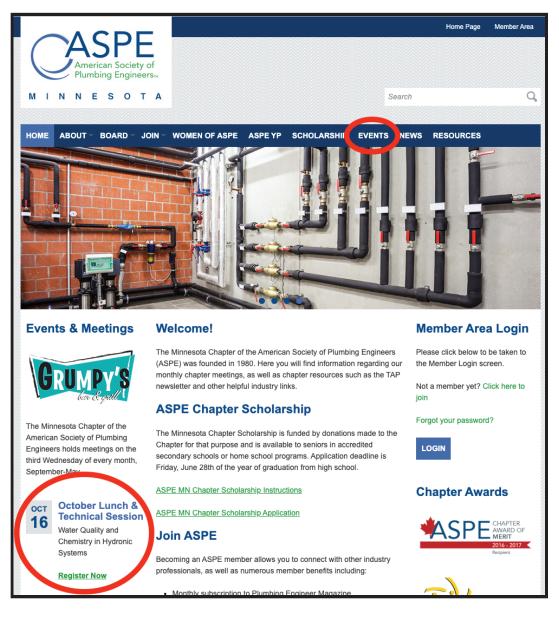
1. Click on **Events** in the top menu bar.

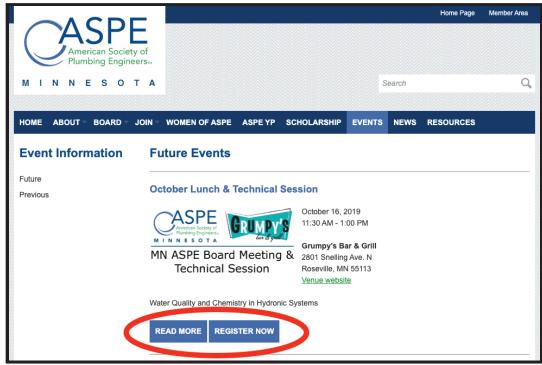
OR

Click on the event on the left hand side



2. You can click on **READ MORE** to learn more about the event (i.e. speaker bio, presentation summary, downloadable presentation (if available).

Click on **REGISTER NOW** to register for the meeting



3. Either LOGIN TO REGISTER or CONTINUE AS GUEST.

Please note: To receive ASPE Member pricing you must be logged in.

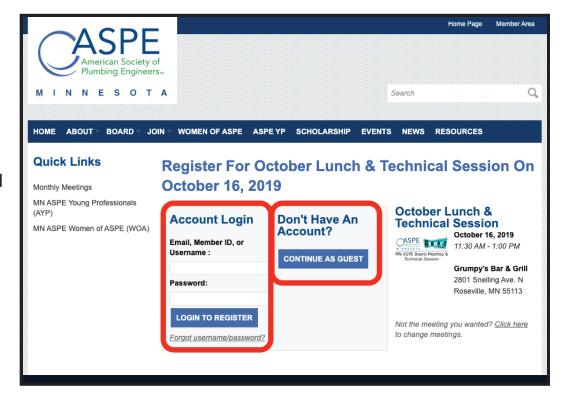
All existing members received Username and Password with new website welcome email. All new members will receive Username and Password in new member email. (In most cases your username is the email on file with ASPE Society).

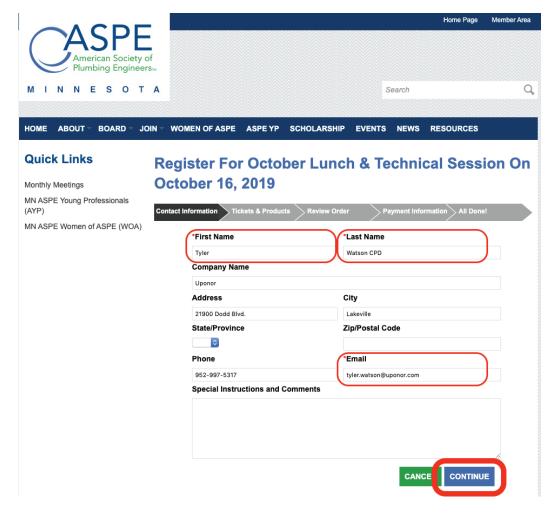
If you have troubles please email:

info@minnesotaaspe.org

4. The **General Information** page displays your contact information from ASPE Society.

Please note: Changing your contact info here does NOT change your contact info with ASPE society. Please update all contact with ASPE Society. The website syncs and updates changes with the ASPE Society member list about once a month.





5. Please select the appropriate ticket.

Members may register and pay for other members and guests. The website will prevent the same member from accidentally being registered multiple times.

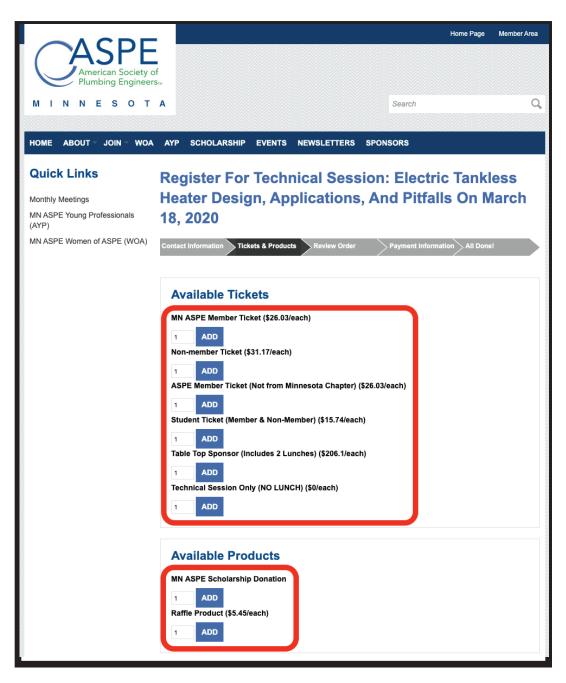
Guests cannot register members.

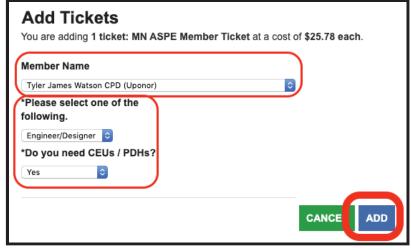
All pricing includes our credit card processing fee.

If you would like to make a donation to our scholarship fund please click add next to "MN ASPE Scholarship Donation." Please note: 100% of this donation goes into our scholarship fund, this is NOT the raffle. If you want to particiapte in our Raffle, please click add next to "Raffle Product", instead of raffling away cash, we are now raffling away gift cards.

If you are purchasing a Table Top Sponsor you do NOT need to purchase a member or non-member ticket unless you bring more than

6. When you add a member or guest tickets you will be asked to choose the member name, select engineer/designer and if you need CEUs.



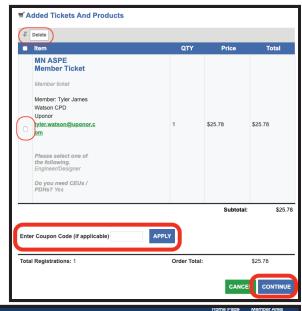


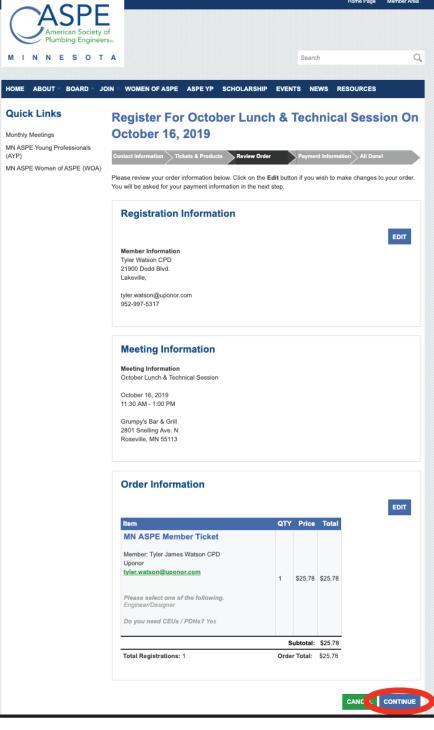
7. To remove items please check the check box next to the appropriate item and click on delete.

If you are a **first time attendee** please reach out to a board member or email **info@minnesotaaspe.org** to receive a coupon code for one free meeting.

If you are a sponsor and your sponsorship package includes lunches please enter your coupon code here. If you need your coupon code please contact our Affiliate Liaison (Mark Mayer 2019-2020) at affiliateliaison@minnesotaaspe.org

8. Please verify all information is correct and then continue to payment.

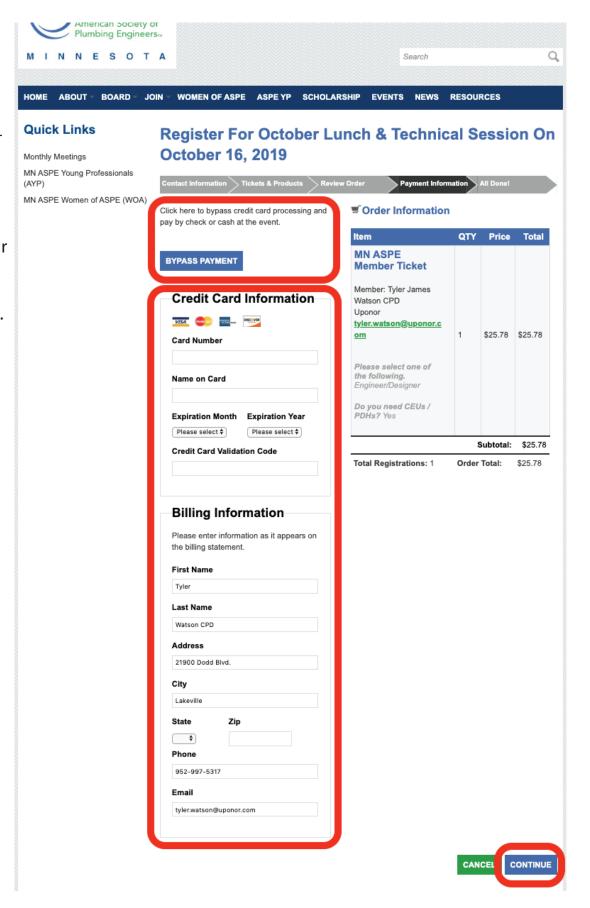




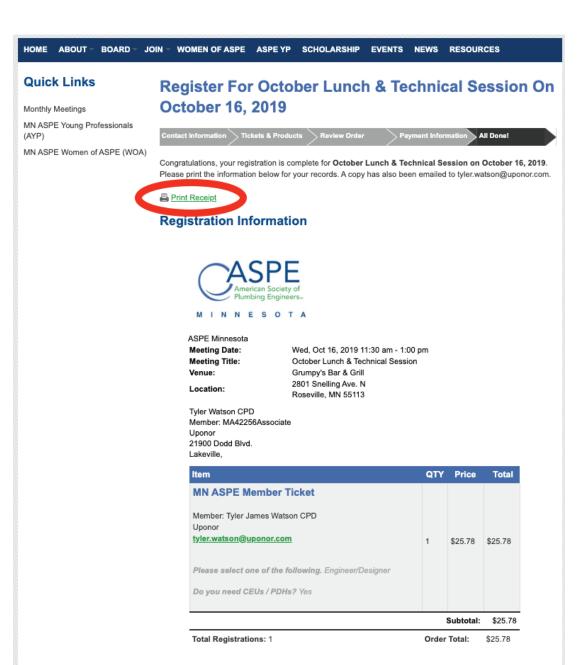
9. Please enter your credit card and billing information here.

If you would like to pay by cash or check at the meeting click on BYPASS PAY-MENT

Please note: When you click BYPASS PAYMENT your order form will still show our meeting fee with the credit card processing fees. When you pay by CASH or CHECK at the meeting, we will send you an updated receipt, after the meeting, showing the meeting cost WITHOUT the credit card processing fees



10. You can print off a receipt here. An order confirmation and receipt will also be automatically emailed to your email address entered on the **Contact Information** screen.



Date	Payment Method	Amount
10-06-2019	Paid by: Credit Card (visa) Card Ending: 7841 Entered by: Tyler Watson CPD	\$25.78
Order Total:		\$25.78
Amount Paid:		\$25.78
Amount Due:		\$0.00

RETURN TO HOME PAGE