

# KNOW *Your* CHICAGO

## Registration process

For registration, you can find the link on the home page of knowyourchicago.org on July 24<sup>th</sup>.

The screenshot shows a registration page with two main sections:

- Prior Know Your Chicago Registrants:** This section is for existing users. It includes a "Login as a former Know Your Chicago registrant:" label, an "Email Address:" field with a "Forgot User Name" link, a "Password:" field with a "Reset Password" link, and a "Login" button.
- New Know Your Chicago Online Registrants:** This section is for new users. It includes a "Continue as a new user:" label, and fields for "First Name:", "Last Name:", "Email Address:", "Choose a password:", and "Confirm password:". A "Register" button is located at the bottom right of this section.

If you registered for the program in the past and know your login information, please enter it on the left-hand side as shown in the image above. If you forgot your user name, click the forgot user name to have your username emailed to you. If you forgot your password, select the Reset Password link to have your password reset and emailed to you.

If you are new to the program entirely, please create a registration account using the right-hand side of the home page as displayed above.

Once you have logged in, you will see the image below:

The screenshot shows a user dashboard with the following details:

- Attendee:** Know Your Chicago 2018, \$0.00
- Message:** You have now successfully logged in. Click continue to select symposium and tour registrations for your order.
- Buttons:** A "Continue" button (circled in blue) and a "Cancel" link.

Click the Continue button to register for the Symposium and tours.

Attendee		
<b>Know Your Chicago 2018</b>		<b>\$0.00</b>
Select the quantity of each add-on that you would like to purchase.		
<input type="text" value="0"/>	<b>Know Your Chicago Symposium, September 6, 2018 (mandatory)</b>	\$85.00
<input type="text" value="0"/>	<b>Tour 1: On the Autism Spectrum: Managing Life's Challenges, September 11, 2018</b>	\$85.00
<input type="text" value="0"/>	<b>Tour 1: On the Autism Spectrum: Managing Life's Challenges, September 12, 2018</b>	\$85.00
<input type="text" value="0"/>	<b>Tour 2: South Shore: The History, Architecture, and Spirit of a Storied Neighborhood, September 17, 2018</b>	\$85.00
<input type="text" value="0"/>	<b>Tour 2: South Shore: The History, Architecture, and Spirit of a Storied Neighborhood, September 18, 2018</b>	\$85.00
<input type="text" value="0"/>	<b>Tour 3: Literacy: A Human Right, September 25, 2018</b>	\$85.00
<input type="text" value="0"/>	<b>Tour 3: Literacy: A Human Right, September 26, 2018</b>	\$85.00
<input type="text" value="0"/>	<b>Tour 4: Now I Lay Me Down to Sleep (Hopefully), October 16, 2018</b>	\$85.00
<input type="text" value="0"/>	<b>Tour 4: Now I Lay Me Down to Sleep (Hopefully), October 17, 2018</b>	\$85.00
<input type="text" value="0"/>	<b>Tour 5: Englewood Rising: Changing the Story, October 23, 2018</b>	\$85.00
<input type="text" value="0"/>	<b>Tour 5: Englewood Rising: Changing the Story, October 24, 2018</b>	\$85.00

On this page you can select up to 2 tickets per event for registration. Please make your ticket selections and click continue.

### Payment Options

Please select a payment method:\*

Pay online by credit card  
To secure your registration immediately, choose "Pay online by credit card."

For alternative payment methods please contact Registration at 773.702.1722

[Cancel](#)

Required fields are indicated by \*

Click continue through the payment options page.

You will next see a screen asking for the names and email addresses of all the participants you are buying tickets for. Please be sure to include your name followed by a comma, then your email address. If you have a guest, enter a comma and their name, followed by their email address.

**Use this format: name1, email1@test.com, name2, email2@test.com.**

Please provide additional information related to your registration

### Registration Information

**Please list participants and their email addresses for the Symposium (including yourself):\***

Please enter your name followed by a comma, then your email address and, if you have a guest, enter a comma, their name and their email address: name1 email1@test.com, name2, email2@test.com

Required fields are indicated by \*.

This will take you to the checkout page. Please view your profile to make sure all information is up to date. Also, review your cart items to make sure they are correct. You will need to check the box at the bottom to acknowledge our registration policy and then you can click continue to access the payment page.

### My Cart

	Quantity	Discount	Subtotal
<b>Attendee - Know Your Chicago 2018</b>			
Know Your Chicago 2018	1	--	\$0.00
Know Your Chicago Symposium, September 6, 2018 (mandatory)	2	--	\$170.00
			\$170.00

**CART TOTAL:** \$170.00

### Promo Code

Enter Promo Code:

### Policy Confirmation

Know Your Chicago does not offer any refunds on Symposium or Tour registrations.

I have read and understand the [Registration Policies](#) and approve charging the above indicated amount on my credit card.\*





[Print Registration Policies](#)

On the payment page, please enter your credit card information to secure your registration and click Pay Now when finished.

› **Pay with credit or debit card**

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Card number

Expiration date  mm /  yy

You should then receive a receipt and an enrollment confirmation. These documents will have information about the events, so please be sure to save them. We will also ask you to present these documents at check-in before the Symposium or Tour to verify your registration.

If you have any questions on registration please contact [kyclist@uchicago.edu](mailto:kyclist@uchicago.edu).