

# **How to Guide:**

# How to register for an event from HUB portal

1. Click on the Event tab on the HUB portal

Home Events Donate Contact Us



Recome part of a trusted circle of empowering women



# 2. Use the event calendar to find the event you would like to register for and select the event of

interest

 $\bigcirc$ 

# Calendar of Events - Grid View

The event calendar shows upcoming club events. Select a view then use the navigation buttons to move between dates. Click on the event to view more information, including the event description, times, location, fees and any rules regarding attendance; you can also register for events from this screen. Click on the magnifying glass on the toolbar to see search and filter options.

📰 Switch to List Vier 🔍 ९ Sh	ow Search					Today Legend
Apr			May 2022			Jun
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26 Great Dames THRIVE! 2022 Powerful Conversations Series: Stop the Judgment!	27	28	29	30
1	2	3	4	5	8	7
8	8	10	11	12	13	14
15 International Day of Families	18 International Day of Living Together in Peace	17	<sup>18</sup> Click on the register for	e event you would lil	<sup>20</sup> Ke to	21
22	23	24 Great Dames THRIVEI 2022 Powerful Conversations Series: Confidence	25	28	27	28



## 3. Click on the Register Now button to the right of the event information

Home Events Donate Contact Us

 $\bigcirc$ 

Home > Calendar of Events > Great Dames THRIVE! 2022 Powerful Conversations Series: Confidence

## **Calendar of Events - Event View**

This is the "Event Detail" view, showing all available information for this event. If registration is required or recommended, click the 'Register Now' button to start the process. If the event has passed, click the "Event Report" button to read a report and view photos that were uploaded.

#### Great Dames THRIVE! 2022 Powerful Conversations Series: Confidence

Great Dames THRIVE! 2022 Powerful	Conversations Series: Confidence: Free to be me no matter what   May 24   5:30 to 6:30 p.m. EST. Registrants will receive instructions and a link to Zoom join the call via video or audio connect.	Register Now
When: Tuesday, May 24, Where: Category: Great Dames Pov	2022, 5:30 PM until 6:30 PM erful Conversations Series	Add to my Calendar
Registration is required Payment In Full In Advance Or	ıly	
Great Dames Circle Member Join the Circle & Your Ticket is FREE! Non-Member Donation	No Fee US\$ 95.00 US\$ 25.00	



## 4. Click Login to Register

 $\bigcirc$ 

Home Events Donate Contact Us

Home > Calendar of Events > Great Dames THRIVE! 2022 Powerful Conversations Series: Confidence > Registration

# **Event Registration - Who's Attending**

To begin the registration process, select one of the following options. If you are a club member, you must first log in before registering. If you are not a club member and the event is open to non-members, select this option and specify your name. Then proceed to the next step.



#### Personal Information

Have you previously re	egistered for an event o	r are you on our malling list? Click here to	<u>o search</u>		
First Name		•			
Middle Initial					
Last Name		•			
Mobile Phone		•			
Email Address			•		

Cancel ★ Next ▶



## 5. Enter Great Dames User Name and Password and click Login





### 6. Once logged in, click on the Register Now button to the right of the event information

Home Member Directory Marketplace Buy Great Dames Events Forums Chapters News Donate Contact Us

 $\bigcirc$ 

Home > Calendar of Events > Great Dames THRIVE! 2022 Powerful Conversations Series: Confidence

### **Calendar of Events - Event View**

This is the "Event Detail" view, showing all available information for this event. If registration is required or recommended, click the 'Register Now' button to start the process. If the event has passed, click the "Event Report" button to read a report and view photos that were uploaded.

#### Great Dames THRIVE! 2022 Powerful Conversations Series: Confidence

Great Dames THRIVE! 2022 Powerful	Conversations Series: Confidence: Free to be me no matter what   May 24   5:30 to 6:30 p.m. EST. Registrants will receive instructions and a link to Zoom join the call via video or audio connect.	Show admin options
When: Tuesday, May 24, Where: Category: Great Dames Pov	2022, 5:30 PM until 6:30 PM verful Conversations Series	Register Now Add to my Calendar
Registration is required Completed 2 Registrations: In-progress 0 Registrations: Payment In Full In Advance Or	nly	
Great Dames Circle Member Join the Circle & Your Ticket is FREE! Non-Member Donation	No Fee U \$\$ 95.00 U \$\$ 25.00	



# 7. Ensure "Sign up yourself" is selected as Primary Registrant and click Next

Home M	lember Directory	Marketplace	Buy Great Dames	Events	Forums	Chapters	News	Donate	Contact Us
--------	------------------	-------------	-----------------	--------	--------	----------	------	--------	------------

 $\bigcirc$ 

Home > Calendar of Events > Great Dames THRIVE! 2022 Powerful Conversations Series: Confidence > Registration

# **Event Registration - Who's Attending**

To begin the registration process, select one of the following options. If you are a club member, you must first log in before registering. If you are not a club member and the event is open to non-members, select this option and specify your name. Then proceed to the next step.





# 8. Verify the information on the Event Registration – Summary is correct and click Complete

**Registration** Home > Calendar of Events > Great Dames THRIVE! 2022 Powerful Conversations Series: Confidence > Registration  $\bigcirc$ **Event Registration - Summary** Review the registration info shown below Event Information Your event registration is not complete until you review the information below and then click Complete Registration at the top or bottom of the page. Complete Registration 4 Print Summary Back Cancel × Great Dames THRIVE! 2022 Powerful Conversations Series: Confidence Event: Tuesday, May 24, 2022, 5:30 PM until 6:30 PM When: **Click here after verifying** Where: Payment: Payment In Full In Advance Only information **Registrant Information** L Kelli Kilbride (Primary Registrant) Activity/Item Information Great Dames THRIVE! 2022 Powerful Conversations Series: Confidence When: Tuesday, May 24, 2022, 5:30 PM until 6:30 PM Where: Same as event L Kelli Kilbride US\$ 0.00 Registration Total: US\$ 0.00 **Payment Information** There is no payment required for this registration. Just click the "Complete Registration" button to reserve your place. Send Confirmation Emails to Event Registrant

Complete Desistration

4 D----



# 9. Once Registration is complete, check your email for Great Dames Event Conformation email Email Subject: Great Dames, Inc.- Event Registration Conformation

Great Dames, Inc. - Event Registration Confirmation > Inbox ×

Great Dames, Inc. (info@great-dames.com) <mailer@mail2.clubexpress.com> to me -

.

GREAT DAMES* GREAT DAMES*
This massage confirms your Creat Damas event registration
This message conirms your Great Dames event registration.
Event: Great Dames THRIVE! 2022 Powerful Conversations Series: Confidence
Date/Time: Tuesday, May 24, 2022, 5:30 PM until 6:30 PM
Registrant: Kelli Kilbride
There was no fee incurred for this registration.
If you have any questions about this registration, contact
Kelli Kilbride
Kelli.stranahan@gmail.com
This email was sent in response to the use of the ClubExpress platform and website by Great Dames. Inc. It was generated by
Gembrook Systems, LLC
1051 Perimeter Drive, Suite 350
Schaumburg, IL 60173 1-866-HI P.CI UR (457-2582) - Outside the US call +1 847-255-0210
7-806-HLP-CLUB (457-2582) - Outside the US, call +1 847-255-0210