



Registering Another for an Event

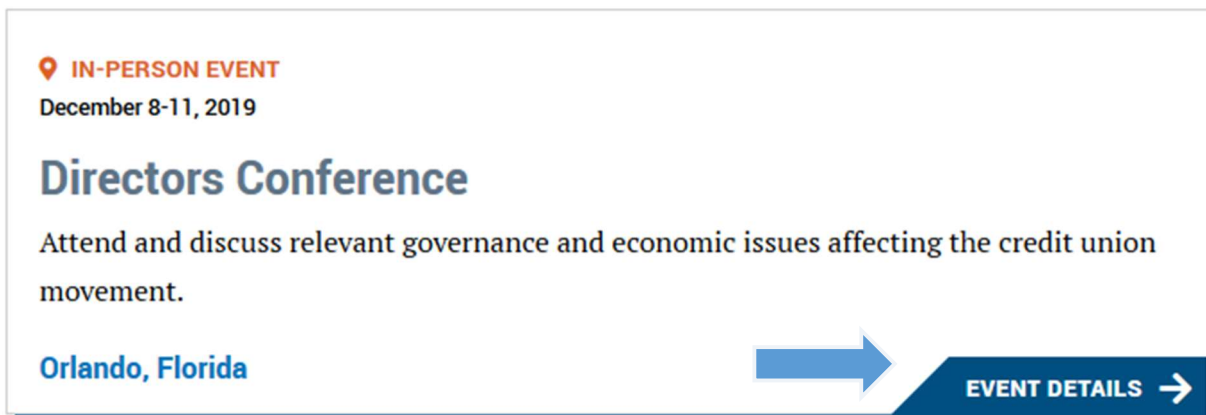
Purpose: When you need to register someone other than yourself for an event, please follow the process below. If you need to register yourself for an event, please see Registering Yourself for an Event.

Process:

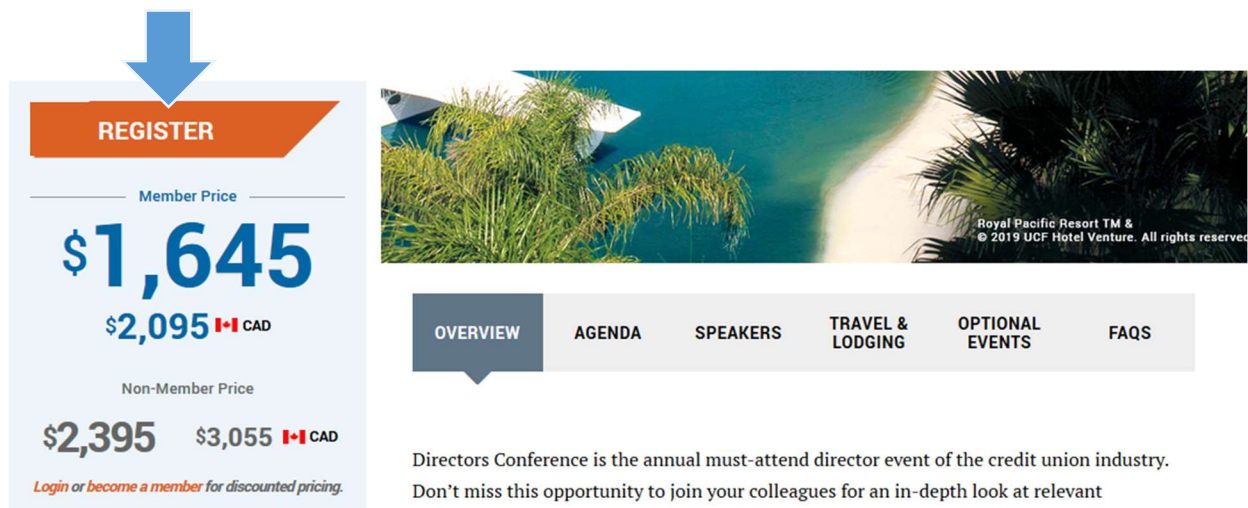
1. Access www.cues.org
2. Login, as yourself.
 - If don't know how to login, please see Logging into CUES
3. Once you're logged in, click Professional Development & Events from the top toolbar



- 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.
4. From the Professional Development & Events Page, locate the event you'd like to register for and click Event Details




5. 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

\$1,645

\$2,095  CAD

Non-Member Price

\$2,395 \$3,055  CAD

Login or become a member for discounted pricing.


OVERVIEW AGENDA SPEAKERS TRAVEL & LODGING OPTIONAL EVENTS FAQs

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Directors Conference is the annual must-attend director event of the credit union industry. Don't miss this opportunity to join your colleagues for an in-depth look at relevant

6. The Registration will default to your information, click Register Others to register anyone other than yourself.

Badge and Contact Information

Register Others 

Preferred Name on Badge

Laura

Title

Online Community Engagemer

[View or select registrants on this order.](#)

Online Community Engagement Administrator
 CUES Staff
 PO Box 14167
 Madison, WI 53708-0167
 laurag@cues.org
 608.252.2664

[Select Alternate Contact Information](#)

7. From the Register on Behalf dropdown, select the name of the individual you're registering and click Register This Person
 - If you do not see the name you're looking for that means they are not in our system yet. To add someone in our system, your Company Admin will need to do this, see Add an Individual to the CUES System

This registration order is for ...

You may register others for this event.

Fellow Employees

Employee of
CUES Staff

Register on Behalf of

Lynn Anderson

Lynn Anderson

Karen Bankston

Worker Bee

Tinker

Ple Teresa Brogan

reg Reinhardt Buddlemeier

you Brian Cacic

Cheshire Cat

Carolyn L. Cereghino

Prince Charming

Kristen Christianson

Clarabelle Cow

George Darling

Tweedle Dee

Daisy Duck

Donald Duck

Danielle Dyer

Sara Dyer

Test Email

Russell Evans

be processed sequentially. If you are registering yourself and another you will be prompted to continue with the additional registrations once : registrant on the order.

This registration order is for ...

You may register others for this event.

Fellow Employees

Employee of
CUES Staff

Register on Behalf of
Renee Todd

Register This Person

Please Note: Each registration must be processed sequentially. If you are registering yourself and another registrant OR a group of registrants, you will be prompted to continue with the additional registrations once you complete the process for the first registrant on the order.

8. You'll now see the other person's information filled in where yours was before.
 - If the badge name needs to change (nickname) you can do so in the Preferred Name on Badge

- To update a title, please see Updating an Individual's Record

Preferred Name on Badge

Renee

Title

Member Engagement Specialist

- Select the tab to verify you've read and understand the Cancellation Policy

Event Cancellation Policy*

☐ I have read and understand the Cancellation Policy.

- If the attendee has any special needs that we should know about, please tell us in the text field box

To ensure you have a successful experience on site, please indicate any special needs or dietary restrictions you have

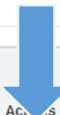
- Click Continue

9. You'll now see any available optional events the attendee can register for during the event (spouse/ guest options, etc.) these can be done now. If you do not know if any are needed/wanted the attendee can come back and add this or you can call the Membership Team to add at a later time.

- To add an optional event, click Add next to the item.

Select Additional Options

| Item Group : | | | |
|--|--|----------|---------------------|
| Item | Time | Price | Actions |
| 2019 Director's Conference Lunch Only | Monday, December 9 @ 12:00am - 12:00am | \$85.00 | Add |
| Item Group : Registrant Only | | | |
| Item | Time | Price | Actions |
| 2019 Director's Conference Pre-Con Workshop | Sunday, December 8 @ 12:00am - 12:00am | \$195.00 | Add |
| Item Group : Registrant and/or Guests | | | |
| Item | Time | Price | Actions |
| 2019 Director's Conference Showcase of Citrus Tour | Tuesday, December 10 @ 12:30pm - 05:45pm | \$195.00 | Add |
| 2019 Director's Conference Truffles and Trifles | Sunday, December 8 @ 08:30am - 12:45pm | \$195.00 | Add |
| 2019 Director's Conference Boggy Creek Airboat Rides | Tuesday, December 10 @ 12:30pm - 04:30pm | \$195.00 | Add |
| Item Group : Guest Only | | | |



- The Itinerary is on the right hand side and will show you everything you've selected and a total amount due. Once you've completed the itinerary, click Continue.

- If you are adding an optional event the attendee and their guest to both attend, make sure to change the quantity from 1 to however many need registration.

Itinerary

2019 Director's Conference Registration

\$1,645.00

| Selected Options | Qty | Fee |
|---|-----|----------|
| 2019 Director's Conference Pre-Con Workshop | 1 | \$195.00 |

Click the informational icon ⓘ to view/edit details of the selected option.

Total Amount

Registration Amount Due :

\$1,840.00

[Continue](#)

10. The next page is the confirmation page. Review this page to ensure all items are correct and click Continue.

11. You will now see your Shopping Cart Contents.

- If you have a promo code, you may enter it here (enter these under Voucher Information)
- Select your payment option
 - Credit Card will take you to the credit card section to pay now
 - All credit card items are required on this page
 - Bill Me will prompt an invoice to be sent to the credit union the following business day

12. Once the registration is complete, the attendee receive a registration confirmation email from cues@cues.org.

*If you have any questions or concerns, please contact the Membership Team
 Phone: 608.271.2664 ext. 340
 Email: cues@cues.org*