How to Use CMUA's New Event Registration and Member Portal

Before you can register for an event, you must setup your username and password. If you have not done that, please click here to download setup instructions.

To register yourself, login and follow steps 2 through 6, 12 and 13.

To register someone other than yourself or multiple attendees from a single utility, after logging in, follow steps 2 through 13. See screenshots below for more detail. Need help? Contact Christine Chapman at cchapman@cmua.org or (916) 326-5804.

1. Login using your username and password (if you don't have one yet, download the instructions through the link above).
2. Go to the Events tab and select the event you want to register for.
3. Click on the "Member Registration" button
4. Select Member Type from the dropdown
5. Your information will auto populate under the "My Information" tab
6. Pricing will auto populate under the Pricing tab
7. Under the "Associates" tab, click the "pencil & paper" icon on the first line
8. Enter the email of the person you want to register
9. Click the "Look Up Associate Info" button and enter their email. If the person you are trying to register does not appear on the list, it means are not in our database and need to be added. Please contact Christine Chapman at cchapman@cmua.org.
10. Close Associate Updates and follow the same steps for each person you want to register
11. When finished with the list of people, click "Next"
12. Under the "Summary" tab, if you are registering someone other than yourself, select the "Opt-Out" option in the upper left corner of the registration window. This will remove you from the list of registrants and adjust the amount due.
13. Complete the check-out process and pay with your credit card.

Event Registration

◀ Return to Calendar

Enter Information for Associate 2 ✕

Please look up associate information:

By Name: [Select Member ▾]

By Email Address: [pwelch@cmua.org] [Look Up Associate Info]

[Register] [Pricing]

* First Name	Middle Name	* Last Name	Suffix
Patrick		Welch	

Title	* Organization	* Phone
Legislative Director for Ener	CMUA	9163265803

* Address 1	Address 2	* Postal Code
915 L Street Suite 1460		95814

* City   * State   Other/Province

Event Registration

◀ Return to Calendar

Testing Options

Select Member Type: [Utility Member ▾]   **Total Due $185.00**

REGISTRATION FOR CMUA CAPITOL DAY ON 2/4/2019 9:30 AM

[My Information] [Pricing] [Associates] [Summary]

☐ Check this box if the main registrant for this event is NOT attending

Registration

Email	Name	Info	Reg. Fee
test@naylor.com	Christine Chapman	✔	$185.00

Associates Registration

Email	Name	Info	Reg. Fee
bmoline@cmua.org	Barry Moline	✔	$0.00
pwelch@cmua.org	Patrick Welch	✔	$0.00

Total Due   **$185.00**

[Prev]   [Checkout Now]

Event Registration

◀ Return to Calendar

Testing Options

Select Member Type: [Utility Member ▾]   **Total Due $0.00**

REGISTRATION FOR CMUA CAPITOL DAY ON 2/4/2019 9:30 AM

[My Information] [Pricing] [Associates] [Summary]

☑ Check this box if the main registrant for this event is NOT attending

Registration

Email	Name	Info	Reg. Fee
test@naylor.com (Not Attending)	Christine Chapman	✔	$185.00

Associates Registration

Email	Name	Info	Reg. Fee
bmoline@cmua.org	Barry Moline	✔	$0.00
pwelch@cmua.org	Patrick Welch	✔	$0.00

Total Due   **$0.00**

[Prev]   [Checkout Now]