How to Register for a BV-ATD Professional Development Event

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

A. Click on the upcoming event of interest.
B. Register for the event.

Click the Register Button.

C. Enter your email address.

1. Enter your email address.
2. Click the “Next” button.
Members and Non-Members
1. Select the radio button for either “Guest” or for “Members”.
2. Click the “Next” button.

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

E. Members can add a Guest, if desired.
1. Click the “Add Guest” button.
2. Then Click next.
F. Register your Guest.

1. Enter Guest’s information.
2. Click “Done”

G. Complete Registration.

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

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 …

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

BV-ATD Chapter Code: CH7207