

## 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:** ACIR logo and "ATLANTA COUNCIL on INTERNATIONAL RELATIONS".
- Navigation Menu:** HOME, PROGRAMS (circled in red), MEMBERSHIP, SUPPORT, BLOG, CONTACT, ABOUT.
- Sub-menu:** A dropdown menu under PROGRAMS is visible, containing "UPCOMING EVENTS" (circled in red) and "VENUE".
- Hero Section:** A banner featuring a portrait of a man and the United States Senate seal. Text includes: "Welcome to the ACIR website. I encourage you to explore our site and consider joining this distinguished and long-standing group of Atlanta's international relations professionals. Engage in thoughtful and respectful dialogue on issues of international concern." -- Bob Kennedy, ACIR President.
- Upcoming Events Section:**
  - Event 1:** "The Changing Europe in an Uncertain World" A co-sponsored conference with Georgia Tech. 04/13/2018 1:00 PM | Bill Moore Student Success Center at Ga Tech.
  - Event 2:** Major General USA Ret Mari K. Eder: "The Information Apocalypse: factors degrading the effectiveness of mass communication in reaching influencers audiences."
- Footer:** Windows taskbar showing the time as 1:29 PM on 4/7/2018.

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.

The screenshot shows a web browser window with the URL [www.atlantacir.org/upcoming-events](http://www.atlantacir.org/upcoming-events). The browser's address bar and tabs are visible at the top. The main content area features two event listings. The first event is titled "U.S. Senator Johnny Isakson". It includes a table with the following information:

When	05/02/2018
Location	Capital City Club

Below the table is a blue "REGISTER" button, which is circled in red. To the right of the table is a portrait of Senator Johnny Isakson. Further to the right is a text block describing him as a successful businessman with 40-plus years in the real estate industry, and the only Georgian ever to have been elected to the state House, state Senate, U.S. House and U.S. Senate. Below the text is a "Show details" link.

The second event is titled "U.N. Under Secretary-General Izumi Nakamitsu". It includes a table with the following information:

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

Below the table is a blue "REGISTER" button. To the right of the table is a portrait of Ms. Izumi Nakamitsu. Further to the right is a text block describing her role as Under-Secretary-General and High Representative for Disarmament Affairs, and her previous work at the United Nations Development Programme (UNDP) since 2014.

The Windows taskbar is visible at the bottom of the screenshot, showing the search bar and several application icons. The system tray on the right shows the time as 3:10 PM on 4/7/2018.

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](mailto: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-2960864/Registration](http://www.atlantacir.org/event-2960864/Registration). The page title is "U.S. Senator Johnny Isakson". There is a button labeled "Add to my calendar". Below this, event details are listed: "Event U.S. Senator Johnny Isakson", "05/02/2018", and "Location: Capital City Club". A registration form is present with the label "Enter registrant email" and a note "\* Mandatory fields". The form contains a single input field labeled "\* Email" which is circled in red. At the bottom of the form are two buttons: "CANCEL" on the left and "NEXT" on the right. The Windows taskbar at the bottom shows the time as 3:14 PM on 4/7/2018.

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.

The screenshot shows a web browser window with the URL [www.atlantacr.org/event-2860864/Registration](http://www.atlantacr.org/event-2860864/Registration). The page title is "U.S. Senator Johnny Isakson". Below the title, there is a light blue box containing event details: "Event U.S. Senator Johnny Isakson", "05/02/2018", and "Location: Capital City Club". Below this box, there is a section titled "Choose registration type" with a "Mandatory fields" indicator. A blue box contains the text "You can log in to auto-fill your contact information - or proceed with the registration without logging in." and a "Login" button. Below this, there are three radio button options: "Registration" (which is selected and circled in red), "Members - \$35.00", and "Non-Members - \$45.00". At the bottom of the page, there are three buttons: "CANCEL", "BACK", and "NEXT". The Windows taskbar at the bottom shows the time as 3:15 PM on 4/7/2018.

5) You should now find yourself at an event registration form. Fill out your First and Last Names as well as all other mandatory fields (indicated with a red \*). The final mandatory field is a pull-down menu to let ACIR know of any dietary restrictions you may have. Once complete, click the Next button.

Atlanta Council on Intern... x

Not secure | www.atlantacir.org/event-2860864/Registration

Apps | Bookmarks | News and Social | Email | Fletcher | ACIR | Caitlyn | Ga State | Finance | Box | Simple Online | W | Great Recession in Eu | Using R and Tableau | Taxes - Your Europe | Spain SSA

## U.S. Senator Johnny Isakson

[Add to my calendar](#)

<b>Event</b>	U.S. Senator Johnny Isakson
	05/02/2018
	Location: Capital City Club
<b>Registration type</b>	Members - \$35.00
<b>Total amount</b>	\$35.00 (USD)

Enter registration information \* Mandatory fields

Title

First name

Last name

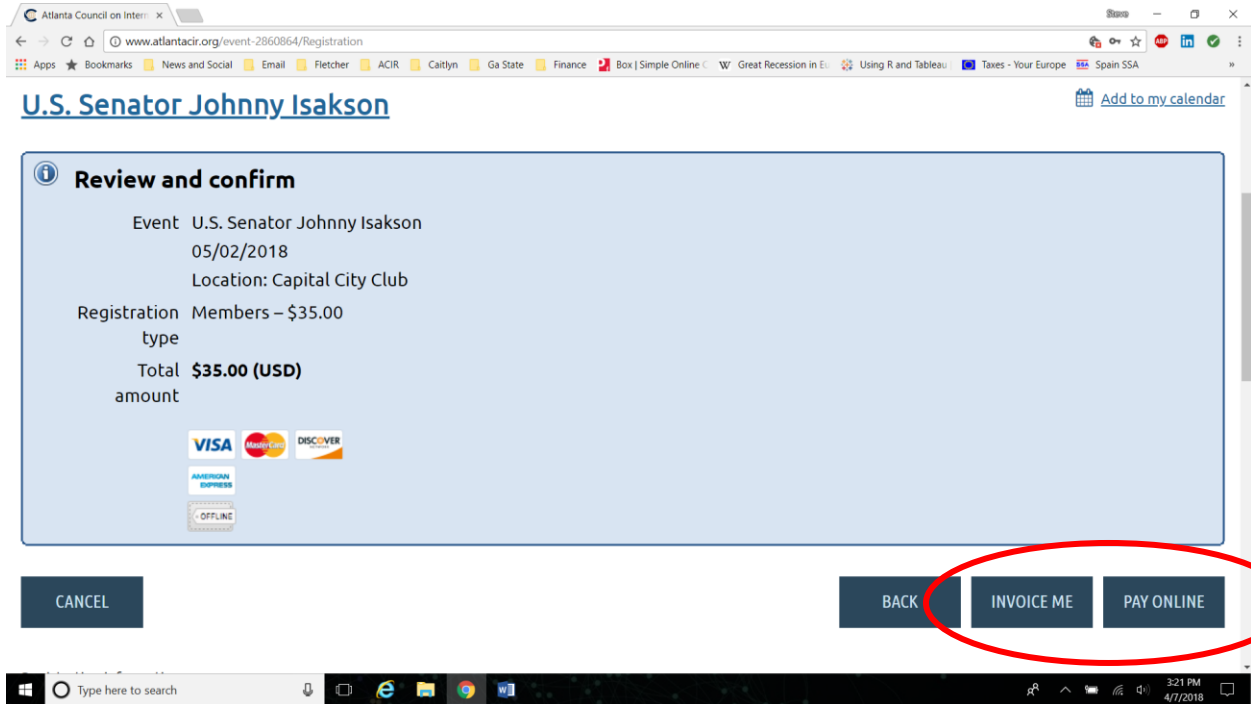
\* Name to Appear on Name Tag

\* Address (Street # and Name, City, Zip)

Type here to search

3:17 PM 4/7/2018

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.



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 payment page for the Atlanta Council on International Relations. The page is divided into three main sections: "Enter credit card details", "Billing information", and "Details".

**Enter credit card details:** Includes fields for Card number, Cardholder name, and CVV. Card logos for VISA, MasterCard, AMEX, and DISCOVER are visible.

**Billing information:** Includes fields for Address 1, Address 2, City, State/province, ZIP/postal code, and Phone. A dropdown menu is set to "United States".

**Details:** A yellow box containing the following information:  
Invoice #01373 \$35.00  
• Registration for "U.S. Senator Johnny Isakson" (05/02/2018, Capital City Club), Members  
**Total amount: \$35.00 (USD)**

At the bottom of the details box, there are two buttons: "Cancel" and "Pay \$35.00 (USD)". The "Pay \$35.00 (USD)" button is circled in red.

The browser's address bar shows the URL: <https://payments.wildapricot.com/?ctid=831bdbae-e513-48ba-8d51-aa7c8215dadc>. The Windows taskbar at the bottom shows the date and time as 3:22 PM on 4/7/2018.