

KNOW *Your* CHICAGO

Registration process

For registration, you can find the link on the home page of knowyourchicago.org in July.

The screenshot displays two main sections for user registration and login:

- Prior Know Your Chicago Registrants:** This section is for existing users. It includes instructions: "Use your email address and password to login. If you don't know your password, click the Reset password link. If you are unsure what email address you used to login previously, click Forgot User Name." Below this are input fields for "Email Address:" and "Password:", each with a corresponding link ("Forgot User Name" and "Reset Password"). A "Login" button is positioned at the bottom right of this section.
- New Know Your Chicago Registrants:** This section is for new users. It starts with the instruction "Continue as a new user:" followed by input 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.

A "Privacy Policy" link is visible at the bottom left of the page.

If you registered for the conference 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 conference 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 the user's dashboard after a successful login. At the top left, it says "Welcome to Know Your Chicago 2018!". At the top right, it says "Welcome Katie Breneman | Logout". The main content area is titled "Attendee" and contains a table with one row:

Attendee	
Know Your Chicago 2018	\$0.00

Below the table, a message reads: "You have now successfully logged in. Click continue to select symposium and tour registrations for your order." At the bottom left, there are two buttons: "Continue" (highlighted with a hand-drawn circle) and "Cancel".

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

Symposium registration is mandatory.

Each tour participant must also be registered for the Symposium or they will be ineligible to attend a tour.

Attendee		
Know Your Chicago 2018		\$0.00
Select the quantity of each add-on that you would like to purchase.		
<input type="text" value="0"/>	Know Your Chicago Symposium 2018 Registration for the Symposium (mandatory for each tour participant).	\$85.00
<input type="text" value="0"/>	Tour 1, Day 1 Tour 1, Day 1	\$85.00
<input type="text" value="0"/>	Tour 1, Day 2 Tour 1, Day 2	\$85.00
<input type="text" value="0"/>	Tour 2, Day 1 Tour 2, Day 1	\$85.00
<input type="text" value="0"/>	Tour 2, Day 2 Tour 2, Day 2	\$85.00
<input type="text" value="0"/>	Tour 3, Day 1 Tour 3, Day 1	\$85.00
<input type="text" value="0"/>	Tour 3, Day 2 Tour 3, Day 2	\$85.00
<input type="text" value="0"/>	Tour 4, Day 1 Tour 4, Day 1	\$85.00
<input type="text" value="0"/>	Tour 4, Day 2 Tour 4, Day 2	\$85.00
<input type="text" value="0"/>	Tour 5, Day 1 Tour 5, Day 1	\$85.00
<input type="text" value="0"/>	Tour 5, Day 2 Tour 5, Day 2	\$85.00

[Continue](#) [Cancel](#)

On this page you can select up to 5 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

[Continue](#) [Cancel](#)

Required fields are indicated by *.

Click continue through the payment options page.

You will next see a screen asking for the names of all the participants you are buying tickets for. Please be sure to include your name in the list and click continue when finished.

Additional Information

Welcome Katie Breneman | [Logout](#)

Please provide additional information related to your registration

Registration Information

Please list participants for the Symposium (including yourself):*

Please list participants for Tour 1, Day 1 (including yourself):*

[Continue](#)

[Back](#)

[Cancel](#)

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.

Profile Information

[View My Profile](#)



My Cart

Attendee - Know Your Chicago 2018

	Quantity	Discount	Subtotal
Know Your Chicago 2018	1	--	\$0.00
Tour 1, Day 1	1	--	\$85.00
Know Your Chicago Symposium 2018	1	--	\$85.00
			\$170.00

CART TOTAL:

\$170.00

Promo Code

Enter Promo Code:

[Apply](#)

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](#)

[Pay and Register](#)

[Cancel](#)

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

Payment Details

Transaction Amount: \$170.00 (USD) 

Order ID: 20180428010959-1458997

Please complete the following details exactly as they appear on your credit card.
Do not put spaces or hyphens in the credit card number.

Cardholder Name:

Credit Card Number:

Expiration Date: 04 / 2018

Card Security Code:

Click 'Process Transaction' to charge your credit card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

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.