



WE Local Registration

Welcome to the *new* WE Local registration process sponsored and supported through the [Society of Women Engineers \(SWE\) portal](#). Direct link:
https://online.swe.org/swessa/ssaapexmnuall?p_app_id=EVTSSA&p_page_id=4010&p_session=6464218320848&p_debug=YES&p_clearcache=4010&p_itemnames=P0_EVENT_ID,G_WEBREG_SERNO&p_itemvalues=1073.

Step 1: SWE Portal

All participating attendees (member, non-member, sponsors, collegiates, speakers and beyond) are required to create a profile through the SWE Portal, if you have not already done so. If you have not created a SWE Portal account, please review the following links.

A screenshot of the SWE Portal website. The top navigation bar includes links for PUBLIC POLICY, SWE MAGAZINE, CAREER CENTER, WE17 CONFERENCE, and a DONATE button. The SWE logo is on the left, and social media icons are on the right. Below the navigation bar are links for MEMBERSHIP, LEARNING, SCHOLARSHIPS, AWARDS, K-12 OUTREACH, and SPONSOR SWE. The main content area shows a login form with a text input field containing 'vvelasco', a password input field with masked characters, and a blue 'Login' button. Below the button are links for 'Forgot Password?' and 'New Customer? Click here'. An orange arrow points from the text 'Existing SWE Portal Users, Log-In Here' to the login form. Another orange arrow points from the text 'New SWE Portal Users, Click-Here to Log-In' to the 'New Customer? Click here' link.



Step 2: SWE Account

After you have created an account, login and select “SWE Event Registrations.”

The screenshot shows the SWE Account Portal interface. At the top, there is a navigation bar with links for PUBLIC POLICY, SWE MAGAZINE, CAREER CENTER, WE17 CONFERENCE, LOGOUT, and DONATE. Below this is the SWE logo with the tagline 'Aspire / Advance / Achieve' and social media icons for Facebook, Twitter, LinkedIn, Tumblr, Instagram, YouTube, and Google+. A secondary navigation bar includes MEMBERSHIP, LEARNING, SCHOLARSHIPS, AWARDS, K-12 OUTREACH, and SPONSOR SWE. The user's name, Vanessa Velasco (SWE ID: 1126846), is displayed in the top right.

The main content area features a welcome message: "Welcome to the SWE Account Portal! where you can see your customer history and update your account". Below this is a grid of menu items:

JOIN/REINSTATE SWE! »	DONATE TO SWE »
SWE EVENT REGISTRATIONS »	SWE MEMBER DIRECTORY »
INDIVIDUAL PROFILE »	ED <small>Modify registrations, print confirmation notices, etc...</small>
COMMUNICATION PREFERENCES »	MY INTERESTS »
BIO »	INVOICE HISTORY »
SWE MEMBER HISTORY »	CHANGE PASSWORD »
LEADERSHIP »	

At the bottom, there is a footer with a navigation bar containing MEMBERSHIP, LEARNING, SCHOLARSHIPS, SUPPORT SWE, OUTREACH, COMMUNITIES, CAREER CENTER, SWE MAGAZINE, and INTERNATIONAL. Below the navigation bar is a list of links: NEWS ARCHIVE | ABOUT SWE | LEADERSHIP | HISTORY | PUBLIC POLICY | TRENDS & STATS | SITEMAP | PRIVACY POLICY | SWE STORE | CALENDAR | PRESS PAGE. The footer also includes the address: 130 East Randolph Street, Suite 3500, Chicago, IL 60601 | T. 1.877.793.4636 | For questions or comments, please email hq@swe.org and the copyright notice: Copyright © 2016 The Society of Women Engineers | All rights reserved.



Step 3: Select Your WE Local event OR Renew or Join/Reinstate Your SWE Membership

On step 3, you have two options. The first is to become a SWE member where you will receive *special* member pricing or proceed to "Register" for the conference. See below for more information.

PUBLIC POLICY SWE MAGAZINE CAREER CENTER WE17 CONFERENCE LOGOUT DONATE

swe Society of Women Engineers Aspire / Advance / Achieve

f t in t i+ y+ g+ u+

MEMBERSHIP LEARNING SCHOLARSHIPS AWARDS K-12 OUTREACH SPONSOR SWE

Return to Portal Main Menu Vanessa Velasco (SWE ID: 1126846)

Be sure your FY18 SWE membership dues are paid to receive the WE Local member registration rate.
[Click here to RENEW](#) or [here to JOIN/REINSTATE](#). **Become a SWE Member for *special* WE Local member pricing OR**

Attended Events Eligible Events Registered Events

Events I am Eligible For

Go 1. Primary Report Actions

Registration Status

1 - 2 of 2

Registration Status : Pending Events

Event	Start Date	End Date	Location	City	State	Actions
WE Local Tulsa	01/26/2018	01/27/2018	Renaissance Tulsa & Convention Center	Tulsa	OK	Register

Registration Status : Future Events

Event	Start Date	End Date	Location	City	State	Actions
WE Local Tulsa	01/26/2018	01/27/2018	Renaissance Tulsa & Convention Center	Tulsa	OK	Register

1 - 2 of 2

Select "Register" for "WE Local Tulsa." Found below "Registration Status: Future Events"



Step 5: Complete the “Additional Information” Section

Complete the “Additional Information” section and select “continue”

Registrant:	Event:	Timeline:
Vanessa Velasco	WE Local Tulsa	January 26 - 27, 2018

Event Progress

Basic information Registration Options Confirmation

Badge and Contact Information

Preferred Name on Badge
Vanessa Velasco

Title
WE Local Manager

Street Address
Chicago, IL 60601-5288
vanessa.velasco@swe.org
Phone number

[Select Alternate Contact Information](#)

Event Specific Information

Additional Information

Company Information:

U.S. Incorporated
 Foreign Incorporated; Please list country:
 N/A

Company/Organization/University Address
Society of Women Engineers

E-mail Address
vanessa.velasco@swe.org

Name and Phone Number for your Emergency Contact

Spouse
 Parent
 Child
 Sibling
 Other

Name and Phone Number
The Best Mom in the World

First Name
Dora

Last Name
Baltazar

Phone Number (ex: 1234567890)
(123) 4567-8901


[Continue](#) ←



Step 6: Select the WE Local Registration of Your Preference

WE Local conferences offer two event options (WE Achieve Awards Ceremony option will appear in the next steps). Note: "Pricing" or the "Amount" is based on your current status as a SWE member or non-member, professional or collegiate, and so on. If you are currently unemployed, please contact welocal@swe.org.

[PUBLIC POLICY](#) [SWE MAGAZINE](#) [CAREER CENTER](#) [WE17 CONFERENCE](#) [LOGOUT](#) [DONATE](#)

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[Return to Portal Main Menu](#) Vanessa Velasco (SWE ID: 1126846)

Registrant: Vanessa Velasco	Event: WE Local Tulsa	Timeline: January 26 - 27, 2018
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Progress: Basic Information Registration Options Confirmation

Registration Options

Name of Function	Amount
<input checked="" type="radio"/> A WE Local Premier Registration includes admission to the two-day career fair, two Keynote presentations, 30+ breakout sessions, two plenary panels and meals (Friday: breakfast, lunch and appetizers; Saturday: breakfast and lunch).	\$190.00
<input type="radio"/> A WE Local Career Fair Registration is limited to admission into the two-day career fair only.	\$75.00

[Continue](#)



Step 7: Select “Additional Ticket Items” including Registration Itinerary

At this time, attendees can select the option to add-on the WE Achieve Awards Ceremony special ticket. If selected, the special ticket will appear on the “Itinerary” column including the total costs associated to your registration.

The screenshot displays the registration interface for Vanessa Velasco (SWE ID: 1126846). The top navigation bar includes: MEMBERSHIP, LEARNING, SCHOLARSHIPS, AWARDS, K-12 OUTREACH, SPONSOR SWE. The main content area shows the 'Registration Options' step, which includes a progress bar with stages: Basic Information, Registration Options (current), and Confirmation. Below this is the 'Select Additional Options' section, featuring a search bar and a table of available items. An orange arrow points to the 'Add' button for the 'Admission to the WE Achieve Awards Ceremony' item. The 'Itinerary' sidebar on the right shows the current registration details and a 'Continue' button. An orange arrow points to the 'Continue' button with the instruction: 'Once you have completed your selections, select "continue"'. Another orange arrow points to the 'Add' button with the instruction: 'If you like to attend the WE Achieve Award Ceremony, select "add" this item to your registration.' A third orange arrow points to the 'Itinerary' sidebar with the instruction: 'All items selected to be a part of your WE Local registration will be shown in this section.'

MEMBERSHIP LEARNING SCHOLARSHIPS AWARDS K-12 OUTREACH SPONSOR SWE

Return to Portal Main Menu Vanessa Velasco (SWE ID: 1126846)

Registrant: Vanessa Velasco Event: WE Local Tulsa Timeline: January 26 - 27, 2018

Event Progress

Basic Information Registration Options Confirmation

Select Additional Options

Help

List View

Go 1. Primary Report Actions

Item Group

1 - 1 of 1

Item Group : Social Events

Actions	Item	Start Time	Start Date	Price
Add	Admission to the WE Achieve Awards Ceremony includes a Keynote presentation and sit-down plated dinner.	07:00pm - 09:30pm	Saturday, January 27	\$20.00

[Add to Itinerary](#)

If you like to attend the WE Achieve Award Ceremony, select "add" this item to your registration.

Itinerary

A WE Local Premier Registration includes admission to the two-day career fair, two Keynote presentations, 30+ breakout sessions, two plenary panels and meals (Friday: breakfast, lunch and appetizers; Saturday: breakfast and lunch).

\$190.00

No additional items have been selected.

Total Amount

Registration Amount Due : \$190.00

Continue

Once you have completed your selections, select "continue"

All items selected to be a part of your WE Local registration will be shown in this section.




Step 8: Review Your Registration OR Register another Individual

At this time, attendees can edit badge, contact information, and other items that have a "pencil" icon. After you have reviewed your information, select "continue." *If you are looking to register another individual, do not select "continue."* Select the button "Register another Individual."

Return to Portal Main Menu Vanessa Velasco (SWE ID: 1126846)

Event Progress


Basic Information Registration Options Confirmation

Contact and Badge Information for Vanessa Velasco **Edit Attendee Information by selecting the "pencil"** 


[Print registration details](#)

There are currently 1 registrants in this order :

Vanessa Velasco Name: Vanessa Velasco
345 E Wacker Dr Apt 311
Chicago, IL 60601-5288
United States of America


Registration Information for Vanessa Velasco **Edit Attendee Information by selecting the "pencil"** 

Item	Day & Time	Quantity	Price	Total Price	Currency
WE Local Tulsa					
A WE Local Premier Registration includes admission to the two-day career fair, two Keynote presentations, 30+ breakout sessions, two plenary panels and meals (Friday: breakfast, lunch and appetizers; Saturday: breakfast and lunch).	Friday, January 26 @ 09:00am - Saturday, January 27 @ 11:59pm	1	190.00	190.00	USD

Event Specific Information for Vanessa Velasco **Edit Attendee Information by selecting the "pencil"** 

Additional Information

- Company Information:
- Company/Organization/University Address
- E-mail Address
- Name and Phone Number for your Emergency Contact
- First Name
- Last Name
- Phone Number (ex: 1234567890)





Step 9: Registering another Individual

If you are not registering another individual, continue to step 10. All attendees, regardless of membership status, must create a SWE Portal profile. A new window will pop-up, select “Register New Customer” and complete the required fields and select “submit.” If the attendee has an existing SWE Portal profile, you will be prompted that an account exists. Verify the account is correct and select “This is Me.”

A registration form for a new individual. The form is contained within a light gray border. It includes the following fields and controls:

- First Name***: Text input field containing "Mackenzie".
- Middle Name**: Empty text input field.
- Last Name***: Text input field containing "Morgan".
- Preferred Email Address***: Text input field containing "mackenzie.morgan@swe.org".
- Address Type**: Dropdown menu with "Home" selected.
- Street Address Line 1**: Empty text input field.
- Street Address Line 2**: Empty text input field.
- City**: Empty text input field.
- State**: Dropdown menu with "Choose a State or Province" selected.
- Zip Code**: Empty text input field.
- Country***: Dropdown menu with "United States of America" selected.
- Phone Type**: Dropdown menu with "Mobile" selected.
- Phone Number**: Empty text input field.
- User Name***: Empty text input field.
- Password**: Empty text input field.
- Repeat Password**: Empty text input field.

At the bottom of the form are two buttons: "Submit" and "Reset". Below the form is a dark purple footer bar with white text links: MEMBERSHIP, LEARNING, SCHOLARSHIPS, SUPPORT SWE, OUTREACH, COMMUNITIES, CAREER CENTER, SWE MAGAZINE, INTERNATIONAL.

Once the above has been completed, **the same steps you took to register (as seen on Step 5-8) will be requested of the new registration.**



Step 11: Total Amount (Payment Due) and Promotional Code

This page is broken into three sections: 1) The total purchase from your "Itinerary" for WE Local conference. 2) Promotional Code and 3) Payment. Please view the below for additional information on completing each section. Once payment has been applied, select "Submit" or "Confirm Order."

PUBLIC POLICY SWE MAGAZINE CAREER CENTER WE17 CONFERENCE LOGOUT DONATE

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MEMBERSHIP LEARNING SCHOLARSHIPS AWARDS K-12 OUTREACH SPONSOR SWE

Return to Portal Main Menu Vanessa Velasco (SWE ID: 1126846)

Shopping Cart Contents

Item Description	Payment Amount	Subtotal
WE Local Tulsa for Vanessa Velasco	<input type="text" value="190"/>	\$190.00
WE Local Tulsa for Mackenzie Morgan	<input type="text" value="190"/>	\$190.00

Total Amount : \$380.00

[Continue Shopping](#)

Promotional Code **If you have been provided with a "Promotional" or "Discount" Code, please enter it here. Promotional Codes are CAP sensitive.**

Please enter the Promotional Code here [Apply Promotional](#) **Select "Apply Promotional." If the "Promotional" Code is valid, the discount will be reflected in the above "Total Amount." If you have any errors, contact welocal@swe.org.**

Payment Type

- select a payment type -
- New Account Option ---
- American Express
- Discover
- Mastercard
- Visa
- select a payment type -

After you have reviewed the "Total Amount" and applied (if applicable) "Promotional Codes," process to "Select Payment Type" to complete your WE Local registration purchase.



Step 12: Congratulations, you have completed your SWE WE Local Registration!

The final step is a confirmation of your WE Local event registration including an invoice and summary of your purchased items. Congratulations!

MEMBERSHIP	LEARNING	SCHOLARSHIPS	AWARDS	K-12 OUTREACH	SPONSOR SWE																																																
Return to Portal Main Menu		Vanessa Velasco (SWE ID: <input type="text"/>)																																																			
Congratulations, you have completed the SWE Membership Application!																																																					
Click here if you would like to print your invoice.																																																					
print invoice																																																					
Billing Contact Information			Invoice Information																																																		
ID: Vanessa Velasco Chicago, IL 60601-5288			Statement # 12652 Invoice Date 12/01/2017 Total																																																		
Invoice Items																																																					
<table border="1"><thead><tr><th>Description</th><th>Unit Cost</th><th>Quantity</th><th>Price</th></tr></thead><tbody><tr><td>WE Local Tulsa Print Confirmation Add to Calendar Book A Hotel Now</td><td></td><td></td><td></td></tr><tr><td colspan="6">Ship To: Mackenzie Morgan</td></tr><tr><td>WE Local Tulsa Print Confirmation Add to Calendar Book A Hotel Now</td><td></td><td></td><td></td></tr><tr><td colspan="6">Ship To: Vanessa Velasco Chicago, IL 60601-5288 (ID: 1126846)</td></tr><tr><td colspan="2"></td><td colspan="2">Subtotal</td><td colspan="2"></td></tr><tr><td colspan="2"></td><td colspan="2">Shipping</td><td colspan="2"></td></tr><tr><td colspan="2"></td><td colspan="2">Sales Tax</td><td colspan="2"></td></tr><tr><td colspan="2"></td><td colspan="2">Balance Due</td><td colspan="2"></td></tr></tbody></table>						Description	Unit Cost	Quantity	Price	WE Local Tulsa Print Confirmation Add to Calendar Book A Hotel Now				Ship To: Mackenzie Morgan						WE Local Tulsa Print Confirmation Add to Calendar Book A Hotel Now				Ship To: Vanessa Velasco Chicago, IL 60601-5288 (ID: 1126846)								Subtotal						Shipping						Sales Tax						Balance Due			
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Hotel Reservations?

If you are looking to secure a hotel room reservation at the WE Local conference rate, visit your Host City website (welocal.swe.org/city). Navigate to "Attendee" and select "Venue" from the drop down menu and scroll to "Reserve Your Room Today."

Additional Questions?

Contact welocal@swe.org.

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