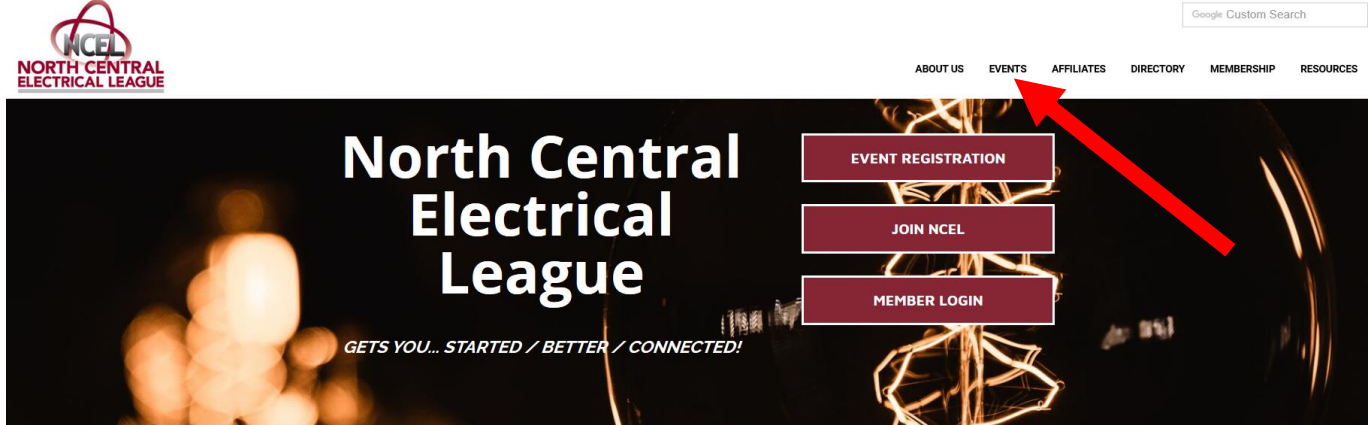


How to register for an Event on our NCEL Website

- 1.) Go to www.ncel.org, toggle on events, click on event calendar.



Welcome to the North Central Electrical League!

NCEL unites the entire Upper Midwest Electrical Industry by providing valuable, inter-industry commerce, education and discussion forums, and networking opportunities fostering peer development, all delivering unique benefits to our membership. Through NCEL, our members interact to make a stronger, more cohesive industry, complementing our members' business success. Engage with NCEL and our members today!

[See How NCEL Gets You... Started / Better / Connected!](#)

- 2.) Find the date of the event you want to register for by putting it in the search box (left arrow) or by using the arrows (right arrow). Then click on your event. It will be color coded based on the type of event. Teal: NCEES, Maroon: NCEL, Blue: NCEMC, etc.

[Home](#) | [Events](#) | [Calendar](#)

Events

View the Date of:

MM/DD/YYYY

Filter By Event Type

- NCEL Event
- NCEA Event
- NCEES Meeting

Filter By Calendar

Type

- Organization
- Members Only

September 2019

month week list

today

< >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	8a NCEA IT Workshop	10	11	12	13	14
15	7:30a NCEA Finance Workshop	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

- 3.) When you click on the event, a pop up will appear with brief information about the event you want to register for. Click Register For Event button.

Golden Valley Country Club
7001 Golden Valley Road
Golden Valley, MN, 55427

Start: Oct 25th 7:30 AM
End: Oct 25th 9:15 AM

NCEMC Breakfast Meeting (EXPO 2020 Booth Space Drawing)

NCEMC Meeting

NCEMC members will be selecting their exhibit booth space for the 2020 Upper Midwest Electrical EXPO at this important meeting. NCEMC members who attend the most NCEMC meetings over the most recent two-year period will have first choice of booth space, with other NCEMC members following in numerical order of meeting attendance. NCEMC members must register online in advance to select booth space and eat breakfast

REGISTER FOR EVENT **VIEW EVENT PAGE**

- 4.) Make sure you are logged in. If you are logged in, your name should appear. If you are not logged in, please see a separate PDF and then come back.

North Central Electrical League

Welcome Abby Andvik [Logout](#)

Registration Contact

Organization: North Central Electrical League

First Name: Abby

Last Name: Andvik

Title: Manager - Events

Email: abby@ncel.org

Address: [Empty]

City: [Empty] State / Province: [Dropdown] Zip / Postal Code: [Empty]

Country: [Dropdown]

Phone: [Empty]

[Cancel](#) [Back](#) [Next](#)

- 5.) Now that you are logged in, your information should populate into these boxes, if it does not, fill them out and click next.

Registration Contact

Organization Name * North Central Electrical League

First Name * Abby

Last Name * Andvik

Title Manager - Events

Email * abby@nceel.org

Address

City State / Province Zip / Postal Code

Country

Phone

Cancel Back Next

- 6.) Make sure your information at the top is for the event you want to register for. Then put in the quantity for the item you want to register for. Then click next.

NCEES Meeting-Grounding & Bonding

Tuesday, October 22, 2019 5:00 PM

Registration Contact

Select Items

Attendees

Attendee #1

Name	Price	Quantity	Total
NCEES Member	\$0.00	1	\$0.00
Guest	\$50.00	0	
Speaker	\$0.00	Item is restricted (Sold Out)	

Cancel Back Next

- 7.) Attendee. If you are attending the event, make sure you put yourself as the first attendee. You can either fill out that information or select your profile from the toggle menu.

The screenshot shows a web interface for adding attendees. On the left is a sidebar with a menu: 'Registration Contact', 'Select Items', 'Attendees', and 'Attendee #1'. The main area is titled 'Attendees' and contains a message: 'All Available Attendees Have Been Added For This Registration'. Below this is a form for 'Attendee #1'. The form fields are: Profile (a dropdown menu currently showing 'Select ...'), Organization Name (filled with 'North Central Electrical Lea'), First Name (empty), Last Name (empty), Title (empty), and Email (filled with 'abby@ncel.org'). To the right of the form is a section titled 'Assign Items' with a checked checkbox for 'NCEES Member'. A red button with a trash icon and the text 'Remove Attendee' is located to the right of the Profile dropdown. A red arrow points from this button towards the 'Assign Items' section. At the bottom right of the form are three buttons: 'Cancel', 'Back', and 'Submit Registration'.

- 8.) Once your information is in, the attendees will change from attendee # 1 to your name (or the name of the people you registered)

This screenshot shows the same 'Attendees' registration form as above, but now the profile dropdown is set to 'Abby Andvik (508532)'. The form fields are: Profile (dropdown showing 'Abby Andvik (508532)'), Organization Name (filled with 'North Central Electrical Lea'), First Name (filled with 'Abby'), Last Name (filled with 'Andvik'), Title (filled with 'Manager - Events'), and Email (filled with 'abby@ncel.org'). The 'Assign Items' section remains the same with the 'NCEES Member' checkbox checked. The 'Remove Attendee' button is still present. At the bottom right are the 'Cancel', 'Back', and 'Submit Registration' buttons. A red arrow points from the 'Abby Andvik' link in the sidebar menu to the profile dropdown in the form.

- 9.) Click Submit Registration. A New window will appear with a message saying Thank you for registering for that event.

Thank you for registering for **NCEES Meeting-Grounding & Bonding**

10/22/2019 5:00 PM - 7:30 PM

3001 Metro Office Park Room 110

Bloomington, MN 55425

[Add to Outlook calendar](#)

[Add to Google calendar](#)

Below are the details of your registration.

Sign Up Date: 9/27/2019

Sign Up Information: Abby Andvik

Manager - Events

North Central Electrical League

abby@ncel.org

- 10.) Check your e-mail to make sure you got a confirmation e-mail saying you registered.
- 11.) You can also verify that you registered as your name will appear on the event page. You can go back to step 1 & 2 of this PDF but instead of registering for the event, view the webpage. Scroll to the bottom and it says attendees.