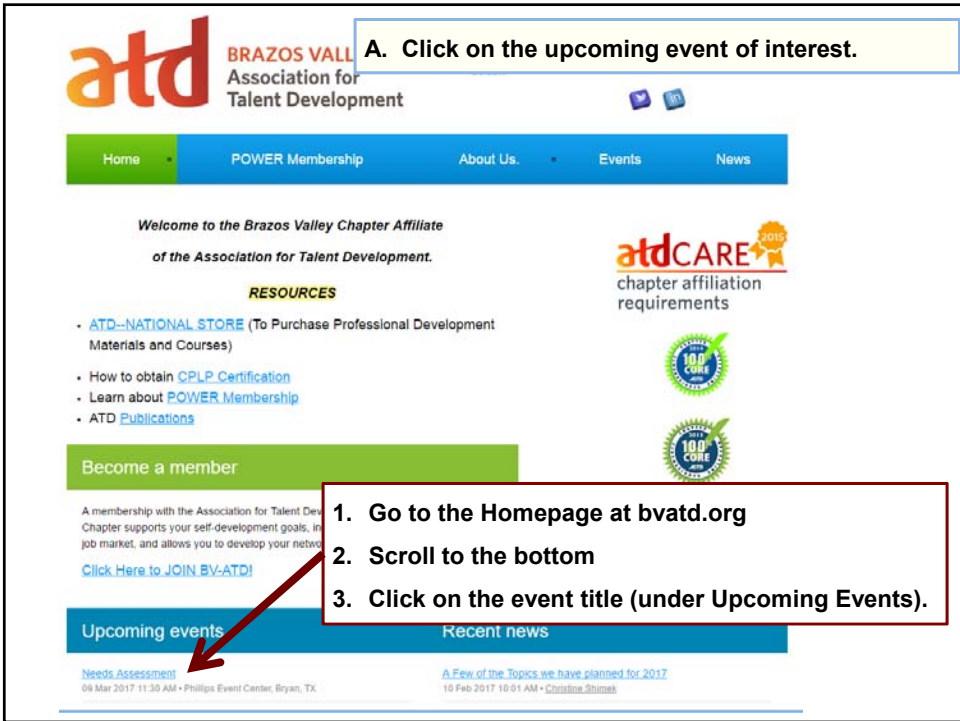


How to Register for a BV-ATD Professional Development Event



atd BRAZOS VALLEY CHAPTER Association for Talent Development

A. Click on the upcoming event of interest.

Home | POWER Membership | About Us | **Events** | News

Welcome to the Brazos Valley Chapter Affiliate of the Association for Talent Development.

RESOURCES

- [ATD-NATIONAL STORE](#) (To Purchase Professional Development Materials and Courses)
- How to obtain [CPLP Certification](#)
- Learn about [POWER Membership](#)
- ATD [Publications](#)

Become a member

A membership with the Association for Talent Dev Chapter supports your self-development goals, in job market, and allows you to develop your network.

[Click Here to JOIN BV-ATD!](#)

Upcoming events | Recent news

1. Go to the Homepage at bvatd.org
2. Scroll to the bottom
3. Click on the event title (under Upcoming Events).

[Needs Assessment](#)
09 Mar 2017 11:30 AM • Phillips Event Center, Bryan, TX

[A Few of the Topics we have planned for 2017](#)
10 Feb 2017 10:01 AM • Christine Stines

B. Register for the event.

The screenshot shows the ATD Brazos Valley Chapter website. The header includes the logo and navigation links: Home, POWER Membership, About Us, Events, and News. The breadcrumb trail is Home > Needs Assessment. The event details for 'Needs Assessment' are displayed, including the date (09 Mar 2017, 11:30 AM - 1:00 PM) and location (Phillips Event Center, Bryan, TX). A registration table shows options for Guest (\$20.00 USD), Late (\$20.00 USD), and Members (\$15.00 USD). A blue 'Register' button is highlighted with a red box and an arrow pointing to it from a text box that says 'Click the Register Button.'

C. Enter your email address.

The screenshot shows the registration form for the 'Needs Assessment' event. The breadcrumb trail is Home > Needs Assessment > Registration. The event details are repeated. Below the event details, there is a form field for 'Enter registrant email' with a placeholder 'Your-email-address.com'. A red box highlights the 'Next' button with the text '1. Enter your email address. 2. Click the "Next" button.'

Home > Needs Assessment > Registration

D. Continue registration.

Upcoming events

Needs Assessment

NOTE: Members can “auto-fill” the registration information by logging in with username and password (or select “Members” and continue to the next screen).

Needs Assessment

Event: Needs Assessment
09 Mar 2017 11:30 AM - 1:00 PM
Location: Phillips Event Center, Bryan, TX

Choose registration type

You can log in to auto-fill your contact information - or proceed with the registration without logging in.

Login

Registration

- Guest - \$20.00 (USD)
- Late - \$20.00 (USD) Available from 04 Mar 2017 through 05 Mar 2017. All late registrations cost \$20. Late registration is open Saturday and Sunday.
- Members - \$15.00 (USD)

Cancel Back Next

Members and Non-Members

1. Select the radio button for either “Guest” or for “Members”.
2. Click the “Next” button.

E. Members can add a Guest, if desired.

Needs Assessment

Event: Needs Assessment
09 Mar 2017 11:30 AM - 1:00 PM
Location: Phillips Event Center, Bryan, TX

Registration type: Members - \$15.00
Total amount: \$15.00 (USD)

Enter registration information

First name: Christine
Last name: Shimek
e Mail: christine90tamu@gmail.com

Public list of events

Include name in public list of event registrants
You may wish to exclude your name for privacy or security reasons

Guest list

No guest registration entered

Add guest \$20.00 (USD)

Cancel Back Next

1. Click the “Add Guest” Button.
2. Then Click next.

F. Register your Guest.

[Needs Assessment](#) [Add to my calendar](#)

Event Needs Assessment
09 Mar 2017 11:30 AM - 1:00 PM
Location: Phillips Event Center, Bryan, TX

Registration type Members - \$15.00
Total amount \$15.00 (USD)

Enter guest registration information [See history/needs](#)

*First name

*Last name

e-Mail

Guest list

No guest registration entered

[Cancel](#) [Back](#) [Done](#)

1. Enter Guest's information.
2. Click "Done"

G. Complete Registration.

Upcoming events

[Needs Assessment](#)
09 Mar 2017 11:30 AM • Phillips Event Center, Bryan, TX

[Dream Management](#)
13 Apr 2017 11:30 AM • Phillips Event Center, Bryan, TX

[Tentative Topic](#)
11 May 2017 11:30 AM • Phillips Event Center, Bryan, TX

[Needs Assessment](#)

Review and confirm

Event Needs Assessment
09 Mar 2017 11:30 AM - 1:00 PM
Location: Phillips Event Center, Bryan, TX

Registration type Members - \$15.00
Guest (1) \$20.00
Total amount \$35.00 (USD)

Payment instructions Currently, we are not accepting online payments. To make payments you may do any of the following:
1. Pay at any event by cash, check, or by credit or debit card.
OR
2. Contact bvafd_president@outlook.com to discuss other possible options.
Please bear with us as we work with the online financial service providers to find the best solution.

[Cancel](#) [Back](#) [Confirm](#)

1. Check the information in this box.
2. Click "Confirm" to finalize registration.

atd BRAZOS VALLEY CHAPTER
Association for
Talent Development

H. Registration is now completed.


Check your email.

- There should be 2 emails
 - Invoice email
 - Confirmation email
- If you cannot see 2 emails, go back to the registration process, check to make sure that you have clicked the “Confirm” button at the end.

↓

<input type="checkbox"/> ☆ □ BV-ATD	Event registration is pending for Needs Assessment/Phillips Event Center, Bryan, TX/09 ... -
<input type="checkbox"/> ☆ □ BV-ATD	BV-ATD Invoice 00532 - INVOICE View invoice online BV-ATD Event registration Invoice number: (

Be Our Guest



- Bring a guest to a monthly meeting and receive a \$5 Starbucks gift card

Call for Volunteers!

- Want to give back? We are looking for volunteers to help support our board in the following areas:
 - Social Networking/Rewards and Recognition
 - Programming for 2017
 - Communication and Web Site
 - Meeting Check-ins, Sponsorship



Ask us about Power Membership ...

POWER MEMBER

atd+chapter
Association for
Talent Development

... and remember to use our Chapter code when you purchase from ATD.

atdChIP
chapter incentive program

**BV-ATD Chapter
Code: CH7207**