

How to register for Network events

With an active membership

Please note that there are two types of Network members: **Corporate members:** Employees of one of NEW's national corporate sponsor companies selected for NEW membership by their companies. (If you have not received an email invitation to join the Network, please contact your company's Network Ambassador to see if you qualify for corporate membership).

Individual members: Persons who have directly paid their membership dues for the current year.

- Visit www.newonline.org
- Enter your username and password in the blue "Sign In" box on the top left
- Visit our Calendar page and select the event you wish to attend
- Click on the "Register for this Event" link located at the top of the event page
- Enter the number of tickets you wish to purchase
- Choose your ticket by clicking the button under "Required Event Ticket"
- Complete the registration form for each attendee, adding or correcting any missing information
- Provide payment information and checkout
- You may print a receipt on the "Thank You" page
- Your name and those of others you registered will be added to the RSVP list for this event

Without an active membership

If you are not an active member of the Network (see above), you may register for NEW regional events as a "non-member."

- Visit www.newonline.org – do not attempt to log in
- Visit our Calendar page and select the event you wish to attend
- Click on the "Register for this Event" link located at the top of the event page
- Click the link "Not a Network Member? Continue without signing in"
- Enter the number of tickets you wish to purchase
- Choose your ticket by clicking the button under "Required Event Ticket"
- Complete the registration form for each attendee, adding or correcting any missing information
- Provide payment information and checkout
- You may print a receipt on the "Thank You" page
- Your name and those of others you registered will be added to the RSVP list for this event

For assistance click on the Contact Us link on top of each page

www.newonline.org

