

## How To Register for Events as a Chamber Member

Being a member of the Morris County Chamber of Commerce offers you access to many Chamber member-only events such as Committee meetings and Chamber Member discounts on paid events.

To be recognized as a Chamber Member when registering for an event, you must be logged into the Member Portal. Not sure what your login credentials are? Check out <u>our</u> <u>Frequently Asked Questions page</u> on how to Log In to our Member Portal.

Not a Chamber member and you would like to register for an event? See our How-To Guide on how to register as a Non-Member <u>on our Frequently Asked Questions page</u>.

Step One: On the event page of the event you would like to register for, click "Register Now!"

# Women in Business Forum Meeting

## THIS COULD BE YOUR AD. LEARN MORE

MORRIS COUNTY CHAMBER OF COMMERCE We Help Blusinesses Grow

Home

Wednesday, April 14, 2021 8:30 AM - 9:30 AM EST



Virtual Meeting – Zoom link and passcode emailed in registration confirmation.



If you are NOT logged into the portal, you will see this disclaimer "Members must enter their username & password to be recognized." **If you see this disclaimer, use the "Log In" button on the top right to log in.** After logging in you will be brought back to the Registration Contact screen to proceed.

Women in Busin Wednesday, April 14, 202	ness Forum Meeting 1 8:30 AM		Log In
	SEE THIS TEXT BELOW "	MEMBERS MUST ENTER THEIR USERNAME"? THIS MEANS YOU'RE NOT LOGGED IN!	LOG IN HERE
Members mu	ist enter their username & passwoi	d to be recognized. Questions about registration? Contact events@morrischamber.org. Not a member yet? Contact mi	ke@morrischamber.org.
Registration Contact	Registration Cont	act	
Select Items	, i i i i i i i i i i i i i i i i i i i		
Attendees	Organization Name *		

If you are already logged into the member portal, the next page will look like this.

Women in Busir Wednesday, April 14, 202	ness Forum Meeting 1 8:30 AM		Log In
Registration Contact	Registration Con	tact	
Select Items Attendees	Organization Name *	Morris County Chamber of Commerce	
	First Name *	Kalleigh	
	Last Name *	Hilling	
	Email *	kaileigh@morrischamber.org	
	Phone *	973-539-3882	
		Ø Cancel Sack	Next >

Make sure the required information is correct, then hit "Next."



If you are only registering yourself, under Quantity enter "1" and then click "Next." You can register up to 10 people from your company at one time.

If you are registering for a paid event, the ticket amount and total will be shown.

Women in Busir Wednesday, April 14, 202	ness Forum Meeting 1 8:30 AM			Log In
Registration Contact Select Items	Select Items			
Attendees	Name	Price	Quantity	Total
Kaileigh Hilling	Registration	\$0.00	1	\$0.00
				⊘ Cancel



If you are logged into your account, your information will auto-populate on the next page as an attendee.

Registration Contact	Attendees					
Select Items Attendees	All Available Attende	ees Have Been Added For This Registration				
Kaileigh Hilling	Kaileigh Hilling					
	Profile	Kaileigh Hilling (10051014)	Address *			🛱 Remove Attendee
	Organization Name *	Morris County Chamber of Commerce	325 Columbia	a Turnpike		Assign Items
	First Name *	Kaileigh	Suite 101			Registration
	Last Name *	Hilling	City *	State / Province *	Zip / Postal Code *	
	Email *	kaileigh@morrischamber.org	Florham F	NJ ~	07932	
					I'm not a robot	<u>e</u>
						reCAPTCHA Privacy - Terms
					Ø Cancel	k Submit Registration



If you are registering multiple people at once, you'll see additional dropdowns. Select the additional employees you'd like to register in these dropdowns.

If an employee is not listed, they need to be added to our database. Email their name and email address to <u>Chamberworks@morrischamber.org</u> and we will add them.

If it is a paid event, the next page will take you to a payment screen where you can enter your credit card information.

Otherwise, check off the "I'm not a robot" box and then "Submit Registration."

#### Attendees

Profile	Kaileigh Hilling (10051014) ~	Address *			n Remove Attende
rganization Name *	Morris County Chamber of Commerce	325 Columbia	a Turnpike		Assign Item
rst Name *	Kaileigh	Suite 101			Registration
ast Name *	Hilling	City *	State / Province *	Zip / Postal Code *	
Email *	kaileigh@morrischamber.org	Florham F	NJ ~	07932	
rganization Name *	Morris County Chamber of Commerce	325 Columbia	Assign Items		
Profile	Wendy Long (10051270) ~	Address * 325 Columbia	Remove Attende		
rst Name *	Wendy				Registration
st Name *	Long	City *	State / Province *	Zip / Postal Code *	
Email *	wendy@morrischamber.org	Florham F	NJ ~	07932	
				I'm not a robot	reCAPTCHA Privacy - Terms



The confirmation page will display the Zoom link for the meeting.

A registration confirmation email containing the Zoom link will also be emailed to the email address connected to your Portal account.

## This email comes from Events@morrischamber.org. If you did not receive it, please check your spam filters and make sure to whitelist Events@morrischamber.org.

Use the "add to calendar" option to save the Zoom link in a meeting reminder.

Home

### Print Morris County Chamber of Commerce

## Thank you for registering for Women in Business Forum Meeting

4/14/2021 8:30 AM - 9:30 AM Virtual Meeting - Zoom link and passcode emailed in registration confirmation. Add to Outlook calendar Add to Google calendar

Please use this link https://zoom.us or dial 929-436-2866, Meeting ID Password:

to join the meeting