

Registering for an Event

HOW TO: Register For an Event

- Go to <u>https://www.marshfieldchamber.org/</u>
- Under the "News and Events" tab, go to "Calendar"



• Click on the event of your choosing, you will be redirected to the web page for the event



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Click on the "Register" Button

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0 Once you are on the registration page, enter your Organization Name and input the • related profile on the tab below. This should populate the information associated with that profile. If not, input the required information in each blank box.

Marshfield Chamb	per of Commerce An	nual Meeting - January 2	24, 2024			
Wednesday, January 24, 2024	5:30 PM					
Registration Contact	Registration Cont	tact				
Select News Attendees	Organization Name *	MCOC Test Profile				
	Related Profile Lookup	None (0)				Ŷ
	First Name *					
	Last Name *					
	Title					
	Email *					
	Address					
		City	State / P	rovince	Zip / Postal Code	
			MA	~		
		Country				

Once the information is filled out, go to the "Select Items" tab on the left hand side and • add the number of attendees per category by manually inputting the number or using the arrows on the side of the number box

Select Items			
Name	Price	Quantity	Total
Marshfield Annual Meeting - Member Attendee	\$0.00/\$10.00	o	
Annual Meeting Reception Sponsor	\$500.00	0	
		(2 Available)	
			Ø Cancel & Back Next >

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- Then, go to the "Attendees" tab on the left-hand side and input the information for each attendee using the "related profile" tab or input the information manually

Attendee #1		
Profile	Select	~
Organization Name	MCOC Test Profile	
First Name		
Last Name		
Title		
Email		

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• Once the information is inputted, click the "Submit Registration" button



• You will receive a confirmation email to the email addresses you inputted