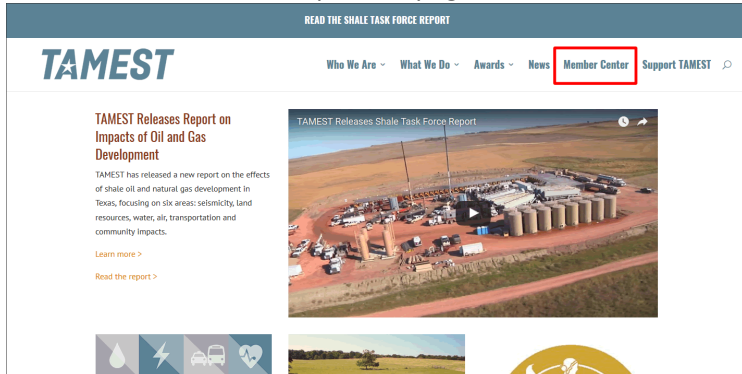
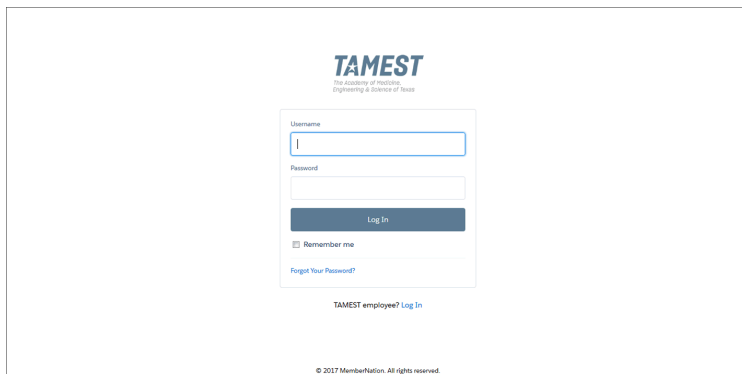


Member Portal Event Registration

1. Log in to the TAMEST member portal. Go to tamest.org, and click on **MEMBER Center** at the top of the page.

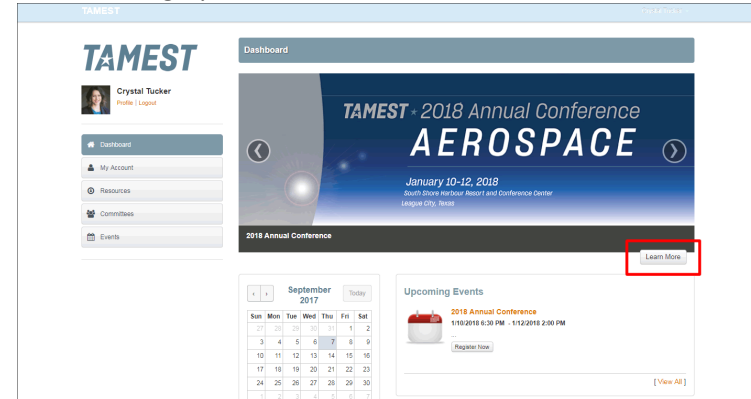


Enter your username (email address) and password. Click **LOG IN**. If you forgot your password, click the **Forgot Your Password?** link.

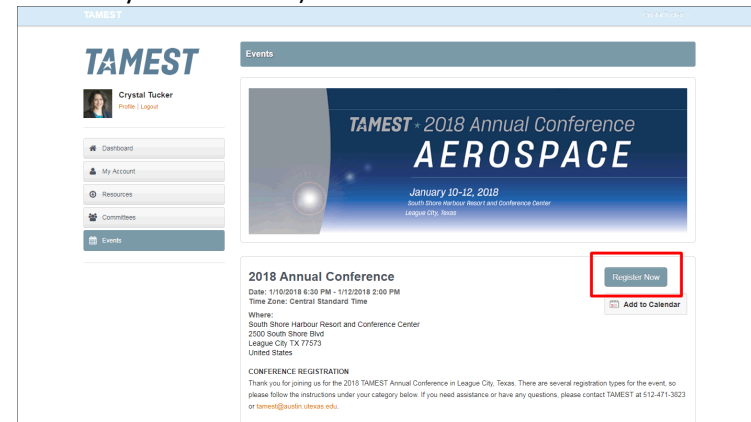


For assistance logging in, contact the TAMEST office (512-471-3823 or tamest@austin.utexas.edu).

2. From the dashboard, click **LEARN MORE**, directly below the 2018 Annual Conference graphic.



3. On the 2018 Annual Conference event page, click **REGISTER NOW**. (Click **ADD TO CALENDAR** (below Register Now) if you would like to add the event to your schedule.)



4. Enter your registration information, and click **CREATE REGISTRATION**. If you are registering your spouse, click **REGISTER ANOTHER PERSON**, enter your spouse's information, and click **CREATE GUEST**. Click **CHECKOUT** and **PROCESS PAYMENT** to process your registration.

Create Registration

The screenshot shows the '2018 Annual Conference Registration Form' for Crystal Tucker. The left sidebar contains navigation links: Dashboard, My Account, Resources, Committees, and Events. The main content area displays a list of events with checkboxes and prices:

- Thursday Breakfast \$0.00 (1/11/2018 7:30 AM - 1/11/2018 8:30 AM)
- Thursday Lunch \$0.00 (1/11/2018 12:30 PM - 1/11/2018 2:00 PM)
- Thursday Edith and Peter O'Donnell Awards Dinner \$0.00 (1/11/2018 7:00 PM - 1/11/2018 9:00 PM)
- Friday Breakfast \$0.00 (1/12/2018 7:30 AM - 1/12/2018 8:30 AM)
- Friday Lunch \$0.00 (1/12/2018 12:30 PM - 1/12/2018 2:00 PM)

Below the event list are 'Form Questions' with input fields for 'First and last name (for name badge)', 'Company/Institution (for name badge)', and 'Special requests (dietary restrictions, wheelchair accessibility, etc.)'. A 'Refund Policy' section states: 'Regrettably no refunds for cancellations after December 26. A processing fee will be deducted for all refunds issued.' A red box highlights the 'Create Registration' button at the bottom right.

Register Another Person

This screenshot shows the same registration form as above, but with the 'Register Another Person' button in the bottom left corner highlighted with a red box. The 'Total Registrations in Group' is now 1, and the 'Amount Due' is \$1.00.

Create Guest

This screenshot shows the registration form with the 'Create Guest' button at the bottom right highlighted with a red box. The 'Total Registrations in Group' is 1, and the 'Amount Due' is \$1.00.

Checkout

The screenshot shows the checkout page for Crystal Tucker. The 'Registration Information' table is as follows:

Action	Name	Registration Type	Totals	Session Due
	Crystal Tucker	Member	\$1.00	Friday Lunch \$0.00 Friday Breakfast \$0.00 Thursday Edith and Peter O'Donnell Awards Dinner \$0.00 Thursday Lunch \$0.00 Thursday Breakfast \$0.00 Wednesday Opening Reception \$0.00
Delete	Eve (Eva) McQuade	Member - Spouse	\$1.00	Friday Lunch \$0.00 Friday Breakfast \$0.00 Thursday Edith and Peter O'Donnell Awards Dinner \$0.00 Thursday Lunch \$0.00 Thursday Breakfast \$0.00 Wednesday Opening Reception \$0.00
Total Registrations in Group :			2	
Amount Due :			\$2.00	\$0.00

A red box highlights the 'Checkout' button at the bottom right. A message at the bottom states: 'Reached Max Number of Tickets in Package'.

Process Payment

The screenshot shows the payment page with a total of \$2.00. The 'Payment Information' section includes a field for a discount code and an 'Evaluate Discount' button. Below this, a box indicates 'You will be charged \$2.00'. The 'Credit Card' section contains fields for: First Name, Last Name, Credit Card Number, Expiration Month (MM), Expiration Year (YYYY), Year, Credit Card Type, Visa, and CVC (Security Code). A red box highlights the 'Process Payment' button at the bottom left.

5. For any changes to your registration, contact the TAMEST office (512-471-3823 or tamest@austin.utexas.edu).