



View Event Registrations

1. To View your Event Registrations, first be sure you're logged in to the site with proper Username and Password.

Member Login

Welcome to the online community. Because of the built-in security features, you must first register and be approved before accessing many site sections. If you are not a member of the site yet, please register - we'd love you to be part of our online community.

Username

Password

Remember Me

Sign In

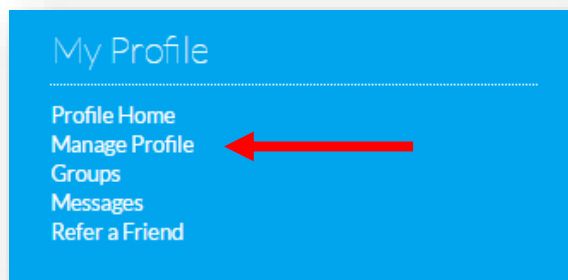
Forgot your password?
[Click here to reset your password.](#)

Haven't registered yet?
[Click here to Register](#)

2. If you are already logged in, click on the "My Profile" section



3. Within the "My Profile" section, select the "Manage Profile" link:



4. Locate the “Event Registrations” icon under “Invoicing Payments and History”:

The screenshot shows the 'Manage Profile' page with the following sections:

- Manage Profile**
 - Profile Home
- Information & Settings**
 - Edit Bio**: Update your information and choose privacy settings for individual fields.
 - Preferences**: View and manage preferences and notification settings for your account.
- Invoicing, Payments & History**
 - Invoices**: View, print and pay your invoices.
 - Event Registrations**: View and print existing registrations and view past events and photos. (This icon is highlighted with a red box.)
 - Membership**: View your membership status and view membership renewal options.
- Community**

5. From this page, you can see all events that you’ve registered to attend. You may print a receipt for any event by clicking the “Print” icon on the right.

The screenshot shows the 'My Event Registrations' page with the following table:

Upcoming Events		Event Name	
Monday, September 26, 2016		SLI - Auburn, ME 2016	
Attendee Name (Sessions)	Registration ID	Print	
FBI-LEEDA Member	7368967		

Past Events **Event Name**

You did not register for any past events.