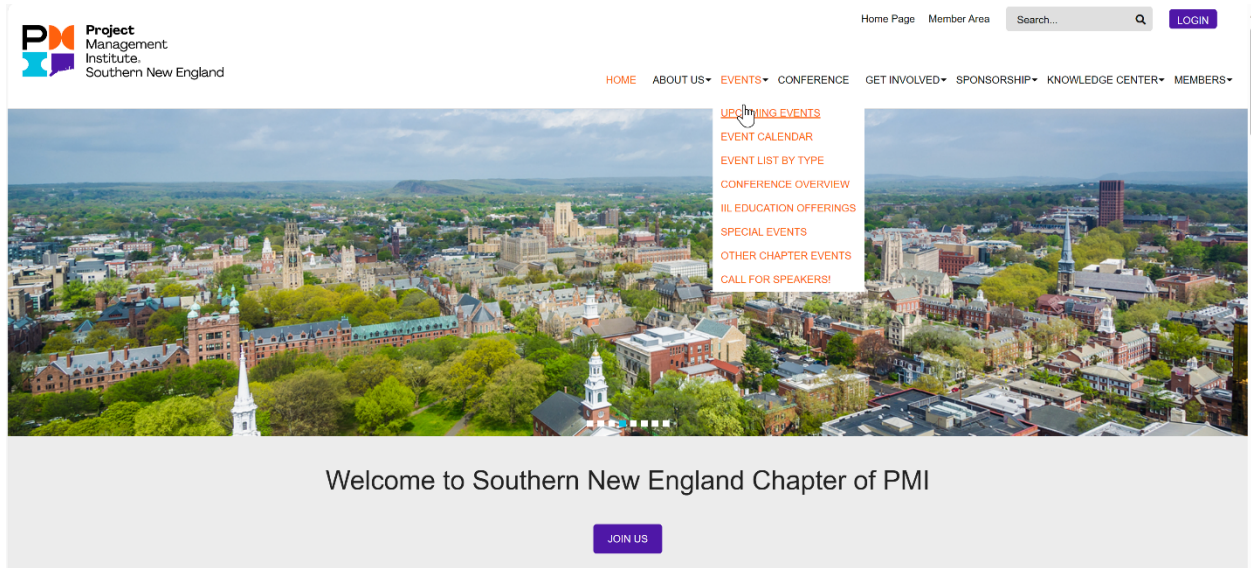


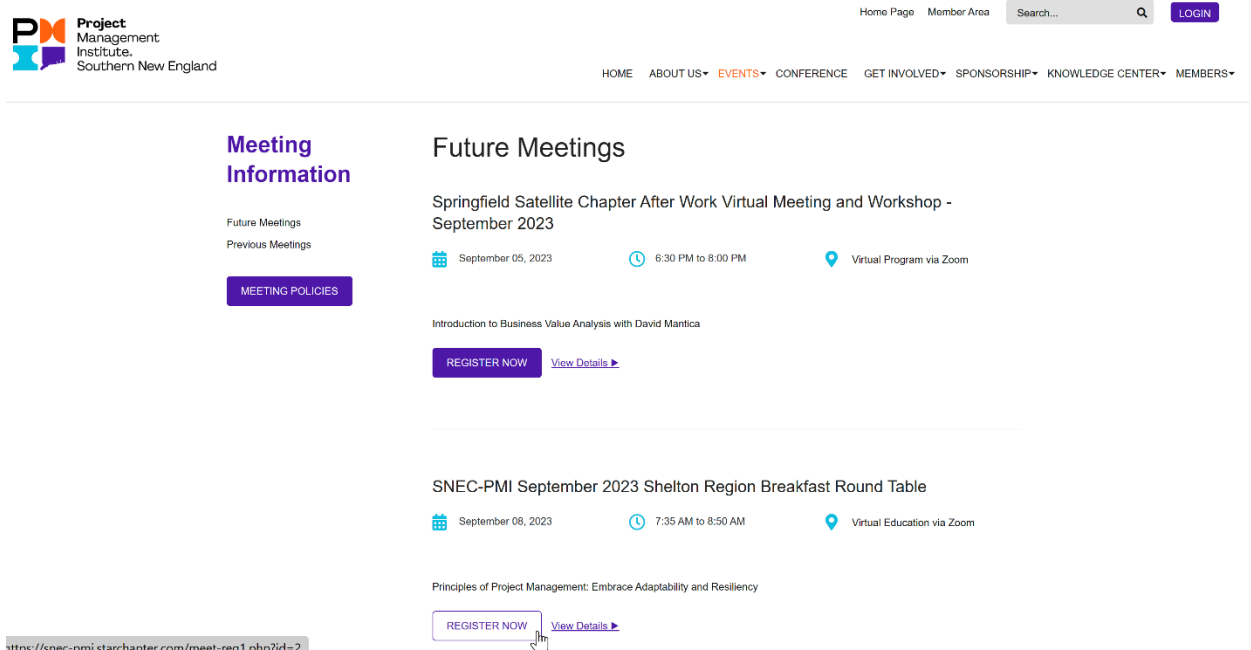
# SNEC-PMI WebSite Event Registration – Step by Step Guide

## How to Register for Events with the new SNEC-PMI website

From the home page or from the **Events** menu, select an event. In this example, select **Events>Upcoming Events**. (or select any other sub menu option from the Events Menu.)



Peruse the various offerings available for the SNEC-PMI regional chapter. Select a Future Meeting: Click the **Register Now** button.



## SNEC-PMI WebSite Event Registration – Step by Step Guide

If you have not already logged into the SNEC-PMI.org site, you will see this screen. It will ask you to either login to your PMI account or continue as a guest. (If you have already logged into the PMI-SNEC site, you will see the Registration – Contact Information Tab page.) If a PMI member, please click on **Login**.

The other option available – **Continue as Guest**.

The screenshot shows the top navigation bar of the Project Management Institute website. On the left is the PMI logo and the text "Project Management Institute, Southern New England". On the right are links for "Home Page" and "Member Area", a search bar, and a "LOGIN" button. Below the navigation bar is a menu with items: HOME, ABOUT US, EVENTS, GET INVOLVED, SPONSORSHIP, KNOWLEDGE CENTER, MEMBERS. The main content area features a large heading: "Register for SNEC-PMI September 2023 Shelton Region Breakfast Round Table on September 8, 2023". Below this heading is a registration box with two columns. The left column contains the text "Please click below to be taken to the Member Login screen." and a "LOGIN" button. The right column contains the text "Don't have an account?" and a "CONTINUE AS GUEST" button. To the right of this box is the event title "SNEC-PMI September 2023 Shelton Region Breakfast Round Table", the date "September 8, 2023", the time "7:35 AM - 8:50 AM", and the note "Virtual Education via Zoom".

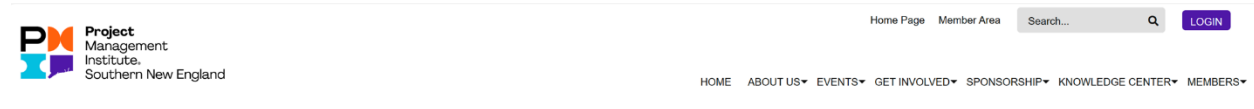
At the Project Management Institute site, as a PMI member, please fill in your PMI user ID and password (if not autopopulated) and select **LOG IN**. (If you are not yet a member, this is an opportunity to Join as a new user and **Sign Up**.)

The screenshot shows the login and sign-up page of the Project Management Institute website. On the left is the PMI logo and the text "Project Management Institute". The page is divided into two main sections: "Log in" and "New User". The "Log in" section includes a "Help" link, instructions to enter PMI.org username and password, a text input field containing "yourpmiusername@youremail.com", a password input field with masked characters, a "LOG IN" button, and links for "Forgot Username?" and "Forgot Password?". The "New User" section includes instructions for new users or those who applied for membership via paper application, and a "SIGN UP" button. On the far left, there is a vertical red button labeled "Give Feedback".

# SNEC-PMI WebSite Event Registration – Step by Step Guide

## Contact Information Tab:

Upon successful login, the site will return you to continue registration. At the Contact Information tab, your profile information will be prepopulated. Please review, make any changes or add special instructions or comments and select **Continue**.



## Register for SNEC-PMI September 2023 Shelton Region Breakfast Round Table on September 8, 2023

Progress bar: Contact Information (selected) > Tickets & Products > Review Order > Payment Information > All Done!

**\*First Name**  
Your First Name

**\*Last Name**  
Your Last Name

**Company Name**  
Your Company

**Address**  
Your Address

**City**  
City

**State/Province**  
CT

**Zip/Postal Code**  
ZipCode

**Phone**  
2032735237

**\*Email**  
Youremail@gmail.com

**Special Instructions and Comments**

CANCEL CONTINUE

## Tickets & Products tab:

At the Tickets & Products tab, the Available Tickets section – please add either SNEC members or non SNEC member/guest tickets, by clicking **Add**.

## Register for SNEC-PMI September 2023 Shelton Region Breakfast Round Table on September 8, 2023

Progress bar: Contact Information > Tickets & Products (selected) > Review Order > Payment Information > All Done!

### Available Tickets

SNEC Members (\$0/each)  
1 ADD

Non-SNEC Members (\$10/each)  
1 ADD

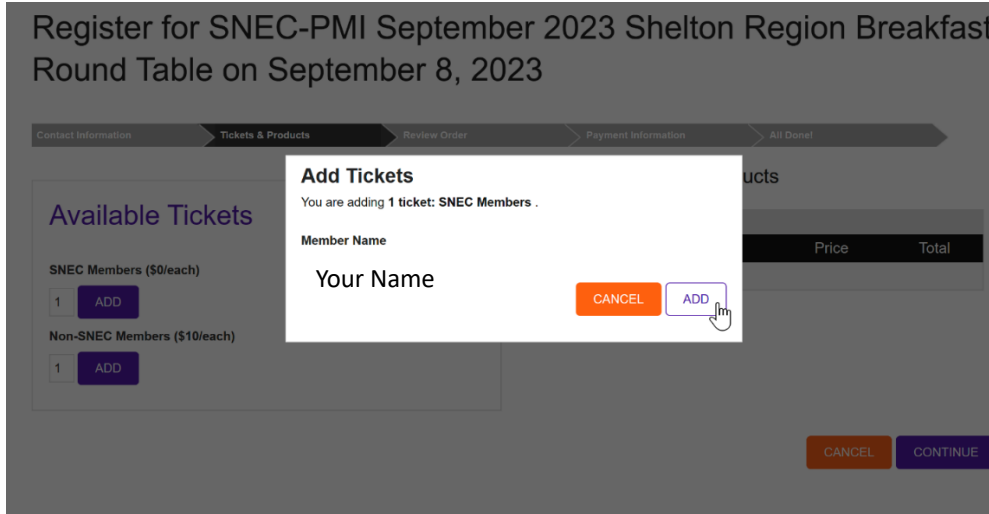
### Added Tickets and Products

Item	QTY	Price	Total
No items have been added			

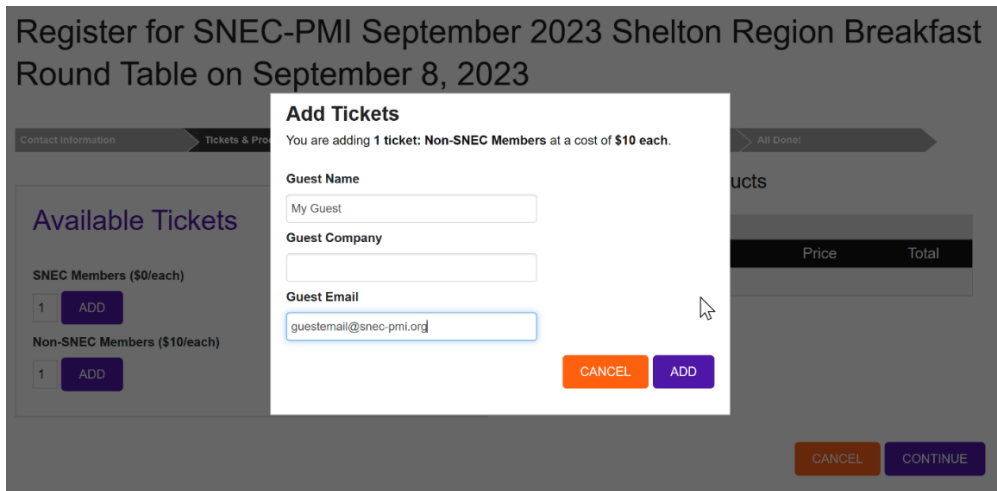
CANCEL CONTINUE

## SNEC-PMI WebSite Event Registration – Step by Step Guide

You will see the dialog box with a ticket for the SNEC members. Click **ADD** to add yourself.



You may want to buy some Non PMI member tickets by clicking **ADD** Tickets dialog box:



## SNEC-PMI WebSite Event Registration – Step by Step Guide

On the right side of the form **Added Tickets and Products**: Confirm the number of each type of ticket and click **Continue** to move to the **Review Order** tab. If there are any updates needed, select **Edit** to update the ticket info or your information. If you selected too many tickets, you can also select the ticket row and then click on **Delete** to delete that ticket.

### Register for SNEC-PMI September 2023 Shelton Region Breakfast Round Table on September 8, 2023

Contact Information   Tickets & Products   Review Order   Payment Information   All Done!

#### Available Tickets

SNEC Members (\$0/each)

1

Non-SNEC Members (\$10/each)

1

#### Added Tickets and Products

Item	QTY	Price	Total
<b>SNEC Members</b> <i>Member ticket</i>			
<input type="checkbox"/> Member: Your Name Company/Org Your Email address	1	\$0.00	\$0.00
<b>Subtotal:</b>			\$0.00

Total Registrations: 1      Order Total: \$0.00

# SNEC-PMI WebSite Event Registration – Step by Step Guide

Review Order tab – with no charges (only one SNEC member ticket selected)

This is an example of a no cost ticket. Please review your registration information. Please check your registration, meeting and ticket information, then select **Continue**. If you need to make changes, select **EDIT**. Select **Cancel** to return to the Tickets & Products tab.

## Register for SNEC-PMI September 2023 Shelton Region Breakfast Round Table on September 8, 2023



Please review your order information below. Click on the **Edit** button if you wish to make changes to your order. You will be asked for your payment information in the next step.

### Registration Information

**EDIT**

**Member Information**

Your First Last Name  
Your Street Address

Your email  
Your phone number

### Meeting Information

**Meeting Information**  
SNEC-PMI September 2023 Shelton Region Breakfast Round Table

September 8, 2023  
7:35 AM - 8:50 AM

Virtual Education via Zoom

### Order Information

**EDIT**

Item	QTY	Price	Total
SNEC Members			
Member: Your Name Your company Your email address	1	\$0.00	\$0.00
<b>Subtotal:</b>			\$0.00
<b>Total Registrations: 1</b>	<b>Order Total:</b>		\$0.00

**CANCEL** **CONTINUE**

# SNEC-PMI WebSite Event Registration – Step by Step Guide

## Payment Information Tab – no charge

At the Payment Information Tab and there is no charge, please select **Continue** to complete your registration.

## Register for SNEC-PMI September 2023 Shelton Region Breakfast Round Table on September 8, 2023



There is no charge for this order.

### Order Information

Item	QTY	Price	Total
SNEC Members			
Member: Your Name Your Company/Org Your email address	1	\$0.00	\$0.00
Subtotal:			\$0.00

Total Registrations: 1

Order Total:

\$0.00

CANCEL

CONTINUE

# SNEC-PMI WebSite Event Registration – Step by Step Guide

Review Order tab – with charges – Requires Payment

This is an example for a registration that has a cost related to it (or guest ticket added). Confirm the number of attendees and charges. Click **Continue** to navigate to Payment Information.

Register for SNEC-PMI September 2023 Shelton Region Breakfast Round Table on September 8, 2023

Contact Information > Tickets & Products > **Review Order** > Payment Information > All Done!

Please review your order information below. Click on the **Edit** button if you wish to make changes to your order. You will be asked for your payment information in the next step.

## Registration Information

**EDIT**

### Member Information

Your Name Your Last Name  
Your Street Address  
Your City, CT Your Zip Code

youremailaddress@aol.com  
Your Phone Number

## Meeting Information

SNEC-PMI September 2023 Shelton Region Breakfast Round Table

### Meeting Information

SNEC-PMI October 2023 Shelton Region Breakfast Round Table

October 6, 2023  
7:35 AM - 8:50 AM

Virtual Education via Zoom

## Order Information

**EDIT**

Item	QTY	Price	Total
<b>Non-SNEC Members</b>			
Guest: Your Guest Your Guest Company <a href="mailto:yourguestemail@pmi.org">yourguestemail@pmi.org</a>	1	\$10.00	\$10.00
<b>SNEC Members</b>			
Member: Your Name Your Company/Org Your email address	1	\$0.00	\$0.00
<b>Subtotal:</b>			\$10.00
<b>Total Registrations: 2</b>	<b>Order Total:</b>	\$10.00	

**CANCEL**

**CONTINUE**

# SNEC-PMI WebSite Event Registration – Step by Step Guide

## Payment Information – Charges included – Credit Card Information section

For Events where payment is required – You will need to provide payment information in the form of a credit card payment.

Please fill in:

- **Card Number,**
- **Name on Card,**
- **Expiration Month,**
- **Expiration Year,** and
- **Card Validation Code** (3 or 4 digits).

## Register for SNEC-PMI September 2023 Shelton Region Breakfast Round Table on September 8, 2023



### Credit Card Information



Save card details for faster checkout next time?

Card Number

Name on Card

Expiration Month

Expiration Year

Credit Card Validation Code

### Order Information

Item	QTY	Price	Total
Non-SNEC Members			
Guest: My Guest <a href="mailto:guestemail@sneccpmi.org">guestemail@sneccpmi.org</a>	1	\$10.00	\$10.00
Subtotal:			\$10.00

Total Registrations: 1      Order Total: \$10.00

### Billing Information

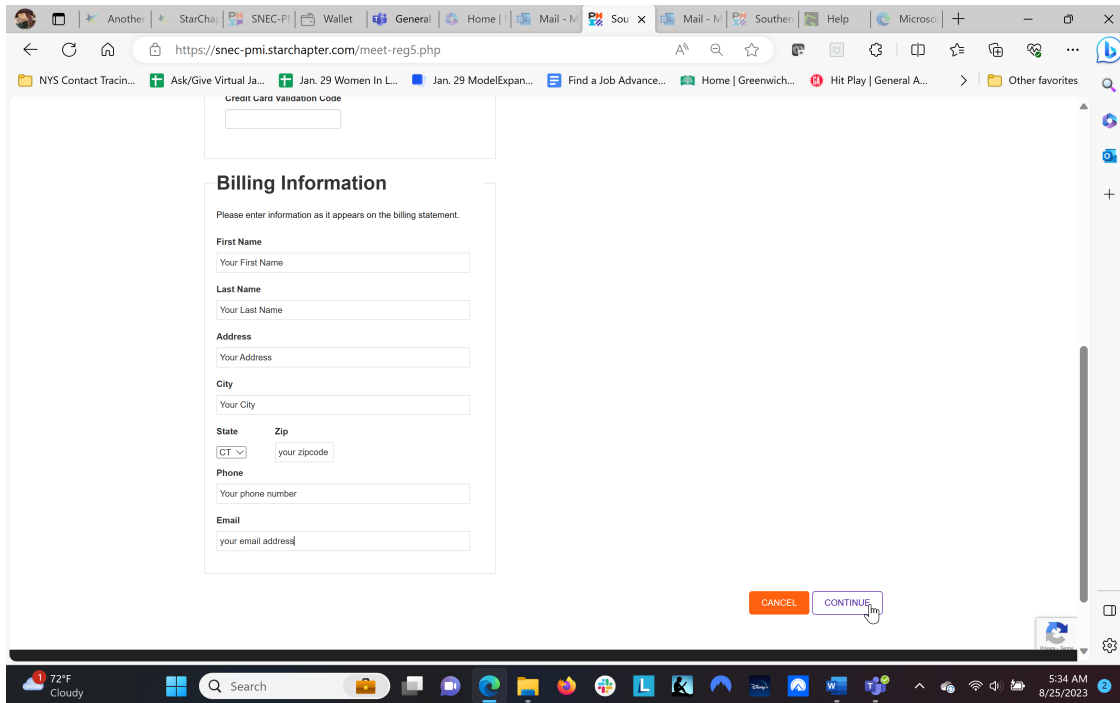
Please enter information as it appears on the billing statement.

First Name

## SNEC-PMI WebSite Event Registration – Step by Step Guide

### Payment Information – Charges included- Billing Information section

The next section for Your billing information will be prepopulated as a PMI member. If not, please fill in the billing information section as well. You have the option to save the credit card information if chosen – by checking the box **Save card details for faster checkout next time?** (The checkmark is defaulted). Click **Continue** when the form is completed.



The screenshot shows a web browser window with the URL <https://sneec-pmi.starchapter.com/meet-reg5.php>. The page displays a "Billing Information" form. At the top of the form, there is a "Credit card validation code" field. Below this, the "Billing Information" section includes the instruction: "Please enter information as it appears on the billing statement." The form fields are: "First Name" (Your First Name), "Last Name" (Your Last Name), "Address" (Your Address), "City" (Your City), "State" (a dropdown menu currently showing "CT"), "Zip" (your zipcode), "Phone" (Your phone number), and "Email" (your email address). At the bottom right of the form, there are two buttons: "CANCEL" and "CONTINUE". A mouse cursor is hovering over the "CONTINUE" button. The browser's taskbar at the bottom shows the system tray with a search bar, task icons, and system information: 72°F Cloudy, 5:34 AM, and 8/25/2023.

# SNEC-PMI WebSite Event Registration – Step by Step Guide

All Done! Tab:

Here is final confirmation of your registration. On this tab, you may Print the Receipt or Return to the Home Page.

## Register for SNEC-PMI September 2023 Shelton Region Breakfast Round Table on September 8, 2023

Contact Information > Tickets & Products > Review Order > Payment Information > All Done!

Congratulations, your registration is complete for **SNEC-PMI September 2023 Shelton Region Breakfast Round Table on September 8, 2023**. Please print the information below for your records. A copy has also been emailed to mamooore321@gmail.com.

[Print Receipt](#)

### Registration Information



Southern New England Chapter of PMI (SNEC-PMI)  
**Meeting Date:** Fri, Sep 8, 2023 7:35 am - 8:50 am  
**Meeting Title:** SNEC-PMI September 2023 Shelton Region Breakfast Round Table  
**Venue:** Virtual Education via Zoom  
**Location:**

Your name  
Your full  
address

UNITED STATES

Item	QTY	Price	Total
<b>SNEC Members</b>			
Your Name Your Company Your email address	1	\$0.00	\$0.00
<b>Subtotal:</b>			\$0.00

**Total Registrations: 1**      **Order Total:** \$0.00

[RETURN TO HOME PAGE](#)