

How To: Navigate the new FEI Colorado Chapter Website

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, <u>Ashley Montoya</u>. Ashley can also be reached via telephone at 720-459-3796.

Members

Login information

<u>Username:</u> 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, <u>click here</u> to verify.

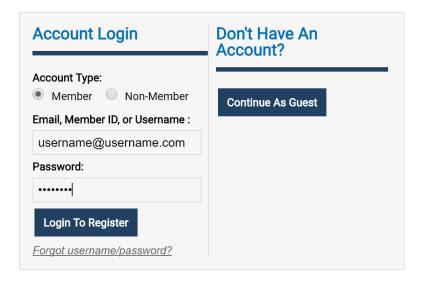
<u>Password:</u> To set or reset your password <u>click here</u>.

<u>Tip for Username and password</u>: Note that while our site is completely separate from the <u>FEI national</u> 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.

<u>Tip for updating company name, title, contact info:</u> 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 <u>click</u> <u>here</u> 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.



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.

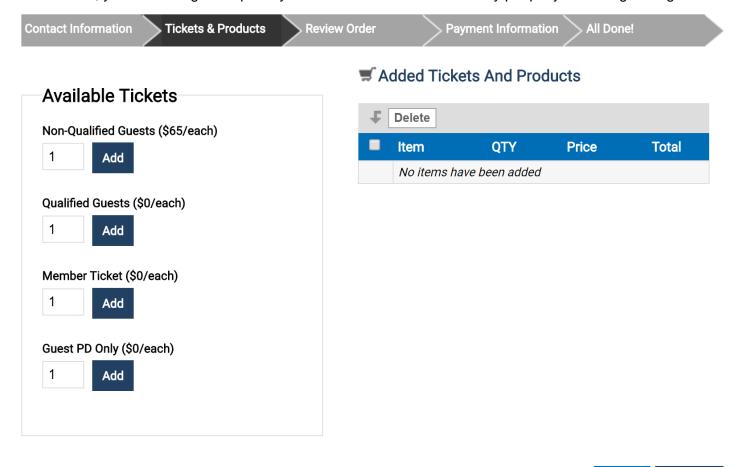
*First Name	*Last Name			
First Name	Last Name			
* Company Name				
Company Name				
Address City				
Address	City			
State/Province	* Zip/Postal Code			
▼	0000			
Phone	*Email			
000-000-000	username@username.com			
Special Instructions and Comments				

Select your ticket type:

If you are registering yourself, select "Member Ticket"

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

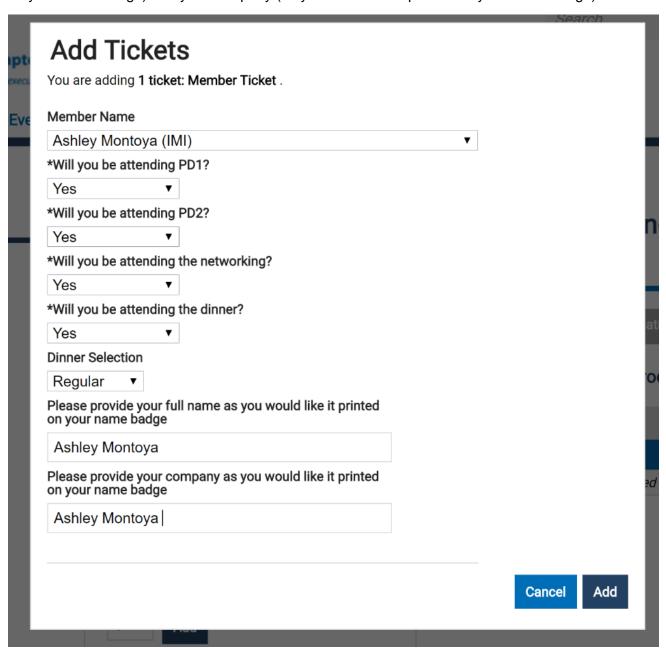
*Please note, you can change the quantity of the ticket based on how many people you are registering.



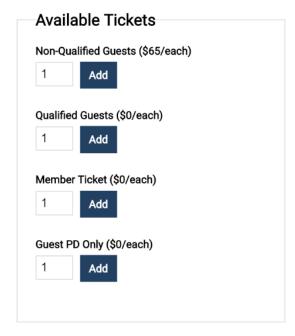
Continue

Cancel

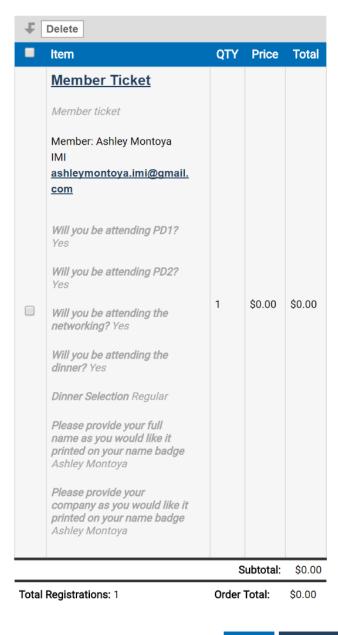
Choose what sessions you will be attending, your dinner selection, your full name (as you would like it printed on your name badge) and your company (as you would like it printed on your name badge)



Review purchased tickets and continue



Markets And Products



Cancel

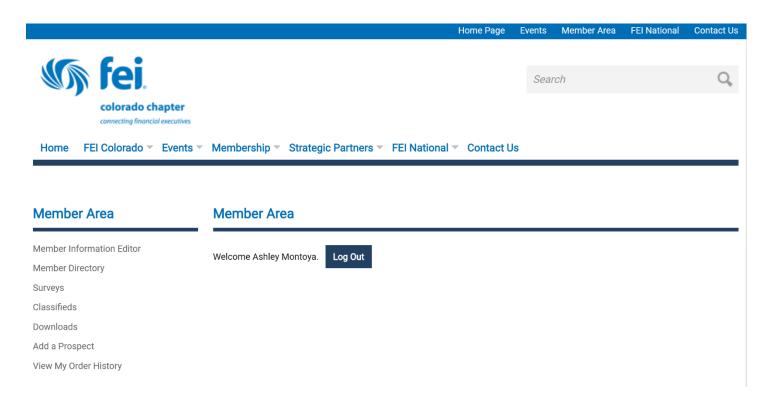
Continue

Review Registration, Meeting and Order Information

Regis	tration is complete of	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



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

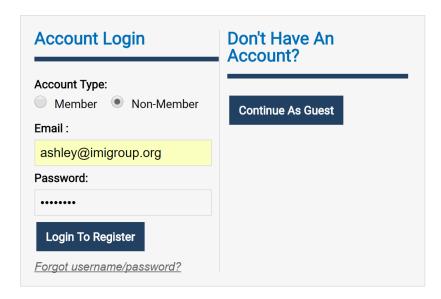
Strategic Partners (SPs) Login information

<u>Username:</u> 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 <u>Ashley Montoya</u>.

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



Fill out your registration information needed.

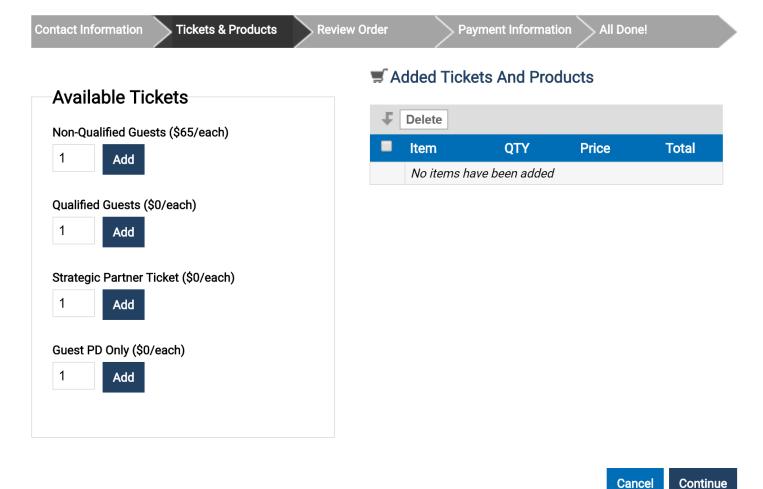
Contact Information Tickets & Products	Review Order Payme	ent Information All Done!			
*First Name	*Last Name				
First Name	Last Name				
* Company Name					
Company Name	Company Name				
Address	City				
State/Province	* Zip/Postal Code	* Zip/Postal Code			
•	80234				
Phone	*Email				
	ashley@imigroup	o.org			
Special Instructions and Comments					
		<i>x</i>			
		Cancel Continue			

Select your ticket type:

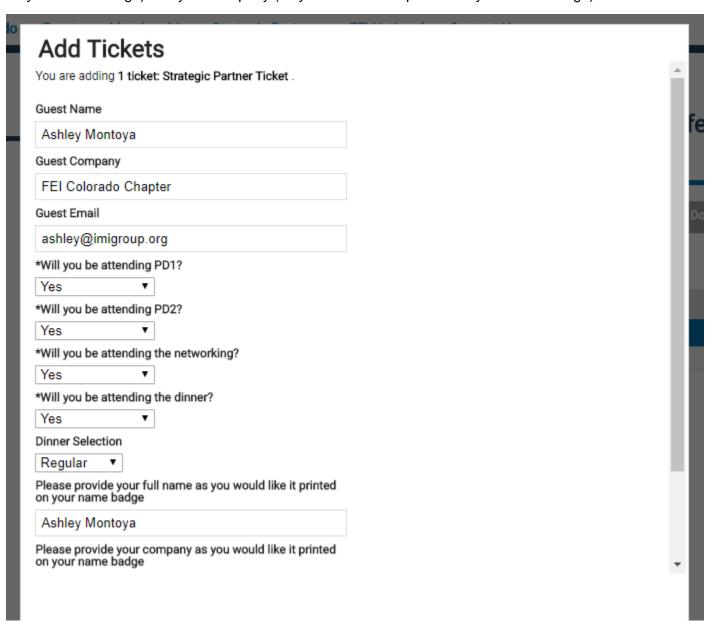
If you are registering yourself or another Strategic Partner, select "Strategic Partner"

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.

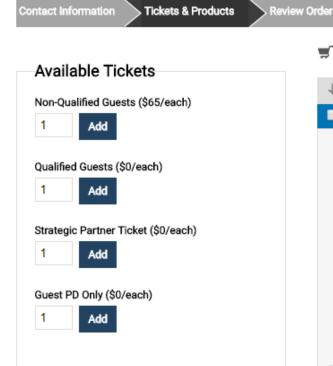


Choose what sessions you will be attending, your dinner selection, your full name (as you would like it printed on your name badge) and your company (as you would like it printed on your name badge)



Review purchased tickets and continue

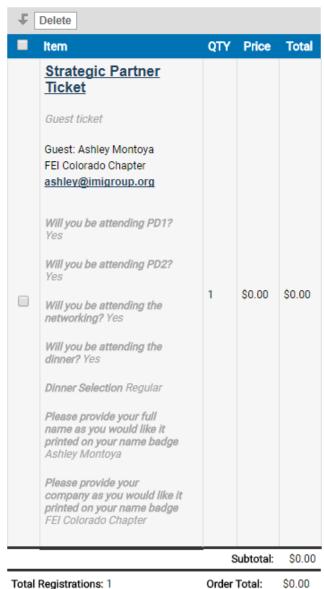
Tickets & Products



Added Tickets And Products

Payment Information

All Done!



Total Registrations: 1 Order Total:

> Cancel Continue

Review Registration, Meeting and Order Information

Regi	stration is complete o	nce 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 emaile	d
to	."		