Chamber Business Lunch & After Hours Sign-up Procedure January 2017

To sign up for a Chamber event you need to go to the Chamber calendar at: <u>http://sanibel-island.sanibel-</u>captiva.org/events/calendar.

Please note all registrations now require payment at the time of this registration.

Navigate to the month you are interested in and find the entry on the calendar.

Sample screens are shown below.

Click on the event. This will take you to the event page.

On the event page you will see a box that says 'Register Now'.

If the event is full (or it is past the cut-off date) it will say "Sorry, public registration for this event has been closed". Click on the box. This will give you 2 choices.

- 1 You can log in to your membership and select your name from the list (or check representative is not on the list)
 - a. Click 'continue'
 - b. The next screen has your information which you can modify if you wish
 - i. You can add additional people at this time
 - c. Click Next.
 - d. Click Checkout this will take you through the credit card processing screens.
 - e. All fields on the checkout screen for credit card processing are required.
- 2 To the right of the login click on 'click here to continue your event registration (no login is necessary)
 - a. On the next screen fill in the required information
 - i. You can add additional people at this time
 - b. The rest of the steps as listed above

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Calendar Page

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Chamber Business Lunch - January 2017

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Name: Chamber Business Lunch - January 2017	Back to Calendar
Date: January 10, 2017	Event Sponsors:
Time: 11:30 AM - 1:30 PM EST	
Register Now	
Event Description: The Santel & Captus Islands Chamber of Commerce Business Lunch.	
This event will be held at the "Sanibel Recreation Center".	Location: Sanibel Receation Center 3800 Sambel-Captiva Road, Sanibel
The Sponsor is "City of Sambel Recreation Center".	View a Map
The Speaker is "Wayor Keven Ruane".	Date/Time Information: 01/10/2017 at 11:30 am
The Santiel & Caption stands Chamber of Commerce Business Lunch is a monthly networking opportunity held on the 2nd Tuesday of each month from 11:30 a.m. until 1:30 p.m. at various member locations. The Chamber attempts to provide speakers to discuss relevand business topics for the membership.	Contact Information: Chamber + 472-1966 Send an Emai
	Fees/Admission: Please note: This event is for Chamber members and their guests only.
	All online registrations now require payment at time of registration
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Chamber Business Lunch & After Hours Sign-up Procedure January 2017



Registration Page 2

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Checkout Screen

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Business Lunch Event Member Fee. Pre-registration Business Lunch Event Fee			Steve Ehrhart	1	\$20.00
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