

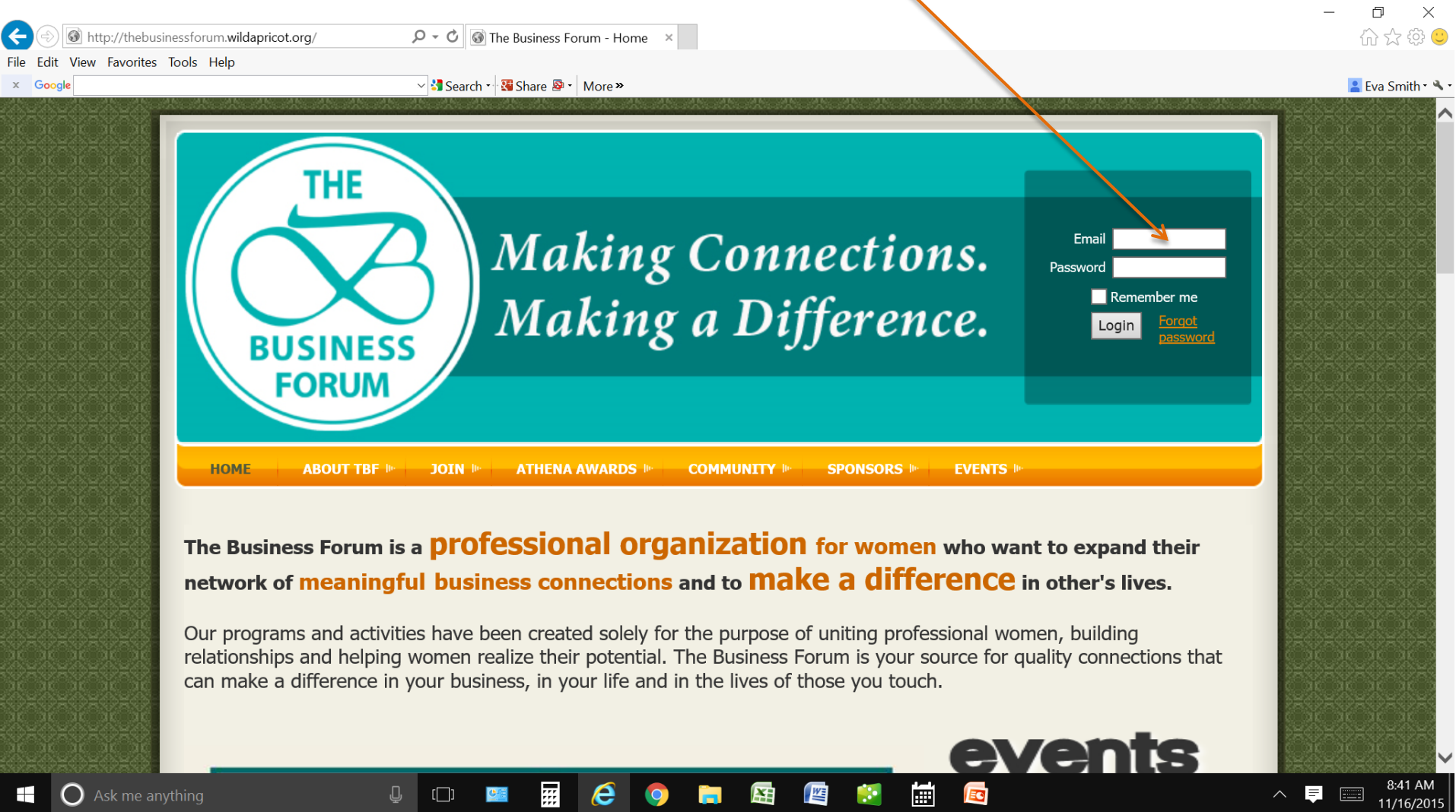


Registering for an event



The Business Forum

Step 1 Go to www.thebusinessforum.org and log in.
You **HAVE TO BE LOGGED IN** to be able to register as a member and get membership price.



The screenshot shows a web browser window displaying the homepage of The Business Forum. The browser's address bar shows the URL <http://thebusinessforum.wildapricot.org/>. The page features a teal header with the forum's logo on the left and a login form on the right. The login form includes fields for "Email" and "Password", a "Remember me" checkbox, and "Login" and "Forgot password" buttons. An orange arrow points from the text "You HAVE TO BE LOGGED IN" in the instruction above to the "Email" input field in the login form. Below the header is a yellow navigation bar with links: HOME, ABOUT TBF, JOIN, ATHENA AWARDS, COMMUNITY, SPONSORS, and EVENTS. The main content area has a white background with a green patterned border. It contains a paragraph stating: "The Business Forum is a **professional organization for women** who want to expand their network of **meaningful business connections** and to **make a difference** in other's lives." Below this is another paragraph: "Our programs and activities have been created solely for the purpose of uniting professional women, building relationships and helping women realize their potential. The Business Forum is your source for quality connections that can make a difference in your business, in your life and in the lives of those you touch." The word "events" is partially visible at the bottom right of the page. The Windows taskbar is visible at the very bottom, showing the time as 8:41 AM on 11/16/2015.

http://thebusinessforum.wildapricot.org/ The Business Forum - Home

File Edit View Favorites Tools Help

Google Search Share More»

Eva Smith

THE BUSINESS FORUM

*Making Connections.
Making a Difference.*

Email

Password

☐ Remember me

Login [Forgot password](#)

HOME ABOUT TBF JOIN ATHENA AWARDS COMMUNITY SPONSORS EVENTS

The Business Forum is a **professional organization for women** who want to expand their network of **meaningful business connections** and to **make a difference** in other's lives.

Our programs and activities have been created solely for the purpose of uniting professional women, building relationships and helping women realize their potential. The Business Forum is your source for quality connections that can make a difference in your business, in your life and in the lives of those you touch.

events

8:41 AM 11/16/2015

Step 2 On home page click on the event you want to register for. Upcoming events are listed on the right side.



The screenshot shows the homepage of The Business Forum. The header features the logo and the tagline "Making Connections. Making a Difference." along with a login form. The main navigation bar includes links to Home, About TBF, Join, Athena Awards, Community, Sponsors, and Events. The main content area describes the organization's mission and lists upcoming events. An orange arrow points from the text "Upcoming events are listed on the right side." to the "events" section on the right.

THE BUSINESS FORUM
Making Connections.
Making a Difference.

HOME ABOUT TBF JOIN ATHENA AWARDS COMMUNITY SPONSORS **EVENTS**

The Business Forum is a **professional organization for women** who want to expand their network of **meaningful business connections** and to **make a difference** in other's lives.

Our programs and activities have been created solely for the purpose of uniting professional women, building relationships and helping women realize their potential. The Business Forum is your source for quality connections that can make a difference in your business, in your life and in the lives of those you touch.

events

- [Open House](#)
17 Nov 2015 10:00 AM • Ganser Company, 1906 W. Beltline Hwy
- [Holiday Networking & Cheer](#)
03 Dec 2015 11:00 AM • The Madison Club
- [Gift Wrapping at DAIS](#)
17 Dec 2015 9:00 AM • DAIS, 2102 Fordem Ave, Madison
- [January 2016 luncheon](#)
07 Jan 2016 11:30 AM • The Madison Club
- [February 2016 luncheon](#)
04 Feb 2016 11:30 AM • The Madison Club
- [2016 Annual ATHENA Award Celebration](#)
08 Mar 2016 5:00 PM (CST) • The Madison Concourse Hotel, 1 W

OPEN HOUSE
Welcome to **The Business Forum**, your new home for networking and professional development. We invite you to join other new members for an **OPEN HOUSE**.
Stop by for brunch and mimosas!

Step 3 Each event has its own registration page. If the registration is open, the “Register” button on the bottom of the green box will be visible and registration types available to you will be written in black (not gray).


Click on the Register button to continue.

Holiday Networking & Cheer

When 03 Dec 2015
11:00 AM - 2:00 PM

Location The Madison Club
Registered 19 registrants

Registration

- EWGA Member – \$21.50 (USD) 
- Guest – \$25.50 (USD)
Our luncheons are open to all. You do not have to be a guest of a TBF member to join us! We look forward to meeting you there.
- Late Registration – \$30.00 (USD)
All registrations (members and guests) submitted after the registration deadline (72 hours prior to event).
- Prepaid Member – Free
If you are a prepaid member and plan on attending, you still need to register for the event.
Prepaid members paid for their luncheons with their annual renewal in July.
- TBF Member – \$21.50 (USD)
As a TBF member you get the special member price! You can also register any guests in the same form.

Register



HOLIDAY VENDOR FAIR

THURSDAY, DEC. 3 | 11 A.M. - 2 P.M. | THE MADISON CLUB

REGISTRATION: \$21.50 members | \$25.50 guests
Hors d'oeuvres will be provided.

Join us for The Business Forum's annual **HOLIDAY VENDOR FAIR**, where you can connect with other TBF members and get your holiday shopping done!

VENDORS

- * Wildtree
- * Vom Fass
- * Capitol Kids
- * Girl Scouts
- * Roots Chocolates
- * Piranga Candles
- * Wines for Humanity
- * L'Bri Pure n' Natural
- * Piano Gall
- * Bos Meadery
- * Linda's Luxury Closet
- * Urban Orchard Frames
- * Avon
- * Osborne Books
- * Aroma Touch
- * MARC (Madison Area Rehab Center)
- * Matilda Jane Clothing
- * PartyLite
- * Body and Spine

SPONSORS

Thank you to the sponsors of this year's event!



BAIRD
Baird Financial
Laura Murray, Private Wealth
Management



Vom Fass



Step 4 Verify your email and click Next.


The screenshot shows the registration page for 'The Business Forum'. The header features the forum's logo and tagline 'Making Connections. Making a Difference.' along with a user profile for Eva Solcova Smith. A navigation bar contains links to various sections of the site. The main content area highlights an event titled 'Holiday Networking & Cheer' scheduled for December 3, 2015, at The Madison Club. Below the event details is a registration form with a text input field for the registrant's email, which currently contains 'esmith@evaluationmanagement.com'. The form includes a 'Cancel' button and a 'Next' button. Two orange arrows from the text above point to the 'Next' button and the email input field. A small calendar icon and 'Add to my calendar' link are also visible next to the event title.

Admin view | Log out

THE BUSINESS FORUM *Making Connections. Making a Difference.*

Eva Solcova Smith
[View profile](#)
[Change password](#)
Log out

HOME ABOUT TBF MEMBERS JOIN ATHENA AWARDS COMMUNITY SPONSORS EVENTS

Holiday Networking & Cheer  [Add to my calendar](#)

Event: Holiday Networking & Cheer
03 Dec 2015 11:00 AM - 2:00 PM
Location: The Madison Club

Enter registrant email * Mandatory fields

e-Mail x

Cancel Next

Step 5 Select registration type.
TBF Member is the last selection. Click Next.

The screenshot shows a web page for an event titled "Holiday Networking & Cheer". The page has a green patterned background. At the top, there is a navigation bar with links: HOME, ABOUT TBF, MEMBERS, JOIN, ATHENA AWARDS, COMMUNITY, SPONSORS, and EVENTS. On the right side of the navigation bar, there are links for "Admin view" and "Log out". Below the navigation bar, the event title "Holiday Networking & Cheer" is displayed, followed by a date and time "03 Dec 2015 11:00 AM - 2:00 PM" and a location "Location: The Madison Club". A green button labeled "Add to my calendar" is also present. Below the event details, there is a section titled "Choose registration type" with a note "* Mandatory fields". The registration options are listed as follows:

- ☐ *** Registration**
 - ☐ **EWGA Member – \$21.50 (USD)**
(Registration code required)
 - ☐ **Guest – \$25.50 (USD)**
Our luncheons are open to all. You do not have to be a guest of a TBF member to join us! We look forward to meeting you there.
 - ☐ **Late Registration – \$30.00 (USD)** ⚠ Available from 01 Dec 2015 through 03 Dec 2015
All registrations (members and guests) submitted after the registration deadline (72 hours prior to event).
 - ☐ **Prepaid Member – Free** ⚠ Only for certain membership levels.
[Details](#)
If you are a prepaid member and plan on attending, you still need to register for the event.
Prepaid members paid for their luncheons with their annual renewal in July.
 - ☒ **TBF Member – \$21.50 (USD)**
As a TBF member you get the special member price! You can also register any guests in the same form.

At the bottom of the page, there are three buttons: "Cancel", "Back", and "Next".

Step 6 Since you are a member, the system will pre fill most of your information.

You will need to:

- 1. fill in your primary email**
- 2. specific food requirements if any**

The screenshot shows a web registration page for an event titled "Holiday Networking & Cheer". The page has a navigation bar at the top with links: HOME, ABOUT TBF, MEMBERS, JOIN, ATHENA AWARDS, COMMUNITY, SPONSORS, and EVENTS. In the top right corner, there are links for "Admin view" and "Log out".

The event details are displayed in a green box:

- Event: Holiday Networking & Cheer
- 03 Dec 2015 11:00 AM - 2:00 PM
- Location: The Madison Club
- Registration type: TBF Member - \$21.50
- Total amount: \$21.50 (USD)

Below the event details is a section titled "Enter registration information" with a "Mandatory fields" indicator. The form contains the following fields:

- First name: Eva
- Last name: Solcova Smith
- Title: President
- Organization: EVALution Management, LLC
- e-Mail: esmith@evaluationmanagement.com
- Phone: 608-217-7112
- Address: 4829 Dream Lane
- City: Madison
- Zip: 53718

Below these fields is a section for "TBF Committee" with several checkboxes:

- ☒ Board
- ☐ Athena
- ☐ Communications
- ☒ Community Investment
- ☐ Fund Development
- ☐ Finance
- ☐ Membership
- ☒ Program
- ☐ Special Events

Below the committee section is a section for "Primary Email" and "Special Meal Requirements":

- * Primary Email: [Empty field]
- Special Meal Requirements:
 - ☐ Vegetarian
 - ☐ Gluten Free
 - ☐ Vegan

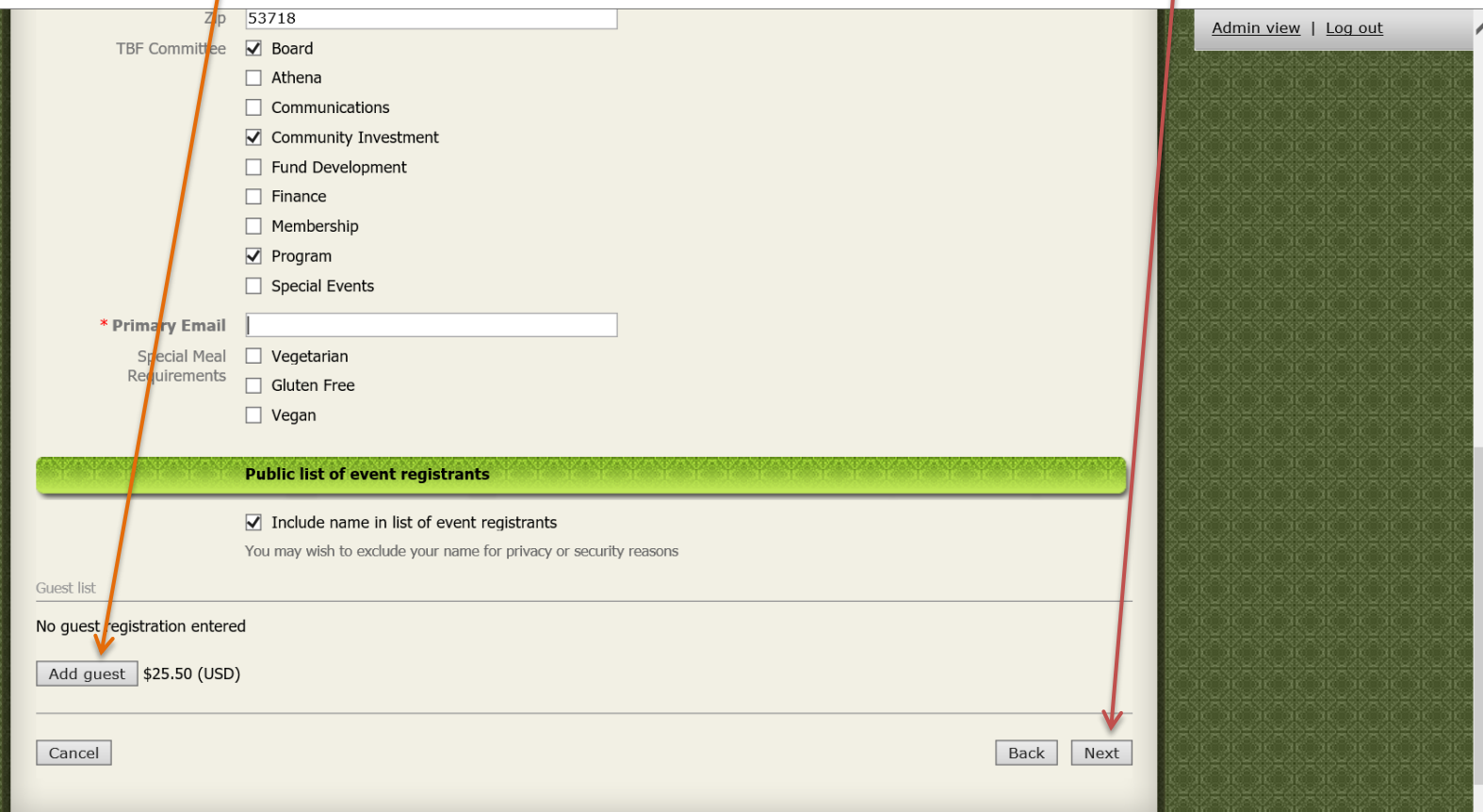
At the bottom of the form is a section titled "Public list of event registrants" with a checkbox:

- ☒ Include name in list of event registrants

Large orange numbers "1" and "2" are overlaid on the form. Number "1" is positioned next to the "Program" checkbox under the TBF Committee section. Number "2" is positioned next to the "Primary Email" field.

Step 7 If you want to bring a guest, on the same screen as in step 6, click on **Add Guest**. Fill in the guest's information and click Done.

This will bring you back to your registration page. Click Next.



The screenshot shows a registration form with various fields and checkboxes. An orange arrow points from the text 'Add Guest' in the instructions to the 'Add guest' button in the form. A red arrow points from the text 'Click Next' in the instructions to the 'Next' button in the form.

Zip: 53718

TBF Committee

- ☒ Board
- ☐ Athena
- ☐ Communications
- ☒ Community Investment
- ☐ Fund Development
- ☐ Finance
- ☐ Membership
- ☒ Program
- ☐ Special Events

* Primary Email: [text input]

Special Meal Requirements

- ☐ Vegetarian
- ☐ Gluten Free
- ☐ Vegan

Public list of event registrants

- ☒ Include name in list of event registrants

You may wish to exclude your name for privacy or security reasons

Guest list

No guest registration entered


Add guest \$25.50 (USD)

Cancel Back Next

Admin view | Log out

Step 8 Review your registration and click **Confirm**.

[Admin view](#) | [Log out](#)

 **Review and confirm**

Event

Holiday Networking & Cheer
03 Dec 2015 11:00 AM - 2:00 PM
Location: The Madison Club

Registration type

TBF Member - \$21.50

Total amount

\$21.50 (USD)

Cancel

Back

Confirm

Registrant data

First name

Eva

Last name

Solcova Smith

Title

President

Organization

EVALution Management, LLC

e-Mail

esmith@evaluationmanagement.com

Phone

608-217-7112

Address

4829 Dream Lane

City

Madison

Zip

53718

TBF Committee

Board
Community Investment
Program

Primary Email

esmith@evaluationmanagement.com

Special Meal
Requirements

Public list of event registrants

☒ Include name in list of event registrants

Step 9 Click on **Pay Online** and proceed with your payment.

The screenshot shows the website for 'THE BUSINESS FORUM' with the tagline 'Making Connections. Making a Difference.' The user is logged in as 'Eva Solcova Smith' and has options to 'View profile', 'Change password', and 'Log out'. The navigation bar includes links for HOME, ABOUT TBF, MEMBERS, JOIN, ATHENA AWARDS, COMMUNITY, SPONSORS, and EVENTS. The 'My profile' section shows an 'Edit profile' button and links to 'My directory profile', 'Profile', 'Privacy', 'Email subscriptions', 'Member photo albums', and 'Invoices and payments'. A yellow box highlights a 'Balance due (1 items): \$21.50' with a 'Pay online' button. A red line points from the 'Step 9' instruction to this button. Below this, there is a search bar, a 'Records found: 71' indicator, and a 'Paging' dropdown set to '16 Nov 2015 (1 - 50)'. A table lists transactions with columns for Date, Transaction, and Balance due. The first entry is for '16 Nov 2015' with a transaction of 'Invoice#02061' and a balance due of '\$21.50'. The bottom right corner shows a 'Balance due: \$21.50' and a 'Messages' icon.

Admin view | Log out

THE BUSINESS FORUM *Making Connections. Making a Difference.*

Eva Solcova Smith
[View profile](#)
[Change password](#)
Log out

HOME ABOUT TBF MEMBERS JOIN ATHENA AWARDS COMMUNITY SPONSORS EVENTS

My profile

Edit profile My directory profile

Profile Privacy Email subscriptions Member photo albums Invoices and payments

Balance due: **\$21.50**

Balance due (1 items): **\$21.50**
Pay online

Search [] Records found: 71 Paging 16 Nov 2015 (1 - 50)

Date	Transaction	Balance due	
16 Nov 2015	Invoice#02061 Event registration Holiday Networking & Cheer	\$21.50	<input checked="" type="checkbox"/>

Balance due: **\$21.50**

Messages


Step 10

Once your registration is completed and paid for you will receive 2 confirmation emails (see below).

If you do not receive any confirmation email you are most likely not registered.

If you have any issues contact the Business Forum at 608-838-1019.

The Business Forum Payment receipt

TB The Business Forum <TheBusinessForum@wildapricot.org>
To: ☐ Eva Solcova Smith; 

Inbox



PAYMENT RECEIPT

The Business Forum
Date: 28 Sep 2015
Amount: \$25.50
Tender: Authorize.NET Credit Card


Payment received from:
Eva Solcova Smith
esmith@evaluationmanagement.com
EVALution Management, LLC

Payment for:

Date	Document	
28 Sep 2015	Invoice 01954	Settled amount \$25.50
	Registration for "October 2015 Luncheon" (01 Oct 2015 11:30 AM - 1:00 PM, The Madison Club, 5 E. Wilson St., Madison), Guest	Invoice total \$25.50
		Due \$0.00

Total settled: \$25.50
Available balance: \$0.00

Transaction Receipt from The Business Forum, Inc.

AU Auto-Receipt <noreply@mail.authorize.net>
To: ☐ Eva Solcova Smith; 

2015

Order Information

Description: Registration for "October 2015 Luncheon" (01 Oct 2015 11:30 AM - 1:00 PM, The Madison Club, [5 E. Wilson St., Madison](#)), Guest
Invoice Number: 01954
Customer ID: 7715676

Billing Information

Eva Solcova Smith
EVALution Management, LLC
[4829 Dream lane](#)
[Madison, Wisconsin 53718](#)
[US](#)
esmith@evaluationmanagement.com
6082177112

Shipping Information

Item	Name	Description	Qty	Taxable	Unit Price	Item Total
01954	Invoice #01954	Registration for "October 2015 Luncheon" (01 Oct 2015 11:30 AM - 1:00 PM, The Madison Club, 5 E. Wilson St., Madison), Guest	1	N	25.50 (USD)	25.50 (USD)

Total: 25.50 (USD)