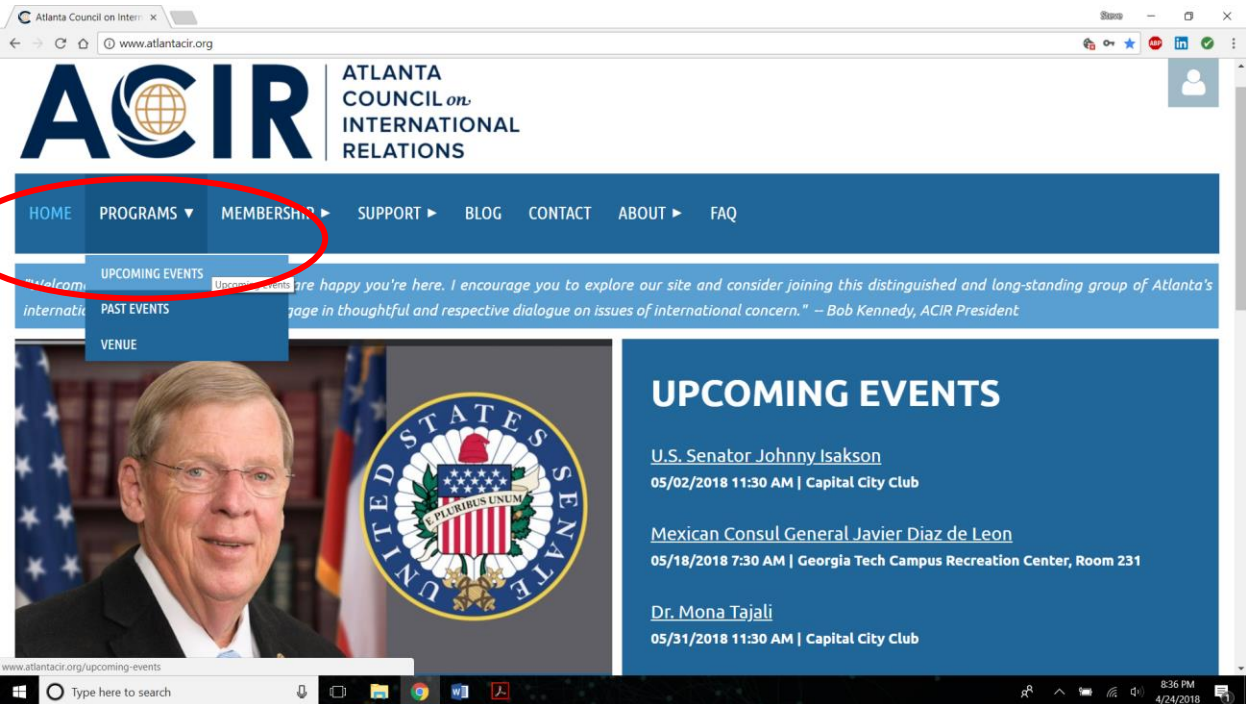


How to Register for an Event

1) From the home page, there are two ways to find upcoming events. One is a dedicated section of the home page, to the right and under the main menu bar. This section only includes the next three confirmed events and will take you directly to the site of each of those individual events. For a more exhaustive list of all confirmed events, go to Programs on the main menu bar and click on Up-Coming Events.



The screenshot shows the ACIR website with the following elements:

- Header:** "ATLANTA COUNCIL on INTERNATIONAL RELATIONS" with the ACIR logo.
- Navigation Menu:** A blue bar with links: HOME, PROGRAMS, MEMBERSHIP, SUPPORT, BLOG, CONTACT, ABOUT, FAQ. The "PROGRAMS" link is circled in red, and a dropdown menu is visible below it with options: UPCOMING EVENTS, PAST EVENTS, and VENUE.
- Quote:** A quote from Bob Kennedy, ACIR President: "Upcoming events are happy you're here. I encourage you to explore our site and consider joining this distinguished and long-standing group of Atlanta's international..."
- UPCOMING EVENTS Section:** A blue box containing three event listings:
 - [U.S. Senator Johnny Isakson](#)
05/02/2018 11:30 AM | Capital City Club
 - [Mexican Consul General Javier Diaz de Leon](#)
05/18/2018 7:30 AM | Georgia Tech Campus Recreation Center, Room 231
 - [Dr. Mona Tajali](#)
05/31/2018 11:30 AM | Capital City Club
- Image:** A portrait of a man in a suit and glasses, with the United States Senate seal to his right.
- Taskbar:** Windows taskbar at the bottom showing the search bar, task icons, and system tray with the time 8:36 PM and date 4/24/2018.


2) When you are on the Upcoming Events page, scroll down to see the list of confirmed events that ACIR will host. To register for any of them, click the “Register” button next to the event.

Atlanta Council on International Relations | www.atlantacir.org/upcoming-events

Dr. Mona Tajali

When: 05/31/2018
11:30 AM - 1:30 PM
Location: Capital City Club

REGISTER




ACIR welcomes Dr. Mona Tajali who will speak on "The Rise of Islam and Erdogan and the Polarization of Secularists and Religious Groups in Turkey Today." This will be an enlightening luncheon that will illuminate the audience on the internal politics and headwinds affecting Turkey today. Sitting at the intersection of the Middle East and the European continent, Turkey's influence can be felt in both geographic areas. A clear understanding of the issues facing Turkey today, both internally and externally, are...

[Show details](#)

U.N. Under Secretary-General Izumi Nakamitsu

When: 06/25/2018
11:30 AM - 1:30 PM
Location: Capital City Club

REGISTER



Ms. Izumi Nakamitsu assumed her position as Under-Secretary-General and High Representative for Disarmament Affairs on 1 May 2017. Prior to taking on this post, Ms. Nakamitsu served as Assistant Administrator of the Crisis Response Unit at the United Nations Development Programme (UNDP) since 2014.

3) Once you click Register, you will be taken to a page where you will have to enter your email address. Note, you must enter the primary email address that ACIR has on file for you. If you use any other email address, the ACIR system will assume you are a non-member and will not allow you to register at the reduced member rate. If you do not know the primary email address ACIR has on file for you, please email info@atlantacir.org so we can notify you of what we have in the system. Once you've entered your email address, click the Next button.

The screenshot shows a web browser window with the URL www.atlantacir.org/event-2881901/Registration. The page title is "U.N. Under Secretary-General Izumi Nakamitsu". Below the title, there is a light blue box containing event details:

- Event** U.N. Under Secretary-General Izumi Nakamitsu
- 06/25/2018 11:30 AM - 1:30 PM
- Location: Capital City Club

Below the event details, there is a registration form with the label "Enter registrant email" and a red asterisk indicating a mandatory field. The form contains an input field for the email address, which is circled in red. To the right of the input field, there is a red asterisk and the text "Mandatory fields". Below the form, there are two buttons: "CANCEL" on the left and "NEXT" on the right. At the bottom of the page, there is a dark blue footer with the following text:

Atlanta Council on International Relations
4780 Ashford Dunwoody Road, Ste 540-165
Atlanta, GA 30338

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the date and time "9:46 AM 4/24/2018".

4) Once the system recognizes your email address, you will be able to register at the reduced member rate. Click that option and then click the Next button to continue.

Note, for faculty and staff at either the University of North Georgia or Georgia Tech, you are an institutional member. In other words, the school has paid for you to be able to attend ACIR events at the member rate. On this screen you will click the institutional members option, and on a subsequent screen will enter a code to be able to register at the member rate. To obtain this code, either email ACIR at info@atlantacir.org, or email Melissa.Grizzle@ung.edu or Florence.Stoia@provost.gatech.edu.

The screenshot shows a web browser window with the URL www.atlantacir.org/event-2881901/Registration. The page title is "U.N. Under Secretary-General Izumi Nakamitsu". Below the title, the event details are listed: "Event U.N. Under Secretary-General Izumi Nakamitsu", "06/25/2018 11:30 AM - 1:30 PM", and "Location: Capital City Club". There is a "Choose registration type" section with a "Mandatory fields" indicator. A message box says "You can log in to auto-fill your contact information - or proceed with the registration without logging in." with a "Login" button. Below this, the registration options are listed: "1. Members - \$35.00", "2. Institutional Members - \$35.00 (Registration code required)", and "3. Non Members - \$45.00". The "2. Institutional Members" option is circled in red. At the bottom, there are "CANCEL", "BACK", and "NEXT" buttons. The Windows taskbar at the bottom shows the time as 9:51 AM on 4/24/2018.

5) You should now find yourself at a simple event registration form. Fill out your First and Last Names, your email address, and any dietary restrictions you may have (filling in your title is optional). Once complete, click the Next button.

Note that it is from this screen that you can add a guest(s) to your registration. Simply click Add Guest and follow the prompts.

The screenshot shows a web browser window with the URL www.atlantacir.org/event-2881901/Registration. The form contains the following fields and options:

- Title:
- First name:
- Last name:
- Email:
- * Dietary Restriction:
 - None
 - Fish Preferred
 - Gluten Free
 - Vegetarian

Below the form, there is a section titled "Guest list" with the text "No guest registration entered". A button labeled "ADD GUEST" is positioned next to the price "\$35.00 (USD)". At the bottom of the form, there are three buttons: "CANCEL", "BACK", and "NEXT". The Windows taskbar at the bottom shows the time as 9:54 AM on 4/24/2018.

6) You will finally be asked to review and confirm your desire to attend. At this point you have two options. We encourage you to click Pay Online as this will complete your registration. If, however, you prefer to pay at the door, you can do so by clicking the Invoice Me option which ends your sign-up process until the day of the event. This guide continues for those who click Pay Online.

The screenshot shows a web browser window with the URL www.atlantacir.org/event-2881901/Registration. The page title is "U.N. Under Secretary-General Izumi Nakamitsu". Below the title is a "Review and confirm" section with the following details:

- Event: U.N. Under Secretary-General Izumi Nakamitsu
- 06/25/2018 11:30 AM - 1:30 PM
- Location: Capital City Club
- Registration type: 1. Members – \$35.00
- Total amount: **\$35.00 (USD)**

Payment options are listed below the details: VISA, MasterCard, DISCOVER, AMERICAN EXPRESS, and OFFLINE. At the bottom of the review section, there are three buttons: "CANCEL", "INVOICE ME", and "PAY ONLINE". The "INVOICE ME" and "PAY ONLINE" buttons are circled in red. Below the buttons is a "Registration information" section. The Windows taskbar at the bottom shows the time as 9:55 AM on 4/24/2018.

7) You should now find yourself at the last page of the process. Just as you would for any online e-commerce business you've done before, the checkout process is the same. Simply enter in your credit or debit card information and billing address before clicking the Pay button. Congratulations as you are now registered for the event!

The screenshot shows a web browser window with the URL <https://payments.wildapricot.com/?ctid=19264c2e-5f37-42e3-9f6c-9a36ed73332e>. The page title is "Atlanta Council on International Relations" with a link to <http://atlantacir.org/>.

The page is divided into three main sections:

- Enter credit card details:** Includes a "Card number" field, logos for VISA, MasterCard, AMEX, and DISCOVER, "mm / yy" and "CVV" fields, and a name field containing "Steve Bergey".
- Billing information:** Includes "Address 1", "Address 2", "City", a country dropdown menu set to "United States", a "State/province" dropdown menu, "ZIP/postal code", and "Phone" fields.
- Details (Yellow background):** Shows "Invoice #01435" for "\$35.00". Below this is a list item: "Registration for 'U.N. Under Secretary-General Izumi Nakamitsu' (06/25/2018 11:30 AM - 1:30 PM, Capital City Club), 1. Members". At the bottom of this section, it states "Total amount: \$35.00 (USD)".

At the bottom of the form, there are two buttons: a "Cancel" link and a blue "Pay \$35.00 (USD)" button, which is circled in red.

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date and time: 9:55 AM 4/24/2018.