



Register for an event

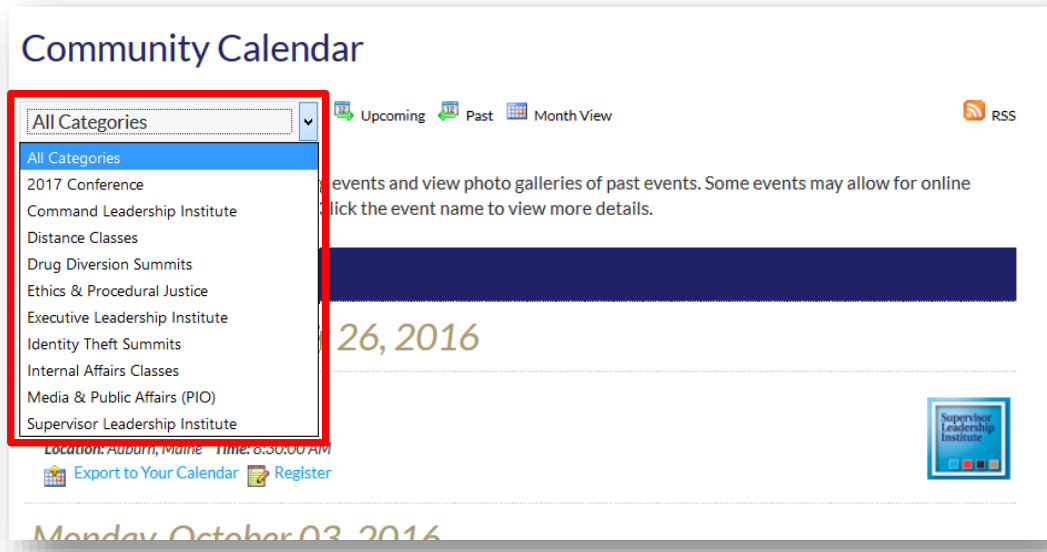
1. There are 2 ways to access a list of upcoming events for registration:
 - The "Calendar" top menu item:

The screenshot shows the FBI-LEEDA website interface. At the top left is the FBI-LEEDA logo. To its right is the text 'FBI-LEEDA'. Below this is a navigation menu with items: 'About Us', 'Membership', 'Testimonials', 'Training', 'Free Summits', 'Calendar' (circled in red), 'Merchandise', and 'Corporate Partners'. Below the navigation menu are three colored squares: blue, red, and dark blue. The main content area is divided into several sections: 'Manage Profile' with a 'Profile Home' link; 'Information & Settings' with 'Edit Bio' and 'Preferences' links; and 'Invoicing, Payments & History'. On the right side, there is a 'My Profile' section with links for 'Profile Home', 'Manage Profile', 'Groups', 'Messages', and 'Refer a Friend'. At the bottom right, there is a 'Tweets by @FBILEEDA' section showing a tweet from 'FBI LEEDA Retweeted'.

- The event calendar located on the right hand side of various pages throughout the site (Click on the "More" link to see the full list of events):

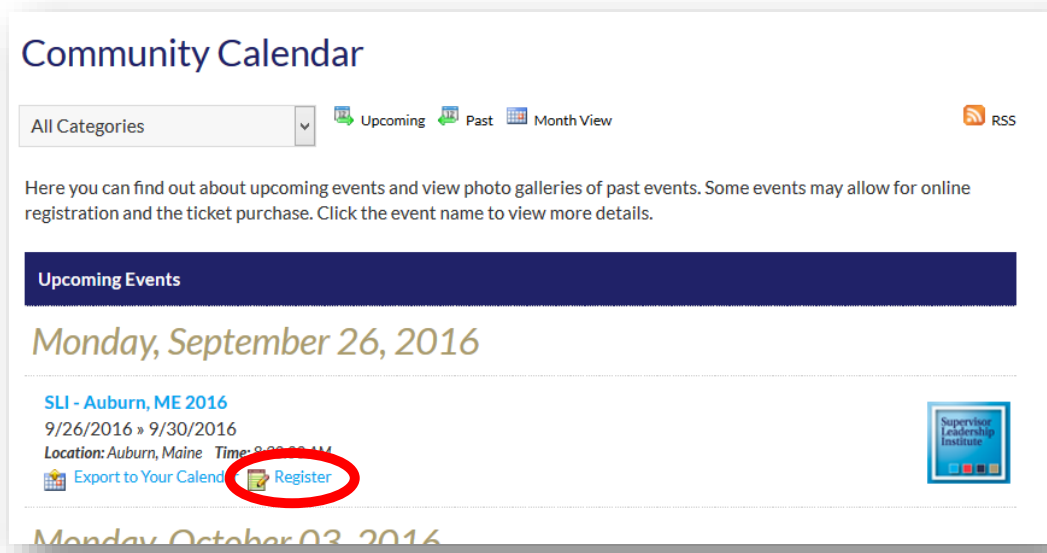
The screenshot shows a calendar widget with a grey background. At the top left is the word 'Calendar' and at the top right is a red 'More' link. Below this, there are two event entries, each separated by a horizontal dotted line. The first entry is '9/12/2016 » 9/16/2016' followed by 'ELI - Lexington, NC 2016'. The second entry is '9/12/2016 » 9/16/2016' followed by 'ELI - Mission, KS 2016'.

2. You may use the “Categories” filter to help identify events of interest:



The screenshot shows the 'Community Calendar' page. At the top left, there is a dropdown menu labeled 'All Categories' which is currently open, displaying a list of categories including '2017 Conference', 'Command Leadership Institute', 'Distance Classes', 'Drug Diversion Summits', 'Ethics & Procedural Justice', 'Executive Leadership Institute', 'Identity Theft Summits', 'Internal Affairs Classes', 'Media & Public Affairs (PIO)', and 'Supervisor Leadership Institute'. The dropdown menu is highlighted with a red border. To the right of the dropdown, there are navigation links for 'Upcoming', 'Past', and 'Month View', along with an 'RSS' icon. Below the navigation, there is a text block: 'events and view photo galleries of past events. Some events may allow for online registration and the ticket purchase. Click the event name to view more details.' A dark blue banner below this text contains the date 'Monday, September 26, 2016'. At the bottom of the page, there is a 'Supervisor Leadership Institute' logo and another date 'Monday, October 03, 2016'.

3. Once you have located your event, click “Register” to begin the registration process:



The screenshot shows the 'Community Calendar' page with the 'All Categories' dropdown menu closed. The page displays the 'Upcoming Events' section. A dark blue banner at the top of this section contains the date 'Monday, September 26, 2016'. Below the banner, the event details for 'SLI - Auburn, ME 2016' are shown, including the dates '9/26/2016 » 9/30/2016' and the location 'Auburn, Maine'. At the bottom of the event details, there are two buttons: 'Export to Your Calendar' and 'Register'. The 'Register' button is circled in red. The 'Supervisor Leadership Institute' logo is visible on the right side of the page. At the bottom of the page, there is another date 'Monday, October 03, 2016'.

4. Enter your registration information and click “Next” at the bottom of the page

SLI - Auburn, ME 2016 | Registration

Attendee Info Attendee Selections

Registration Information

* Required Fields

Event Name SLI - Auburn, ME 2016

Your Name * FBI-LEEDA Member

Email Address * fbileedamember@policeorganization.com

Rank * Chief

Organization * Police Department

Address * 123 Main

Address cont.

City/Town * Anytown State/Prov * PA

Postal Code * 99999 Country United States

Phone * 555-5555

Additional Comments

Save the Personal Information section of my profile with the address and organization information entered above.

Next

5. Select the options you wish to register for. Click on the “Save & Add Another Attendee” button to register additional attendees (you will be presented a registration screen for each additional attendee). Click “Save & Finalize Registration” when you have registered all attendees

SLI - Auburn, ME 2016 | Registration

Attendee Info Attendee Selections

Please select one of the following (required)

SLI - Auburn, ME 2016 Price: \$650.00

Save & Add Another Attendee Save & Finalize Registration

6. Enter payment information:

Payment Information

Total Amount: \$650.00

Promo Code:

Payment Type: Bill Me Credit Card

Card Type:

Card Number:

Card CVV Number: [\(What is this?\)](#)

Exp. Date: / (mm/yyyy)

Check here if the billing address is the same as the recipient information

Name on Card:

Organization:

Address:

City/Town:

Country:

State: [\(Reset\)](#)

Postal Code:

Enter credit card information if you wish to pay at the time of registration. Select "Bill Me" to pay at a later date (payment must be received prior to the event.)

7. After you have entered all of your payment information, click the "Proceed To Confirmation":

above.

PO: Only Alphanumeric Characters Allowed

Additional Customer Information


Please Enter Comments Below:

8. Verify your information and click the "Complete Order" button at the bottom of the page

Please enter your address and billing information in the form below.

Before finalizing your order, please verify the information below. Then click the "Complete Order" button to complete the checkout process.

Recipient Information

First Name: FBI-LEEDA 
Middle Name:
Last Name: Member
Suffix:
Address: 123 Main
City/Town: Anytown
Location: PA
Postal Code: 99999
Country: United States
Organization: Police Department
Home Phone: 555-5555
Business Phone:
Mobile Phone:
Email Address: fbileedamember@policeorganization.com

Payment Information

Bill To Name: FBI-LEEDA Member
Organization: Police Department
Address: 123 Main
City: Anytown
Location: PA
Postal Code: 99999
Country: United States
Phone: 555-5555
PO:

Additional Customer Information

Qty	Pro
1	SLI

Subtotal: \$650.00
Grand Total: \$650.00

Complete Order

Complete Order