

Register for an Event via MIC for Your Members

1. Log in to the **Member Information Center (MIC)** and select **Events**.

The screenshot shows the Kalamazoo Chamber Member Information Center (MIC) home page. The user is logged in as Mike Rafone from Diephouse Realty. The 'Events' menu item is highlighted with a red box. The main content area features a 'Welcome Message' with a 'SUPPORT LOCAL BUSINESS' graphic and a '2024 Golf Tournament' event listing. The left sidebar contains shortcuts for Personal Information, Company Information, Hot Deals, Member-to-Member Deals, Job Postings, Message Center, and Request for Proposals. The right sidebar shows the account balance (\$83.34) and upcoming events.

2. Select the **Register Now** button for the event you would like to register for.

The screenshot shows the Kalamazoo Chamber MIC Events page. The user is logged in as Mike Rafone from Diephouse Realty. The 'Events' menu item is selected. The page displays a list of events with search filters and sorting options. A red arrow points to the 'Register Now' button for the 'Coffee with the Mayor' event.

| Event | Date | Categories | Action |
|-----------------------|-----------------------------|--|--------------|
| Coffee with the Mayor | Friday, January 17, 2025 | Community, Government, Chamber of Commerce, Networking | Register Now |
| Board Meeting | Monday, January 27, 2025 | Members Only Event, Chamber of Commerce | Register Now |
| Women's Business Expo | Wednesday, January 29, 2025 | | Register Now |

3. Complete the event registration.

The screenshot shows the user interface for event registration. At the top left is the Kalamazoo Chamber logo. A search bar is at the top center. On the top right, the user is logged in as Mike Rafone from Diephouse Realty, with an account settings dropdown. A navigation menu includes Home, Directory, Events, Resources, News, and Settings. The left sidebar has 'Events' selected, with sub-links for 'Events I've registered for' and 'Events I've attended/checked-in'. The main content area is titled 'Event Registration' and shows details for 'Coffee with the Mayor' on January 17, 2025, from 7:00 AM to 9:00 AM (EST). A yellow message box states: 'We've automatically logged you in as Mike Rafone of Diephouse Realty using your active session. Not you? Click here to re-login.' Below this is an 'Attendees' table with columns for First Name, Last Name, Company, and Email. The table contains one entry: Mike Rafone, Diephouse Realty, mike@mailinator.com. There is an 'Add Attendee' button and a 'Total Amount: \$0.00' at the bottom.

4. To view event registrations, select the **Events I've Registered for** link.

This screenshot shows the 'Events' page. The layout is similar to the previous one. The left sidebar has 'Events' selected, and 'Events I've registered for' is highlighted with a red arrow. Below it are filter options: 'Clear Filters', 'Featured Events (3)', 'Registration Available (84)', and 'Incomplete Registration (0)'. There are also search filters for 'Narrow search by:', 'Keyword:', 'Category:', and 'Location:'. The main content area shows 'Results Found: 85' and a list of events. The first event is 'Coffee with the Mayor' on Friday, January 17, 2025, with a 'Register Now' button. The second is 'Board Meeting' on Monday, January 27, 2025, also with a 'Register Now' button. The third is 'Women's Business Expo' on Wednesday, January 29, 2025, with a 'Register Now' button. A 'View My Events' button is located at the top right of the event list.

5. To make changes to event registrations, select the **Add/Edit Registration** button.

The screenshot displays the Kalamazoo Chamber website interface. At the top left is the Kalamazoo Chamber logo (EST. 1990). A search bar is located at the top center. The user is logged in as Mike Rafone, with a profile picture and the text "Diephouse Realty" and "Account Settings" visible at the top right. A navigation menu includes Home, Directory, Events, Resources, News, and Settings. The main content area is titled "Events" and shows "Results Found: 1 (Events I've Registered For)". The event listed is "Coffee with the Mayor" on Friday, January 17, 2025. A red box highlights the "Add/Edit Registration" button on the event card. On the left sidebar, there are filters for "Events I've registered for" and "Events I've attended/checked-in", along with search options for Keyword, Category, Location, and Month.