

Online Event Registration

In launching a new website, we've also launched a new member management program that provides a new registration process for members to receive the discounted price for LPCC events. Starting in 2009, *all* event registration will be done through the LPCC website.

By having members utilize the new online system for event registration, the LPCC will be able to better track event attendance and member specific information.

In order to sign up and receive the LPCC member rate, you will need to use your member log-in and password, and follow the instructions below.

*** IMPORTANT ***

Before you begin, please make sure to disable your pop-up blocker. Otherwise, you will not be able to properly register for events and will be charged the non-member fee.

1. Go to www.lincolnparkchamber.com.
2. Click on the events tab on the top and then click on the event you would like to attend.
3. When the event description section pops up, click on the blue box that says "Register Online."

4. The Event Registration form will now appear.
5. Click in the box that says "Chamber Members."

NOTE: In order to receive the member discount, you must log-in to the system when registering for the event.




6. The Membership Verification screen will now appear.
7. Type in your member log-in and password.

NOTE: If you do not remember your log-in and/or password, please call the LPCC at (773) 880-5200 for the information.

8. The Select A Member Representative screen will now appear.
9. Enter the name of the person attending.
 - If the attendee is listed already as a representative for your company, highlight their name on the list.
 - If the attendee is not a listed representative, click on the box at the bottom that says "The representative is not on the list".
10. Click Continue.





11. The Contact Information screen will now appear.
 - If the attendee was previously listed, check the information to be sure it is still correct.
 - If the attendee was not listed, enter the name and contact information for that person, if different than the company contact information.
12. Click Next.

13. The Status and Fee Information page will now appear.
 14. The screen lists the names of all individual attendees and the fee assigned to each.
 15. The total amount for all registration fees is also given at this time.
- Note: If you forgot to add additional attendees from your company, you may still do so at this point.**
16. When finished, click Next.



17. The Process Credit Card screen will now appear.
 18. Enter the credit card information for the account to be charged.
- NOTE: Only Visa and Master Card payments are accepted.**
19. Click Next.
 20. At this time, your credit card will be charged, and a confirmation screen will appear with the amount, and an email confirmation will automatically be sent.

If you have any questions or comments regarding the Online Event Registration, please contact the Lincoln Park Chamber of Commerce at (773) 880-5200.