience Advocate CUES Staff	
CUES Staff	
CUES Staff PO Box 14167	

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 <u>Member Help</u> <u>Center</u>.
  - b) Select 'Bill Me' to have an invoice sent to your credit union.

ayment 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 <a href="mailto:cues@cues.org">cues@cues.org</a>

PO Box 14167 Madison, WI 53708 Email: <u>cues@cues.org</u> | Phone: US: <u>608.271.2664</u> or <u>800.252.2664</u>, opt. 2; Canada Tel: <u>604.347.7097</u>