

ISAC Event Management Website

- Go to and bookmark – <https://events.iowacounties.org/Events>

ISAC
Iowa State Association of Counties

Search the site Search

EVENTS CORPORATE OPPORTUNITIES ALUMNI MEMBERSHIP USER PROFILE LOGIN

MEETINGS AND EVENTS
Month Week Day
MAY 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

VIEW FULL CALENDAR

EVENTS FILTER AND SEARCH

Keyword:

Affiliate: --All Affiliates--

Date:
Start Date: End Date:

Return Search

ALL OPEN EVENTS

ISAC Magazine Article and Affiliate Test Conference

This is a test meeting to help familiarize ISAC members with the new online meeting registration system. Please register prior to 4:00 pm on Friday, August 12 for your chance to win a FREE 2016 ISAC Fall School registration.

Venue: ISAC Office
Address: 5500 Westown Parkway, Suite 190 West Des Moines, Iowa 50266
Date: 8/17/2016 to 8/19/2016
Registration Fee: \$0.01

WED AUG 17

Login to Register

- First, please click **Login**. Enter your credentials. If you do not already have an account, please select **Need to set up an account?** and follow the instructions below.

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VIEW FULL CALENDAR

LOGIN

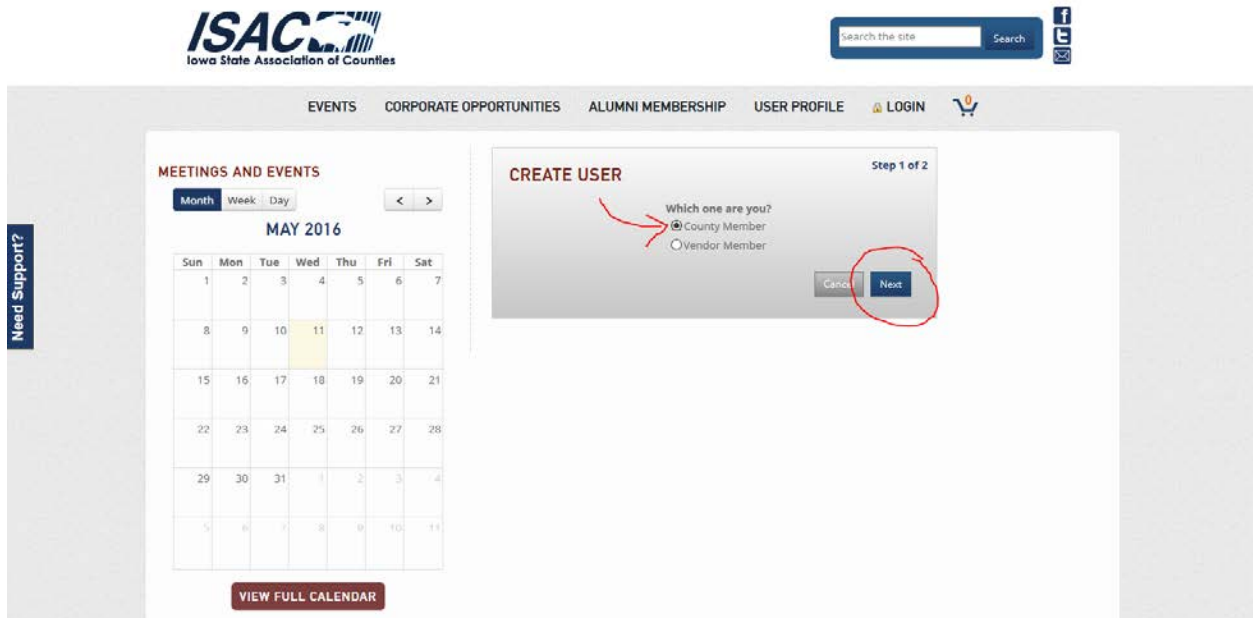
Username:

Password:

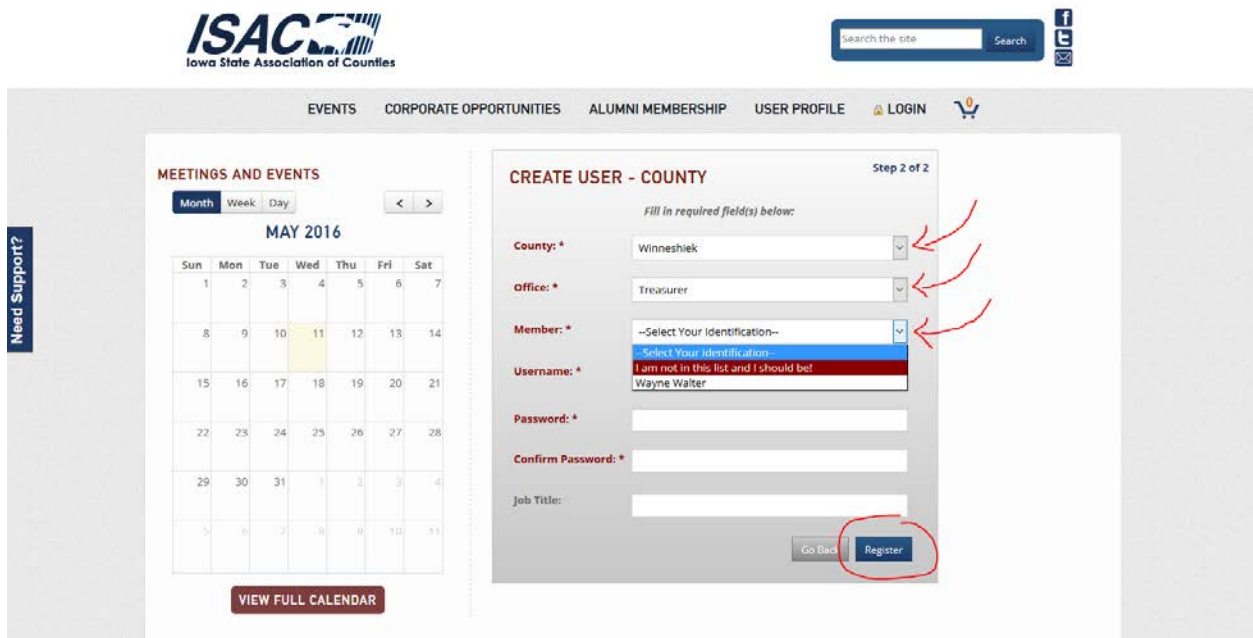
Clear Login

Forgot your password?
Need to setup an account?

- Step 1 of 2 - select, **County Member**.



- Step 2 of 2 – use the drop down bars in the first three lines, **County, Office** and **Member**, to find yourself. As mentioned above, this information is prepopulated based on the members we already have in our database. If you are not listed, please select **I am not on this list and I should be!** and enter your information being careful to check for spelling errors. This will be approved by ISAC staff before the user is given a profile and granted access to the system.



All members will need to create a username and password that will be used to gain access to the system in the future. The password must be at least five characters long and contain one numeric character.

- Click on the **Register** button, and congrats, you are now in the system.

The tabs across the top of the registration system include **Events**, **Alumni Membership**, **User Profile**, **Logout** and an icon for your shopping cart.

- **Events** is the default screen that you will see after logging in and the area that you will spend most of your time.

All open events for which you are eligible to register will be listed, as well as a search box and a calendar.

- Find and click the **Register** button for the meeting that you wish to attend.

The screenshot shows the ISAC (Iowa State Association of Counties) website registration interface. At the top, there is a navigation bar with tabs for 'EVENTS', 'ALUMNI MEMBERSHIP', 'USER PROFILE', and 'LOGOUT', along with a shopping cart icon. A search bar and social media icons are also present. The main content area is divided into several sections: 'MEETINGS AND EVENTS' featuring a calendar for August 2016 with a 'VIEW FULL CALENDAR' button; 'EVENTS FILTER AND SEARCH' with fields for keyword, affiliate, and date; and 'ALL OPEN EVENTS' listing an event titled 'ISAC Magazine Article and Affiliate Test Conference'. The event details include a description, venue (ISAC Office), address (5500 Westown Parkway, Suite 190, West Des Moines, Iowa 50266), date (8/17/2016 to 8/19/2016), and a registration fee of \$0.01. A red circle highlights the 'Register' button for this event.

The Event Registration portion at the top of the page includes the contact information that is included under your profile.

This information can be updated using the **User Profile** tab and click the **Update Information** button. This will open an email to ISAC staff in which you can let us know which changes need to be made. We suggest completing this step after you have made your meeting registration.

- The **Sessions** portion at the bottom of the page includes the information about the conference including options on the different sessions, meals, etc. that are occurring during the meeting.

For future conferences and events we ask that you please designate which meals you plan to attend. This will help us to keep our registration rates as low as possible by eliminating wasted food. You will also be able to designate if you need a special meal (e.g. vegetarian, gluten free). This can be done when you register for your meal, but your preference can also be saved under the **User Profile** tab.

- Once you have selected the session/s and/or meal/s that you would like to include in your registration, you must agree to the terms and conditions.

These registration policies are listed in full below the buttons and continue to include the \$75 administrative fee for registration cancellations.

SESSIONS

ISAC Magazine Article and Affiliate Test Conference
8/17/2016 to 8/19/2016

ISAC Office
5500 Westown Parkway, Suite 190
West Des Moines, Iowa 50266

Thursday - 8/18/2016

- 10:30 AM - 11:30 AM: ISAC Educational Seminar - Pre-registration Rocks: 101
- 10:30 AM - 11:30 AM: ISAC Educational Seminar - Meeting Registration is Fun!
- 12:00 PM - 1:00 PM: Networking Lunch Buffet (\$0.01)
Choose Dietary Need:
 - None
 - Vegetarian
 - Gluten Free
 - None

I agree to the terms and conditions.

ISAC Meeting Registration Policies:
Thank you for registering for an ISAC meeting or conference. Please read the following registration policies for attendees.

- All pre-registrations must include payment and invoice from on-line registration.
- All pre-registration payments must be received prior to the meeting or conference.

NO CASH will be handled at the registration desk. We also do not accept credit cards.

- Now you can click **Register** and confirm by clicking **OK** on the pop up.

An invoice will be generated and sent to the email address on your profile.

- You will also have the option to immediately view and download a PDF version of the invoice on the confirmation page and/or under the **User Profile** tab at any time under **Invoice History** at the bottom of the page.

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Iowa State Association of Counties

Search the site Search

EVENTS ALUMNI MEMBERSHIP **USER PROFILE** LOGOUT

MEETINGS AND EVENTS

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MAY 2016

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VIEW FULL CALENDAR

EVENT REGISTRATION

Thank you for registering! You will be receiving an email with a copy of your invoice shortly. You can also download the invoice now by clicking below.

EVENTS ALUMNI MEMBERSHIP USER PROFILE LOGOUT

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VIEW FULL CALENDAR

QUICK LINKS

- ISAC Website
- Advertising
- Sponsoring
- Magazine Subscription

USER PROFILE


First Name: Wayne
Last Name: Walter
County: Winneshiek
Department: Treasurer
Address: 201 West Main Street
Decorah IA 52101
City State Zip Code
CEUs: View your CEU's here.

Job Title: Treasurer
Phone Number:
Email: wwalter@co.winneshiek.ia.iu
Dietary Needs: Vegetarian Gluten Free None
Username: wwalter
Password:
Confirm Password:

INVOICE HISTORY

Invoice Date	Invoice Amount	Invoice Number	View Invoice
5/11/2016	0.02	ISACEVMT000127	(Click to Download)
2/23/2016	170.00	ISACWEBID48643	(Click to Download)
1/05/2016	195.00	ISACWEBID46576	(Click to Download)

For the ISAC Spring and Annual Conferences, under the invoice number you will see both the **Hotel Code** and the **Housing Link**.



ISAC
Iowa State Association of Counties

Invoice

Registrant: Wayne Walter
Office/Dept.: Treasurer
Entity: Winneshiek
Invoice #: ISACEVMT000127
Hotel Code: 8689173976
Housing Link: <http://www.iowacounties.org>

Iowa State Association of Counties
5500 Westown Parkway, Suite 190
West Des Moines, IA 50266
(515) 244-7181
support@iowacounties.org

ISAC Magazine Article and Affiliate Test Conference (08/17/2016 - 08/19/2016)

Session Date	Session Name	Price
8/18/2016 10:30 AM - 11:30 AM	ISAC Educational Seminar - Pre-registration Rocks 101	\$0.00
8/18/2016 12:00 PM - 1:00 PM	Networking Lunch Buffet	\$0.01
	Event Cost	\$0.01
	Amount Paid	\$0.00
	Amount Owed	\$0.02

NOTICE:
Send payment, along with this Invoice to the following:
Iowa State Association of Counties - ISAC
5500 Westown Parkway, Suite 190
West Des Moines, IA 50266

This invoice was generated on 05/11/2016.