

Detroit Regional Chamber Event Registration

Note: If you have not already created a login for the Detroit Chamber website, you will need to do so before registering for an event. Instructions for creating an account can be found here:

<https://www.detroitchamber.com/7-steps-to-portal-access/>

1. Choose the event from the list of available events here:

<https://www.detroitchamber.com/membersportal/upcoming-events/>

UPCOMING EVENTS

December 2020

CannaBusiness: Grow Your Network

December 14 @ 10:00 am - 11:00 am

Join the Chamber for CannaBusiness: Grow Your Network on December 14 from 10-11 a.m. to engage with your local cannabis community in a virtual format.

[Find out more...](#)

Advocacy in Action Series: The Future of the Economy

December 17 @ 11:00 am - 11:45 am

Join the Detroit Regional Chamber for the Advocacy in Action Series, Dec. 17-April 14. During these monthly sessions, Chamber members will have the opportunity to discuss public policy issues impacting local businesses. This month's session will feature a discussion around who [Find out more...](#)

2. Choose the person/people to be registered.

The **Organization** and **Attendee** fields will automatically be filled in with your information.

Select Attendee

Choose Organization

XXXXXXXXXXXXXXXXXX



Register Multiple Attendees

Attendee

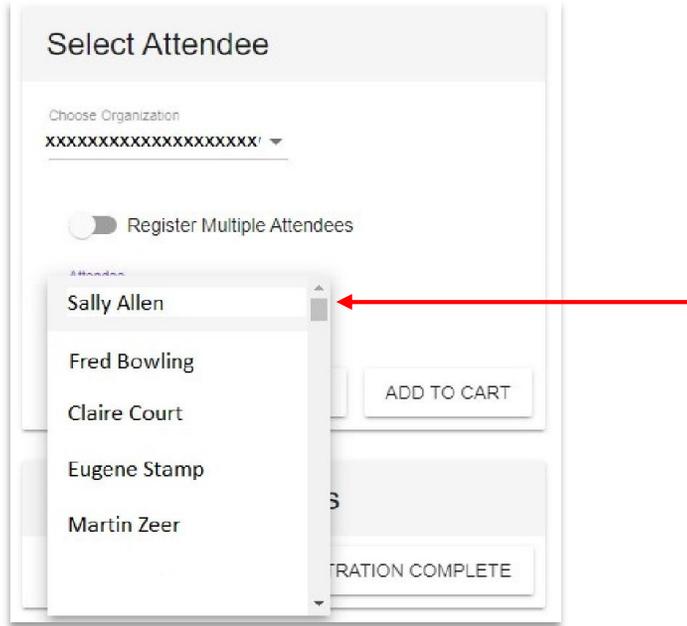
XXXXXXXXXX

ADD NEW CONTACT

ADD TO CART

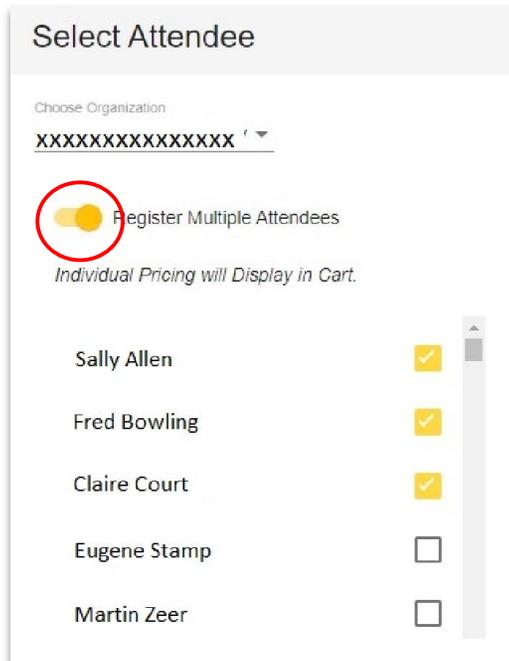
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- a. If you want to register a different person, click the drop-down and choose the correct person.

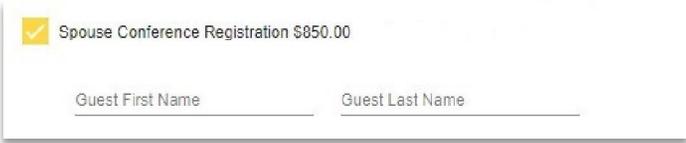
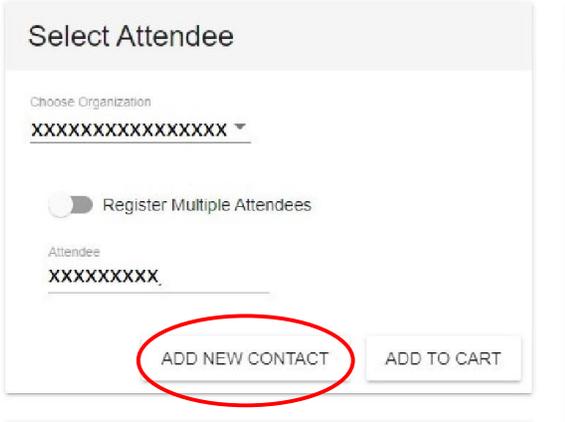
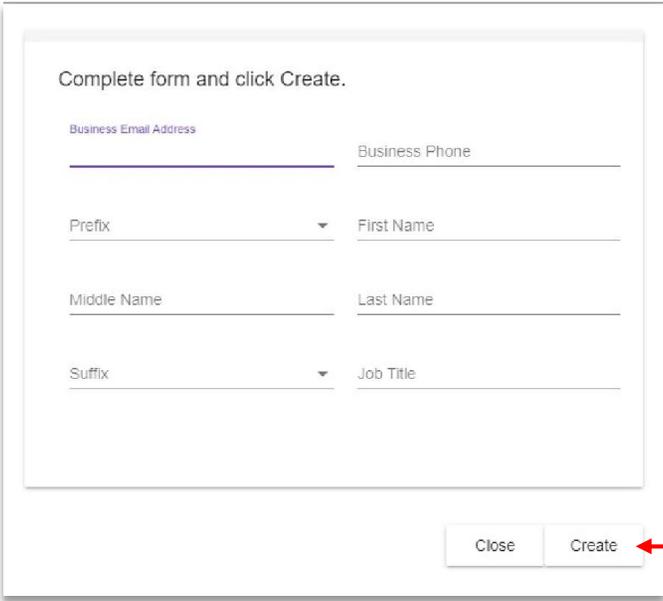


- b. To add more than one person to the cart at the same time, **turn on Register Multiple Attendees.**

Note: If you are registering multiple people with spouses (for Mackinac Policy Conference) choose them separately from the drop-down and add to cart individually as you will need to enter their spouse names each time.



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<p>c. If you are registering a spouse, click on the spouse session and enter the spouse name.</p>	 <p>A screenshot of a registration form titled "Spouse Conference Registration \$850.00". It features a checked checkbox and two input fields: "Guest First Name" and "Guest Last Name".</p>
<p>3. If the person you need to register is not in the drop-down list, you can add them by clicking on Add New Contact.</p> <p>This will add a new record for your organization.</p>	 <p>A screenshot of a "Select Attendee" form. It includes a "Choose Organization" dropdown menu with "XXXXXXXXXXXXXXXXXXXX" selected, a "Register Multiple Attendees" toggle switch, and an "Attendee" input field with "XXXXXXXX" entered. At the bottom, the "ADD NEW CONTACT" button is circled in red, and the "ADD TO CART" button is also visible.</p>
<p>4. A window will pop up for you to enter the information.</p> <p>When you are finished, click Create to add the person to the drop-down list.</p> <p>Please be patient. This may take a few seconds to process.</p> <p>PLEASE DO NOT CLICK CREATE MORE THAN ONCE.</p>	 <p>A screenshot of a "Complete form and click Create" window. It contains several input fields: "Business Email Address", "Business Phone", "Prefix", "First Name", "Middle Name", "Last Name", "Suffix", and "Job Title". At the bottom, there are "Close" and "Create" buttons. A red arrow points to the "Create" button.</p>

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5. Confirm the following:
- d. Correct attendee(s) selected
 - e. Correct session(s) selected
 - f. Pricing is correct
 - g. Spouse name filled in (if applicable)

6. Click Add to Cart

Select Attendee

Choose Organization
XXXXXXXXXXXXXXXXXX ▾

Register Multiple Attendees

Attendee
XXXXXXXXXX

7. Items added to the cart will display under Selected Registrants.
8. Once all attendees are added to the cart, **click Go to Cart**

Selected Registrants

- Spouse Conference Registration - XXXXXXXX
- Individual Conference Registration - XXXXXXXX
- 2020 Mackinac Policy Conference (Sessions) - XXXXXXXX



9. Review items in cart before proceeding with payment information.

Checkout

Description	Qty	Price	Total
Spouse Conference Registration -XXXXXXXX	1	\$850.00	\$850.00
Individual Conference Registration -XXXXXXXX	1	\$2,600.00	\$2,600.00
2020 Mackinac Policy Conference (Sessions) - XXXXXXXX XXXXXXXXXX	1	\$0.00	\$0.00
Total:			\$3,450.00

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10. Confirm your billing information is correct.

Important! If using a credit card for payment, be sure Zip is the zip code associated with the credit card to be charged.

Billing Information

First Name* xxxxxxx	Last Name* xxxxxxxxxx
Email username@businessemail.com	Telephone 313-555-0000
Street Address 1* 123 Any Street	Street Address 2
City* Detroit	State/Province* MI
Zip* 48265	Country

11. Choose the payment type:
a. Credit Card

Important! If using a credit card for payment, be sure Zip (in the Billing Information section) is the zip code associated with the credit card to be charged.

Payment Information

Credit Card eCheck

Bank Name*	Name on Account*
Routing Number*	Account Number*
Account Type*	

PROCESS PAYMENT

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b. eCheck

Note: Carts totaling more than \$10,000 will be required to process via eCheck.

Payment Information

Credit Card eCheck Bill Me Later

Bank Name* _____ Name on Account* _____

Routing Number* _____ Account Number* _____

Account Type* _____

PROCESS PAYMENT

12. Once all the relevant information is complete, click **Process Payment**.

Payment Information

Credit Card eCheck Bill Me Later

Payment Type*
Visa

Credit Card Number*
4111111111111111

CSV*
123

Bank Name* _____ Name on Account* _____

Routing Number* _____ Account Number* _____

Account Type* _____

PROCESS PAYMENT

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13. When the payment has processed, the confirmation screen will appear.

Confirmation

Invoice Number: INV-123456-000000

Authorization Number: 000000000000

Billing Information

xxxxx xxxxxxxx

username@businessemail.com

123 Any Street

Detroit, MI 48265-0001

Description	Qty	Unit Price	Total Price
Spouse Conference Registration - xxxxxxxxxx	1	\$850.00	\$850.00
Individual Conference Registration - xxxxxxxxxx	1	\$2,600.00	\$2,600.00
2020 Mackinac Policy Conference - xxxxxxxxxx	1	\$0.00	\$0.00
			Total: \$3,450.00
			Payment: \$3,450.00
			Balance: \$0.00

Print

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14. Print the page (if desired)

Confirmation

Invoice Number: INV-12345

Billing Information*

XXXXX XXXXXXXXX

username@businessema
123 Any Street

Detroit, MI 48265-0001

Description
Spouse Conference Regi
Individual Conference Re
2020 Mackinac Policy Co

Print

