

## How To: Navigate the new FEI Colorado Chapter Website

[www.feicolorado.org](http://www.feicolorado.org)

### **Welcome!**

While the majority of the website is open, we now have certain sections – including member event registration - that are accessible only to members and thus will require a unique individual member login. When you log-in for the first time you will be asked to establish a password unique to you. If at anytime you are experiencing an issue with the website please reach out to Chapter Admin, [Ashley Montoya](#). Ashley can also be reached via telephone at 720-459-3796.

## **Members**

### **Login information**

**Username:** To login to the website for the first time you will use the email address that is listed on file for your account through national. If you are not sure what email is listed on your account, [click here](#) to verify.

**Password:** To set or reset your password [click here](#).

**Tip for Username and password:** Note that while our site is completely separate from the [FEI national](#) site both our site and the FEI national site allow users to choose any username and password for access, provided the username is not already used by another member. For simplicity, some members have chosen to use the same username and password for both sites. This is, of course, optional and totally up to you.

**Tip for updating company name, title, contact info:** All of your member personal information in our FEI Colorado Chapter member directory comes directly from FEI national and is updated monthly. If upon review of your personal information (company, title, contact info, etc.) you find anything that needs to be updated please [click here](#) to make necessary changes. Any changes you submit to FEI national will be reflected in our member files during the next monthly update.

## **Event Registration**

When going to register for an event, be sure to click the “Member” account type and enter your login credentials.

<h3>Account Login</h3> <hr/> <p>Account Type: <input checked="" type="radio"/> Member   <input type="radio"/> Non-Member</p> <p>Email, Member ID, or Username : <input type="text" value="username@username.com"/></p> <p>Password: <input type="password" value="....."/></p> <p><a href="#">Login To Register</a></p> <p><a href="#">Forgot username/password?</a></p>	<h3>Don't Have An Account?</h3> <hr/> <p><a href="#">Continue As Guest</a></p>
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Fill out your registration information needed. This should pre-populate from the information in your FEI national profile. If you edit fields in this form it will edit them for this registration only.



**\*First Name**

**\*Last Name**

**\* Company Name**

**Address**

**City**

**State/Province**

**\* Zip/Postal Code**

**Phone**

**\*Email**

**Special Instructions and Comments**

Cancel

Continue

Select your ticket type:

If you are registering yourself, select "Member Ticket"

If you are registering a guest, select "Qualified Guest"

\*Please note, you can change the quantity of the ticket based on how many people you are registering.

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

### Available Tickets

Non-Qualified Guests (\$65/each)

Add

Qualified Guests (\$0/each)

Add

Member Ticket (\$0/each)

Add

Guest PD Only (\$0/each)

Add

### Added Tickets And Products



Delete



Item

QTY

Price

Total

*No items have been added*

Cancel

Continue

Choose what sessions you will be attending, your dinner selection, your full name (as you would like it printed on your name badge) and your company (as you would like it printed on your name badge)

Search

## Add Tickets

You are adding 1 ticket: **Member Ticket** .

**Member Name**

Ashley Montoya (IMI) ▼

**\*Will you be attending PD1?**

Yes ▼

**\*Will you be attending PD2?**

Yes ▼

**\*Will you be attending the networking?**

Yes ▼

**\*Will you be attending the dinner?**

Yes ▼

**Dinner Selection**

Regular ▼

Please provide your full name as you would like it printed on your name badge

Ashley Montoya

Please provide your company as you would like it printed on your name badge

Ashley Montoya |

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**Cancel** **Add**

Review purchased tickets and continue

### Available Tickets

Non-Qualified Guests (\$65/each)

1

Qualified Guests (\$0/each)

1

Member Ticket (\$0/each)

1

Guest PD Only (\$0/each)

1

### Added Tickets And Products

<input type="button" value="Delete"/>			
Item	QTY	Price	Total
<p><b>Member Ticket</b></p> <p><i>Member ticket</i></p> <p>Member: Ashley Montoya                      IMI  <a href="mailto:ashleymontoya.imi@gmail.com">ashleymontoya.imi@gmail.com</a></p> <p><i>Will you be attending PD1?</i> Yes</p> <p><i>Will you be attending PD2?</i> Yes</p> <p><input type="checkbox"/> <i>Will you be attending the networking? Yes</i></p> <p><i>Will you be attending the dinner? Yes</i></p> <p><i>Dinner Selection Regular</i></p> <p><i>Please provide your full name as you would like it printed on your name badge</i> Ashley Montoya</p> <p><i>Please provide your company as you would like it printed on your name badge</i> Ashley Montoya</p>	1	\$0.00	\$0.00
<b>Subtotal:</b>			\$0.00
<b>Total Registrations: 1</b>		<b>Order Total:</b>	\$0.00

### Review Registration, Meeting and Order Information

Registration is complete once you reach the screen that says "Congratulations, your registration is complete for \_\_\_\_ Meeting on \_\_\_\_\_. Please print the information below for your records. A copy has also been emailed to \_\_\_\_\_."

## Members Only Area

To access the members only area, find the “Members Area” on the top bar of the website, or the “Member Area Login” section of the home screen

The screenshot shows the top navigation bar with links for Home Page, Events, Member Area, FEI National, and Contact Us. Below the navigation bar is the FEI Colorado Chapter logo, which includes the text "fei colorado chapter" and "connecting financial executives". To the right of the logo is a search bar with the word "Search" and a magnifying glass icon. Below the search bar is a secondary navigation bar with links for Home, FEI Colorado, Events, Membership, Strategic Partners, FEI National, and Contact Us. The main content area is titled "Member Area" and contains a list of links: Member Information Editor, Member Directory, Surveys, Classifieds, Downloads, Add a Prospect, and View My Order History. On the right side of the main content area, there is a welcome message "Welcome Ashley Montoya." and a "Log Out" button.

Here you will find some very valuable information

**Member Directory:** Search for other FEI Colorado members to connect

**Surveys:** Complete surveys for events you have attended

**Classifieds:** Job posting announcements (currently under construction)

**Add a Prospect:** Add someone to our distribution lists that may be interested in attending upcoming chapter events

**View My Order History:** View previous event registrations, pay any balances dues, and request refunds

# Strategic Partners (SPs)

## Login information

Username: Your username will be whatever email address we have on file through provided by your organization. You will have to verify your email address with us before being able to receive email communications from us. If you have not received an email verification, please contact [Ashley Montoya](#).

Password: To set your password, [click here](#). An email will be sent to your given email address.

## Event Registration

When going to register for an event, be sure to click the “Non-Member” account type and enter your login credentials

<h3>Account Login</h3> <hr/> <p>Account Type:</p> <p><input type="radio"/> Member <input checked="" type="radio"/> Non-Member</p> <p>Email :</p> <p>ashley@imigroup.org</p> <p>Password:</p> <p>.....</p> <p><a href="#">Login To Register</a></p> <p><a href="#">Forgot username/password?</a></p>	<h3>Don't Have An Account?</h3> <hr/> <p><a href="#">Continue As Guest</a></p>
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Fill out your registration information needed.

Contact Information

Tickets & Products

Review Order

Payment Information

All Done!

\*First Name

\*Last Name

\* Company Name

Address

City

State/Province

\* Zip/Postal Code

Phone

\*Email

Special Instructions and Comments

Cancel

Continue



Select your ticket type:

If you are registering yourself or another Strategic Partner, select “Strategic Partner”

If you are registering a guest, select “Qualified Guest”

\*Please note, you can change the quantity of the ticket based on how many people you are registering.



### Available Tickets

Non-Qualified Guests (\$65/each)

 

Qualified Guests (\$0/each)

 

Strategic Partner Ticket (\$0/each)

 

Guest PD Only (\$0/each)

 

### Added Tickets And Products

Delete			
Item	QTY	Price	Total
<i>No items have been added</i>			

Choose what sessions you will be attending, your dinner selection, your full name (as you would like it printed on your name badge) and your company (as you would like it printed on your name badge)

## Add Tickets

You are adding 1 ticket: Strategic Partner Ticket .

Guest Name

Guest Company

Guest Email

\*Will you be attending PD1?

\*Will you be attending PD2?

\*Will you be attending the networking?

\*Will you be attending the dinner?

Dinner Selection

Please provide your full name as you would like it printed on your name badge

Please provide your company as you would like it printed on your name badge

Review purchased tickets and continue



### Added Tickets And Products

#### Available Tickets

Non-Qualified Guests (\$65/each)

Qualified Guests (\$0/each)

Strategic Partner Ticket (\$0/each)

Guest PD Only (\$0/each)

Item	QTY	Price	Total
<b>Strategic Partner Ticket</b> <i>Guest ticket</i> Guest: Ashley Montoya FEI Colorado Chapter <a href="mailto:ashley@imigroup.org">ashley@imigroup.org</a>  <i>Will you be attending PD1?</i> Yes  <i>Will you be attending PD2?</i> Yes  <input type="checkbox"/> <i>Will you be attending the networking? Yes</i>  <i>Will you be attending the dinner? Yes</i>  <i>Dinner Selection Regular</i>  <i>Please provide your full name as you would like it printed on your name badge</i> Ashley Montoya  <i>Please provide your company as you would like it printed on your name badge</i> FEI Colorado Chapter	1	\$0.00	\$0.00
<b>Subtotal:</b>			\$0.00

Total Registrations: 1      Order Total: \$0.00

### Review Registration, Meeting and Order Information

Registration is complete once you reach the screen that says “Congratulations, your registration is complete for \_\_\_\_ Meeting on \_\_\_\_\_. Please print the information below for your records. A copy has also been emailed to \_\_\_\_\_.”