



Register your staff and board members for CFC meetings.

CFC events are free to members, but in order to register for them, co-op staff and board members must have their own individual CFC website account and unique e-mail address. Personal guests (i.e., spouses, family members, friends) are registered through the website account of the cooperative staff they accompany and do not require an account.

Please do not register co-op staff or directors as guests of event registrants.

New for Forum & IBES 2019!

CFC Forum & IBES 2019 online registration is being managed by Aventri, a cloud-based event management tool.

Similar to our previous system, information will pre-populate once you enter your or your staff's e-mail address (all lowercase letters). As an Event Coordinator, you can provide your e-mail address (in Event Coordinator or CC field) so you can be copied on confirmation e-mails.

REGISTER CO-OP STAFF FOR CFC IBES

FORUM & IBES REGISTRATION

1. Log in to the CFC website and select **My Events** at the top of the Member page.
2. In the blue box titled **CFC Forum/IBES Online Registration Now Available**, Click "Register Now" button.
3. Enter your or your staff's unique e-mail address (all lower case letters; co-op e-mail addresses only).
4. On the next page, you, the Event Coordinator, will have the opportunity to enter your e-mail address to be copied on all registration confirmation e-mails.
5. Follow prompts to complete the registration. To register another staff member, select **Register Another**.
6. When you have registered all your co-op staff, select **Complete Registration** button.
7. You, the Event Coordinator, and your registrant(s) will receive a confirmation e-mail with details for securing hotel accommodations.

BECOME A CFC EVENT COORDINATOR

STEP ONE

CFC Event Coordinators can make, modify and cancel CFC event registrations for their cooperative's staff, board members and guests.

I already have a CFC website account.

Call CFC's Member Center at 800-424-2955 and a representative will check on your account status and add you as an Event Coordinator.

I do not have a CFC website account.

Getting a CFC Member Website account is fast and simple.

1. Visit the CFC website at www.nrucfc.coop.
2. Select **Member Sign-In** to be directed to the member home page.
3. At the top of the home page, select **Request Account**.
4. Follow the prompts to complete the online account request form.
5. Select **Yes** for the question, **Do you want to be an Event Coordinator?**
6. You will receive an e-mail once your account has been activated.

SET UP CFC WEBSITE ACCOUNTS

STEP TWO

Setting up Member Website accounts for your directors is easy! Simply complete the Board Member Account Request and Authorization Form on the back, then fax or e-mail it back to CFC's Member Center and we'll take care of the rest.

Senior co-op staff should already have their own CFC website account. If not, they can contact the Member Center directly to set it up. Or, with their approval, the Event Coordinator can add them to the Board Member Account Request and Authorization Form.

CFC will send the Event Coordinator a confirmation e-mail once the website accounts have been activated.

REGISTER DIRECTORS AND CO-OP STAFF FOR CFC FINANCIAL WORKSHOPS AND WEBINARS

WORKSHOP & WEBINAR REGISTRATION

1. Log in to the CFC Member Website and select **My Events** at the top of the page.
2. Select **Register someone else**.
3. On the **Manage Co-op Registrations** page, select the event you'd like to register for from the drop-down menu.
4. You will see a list of your cooperative directors and staff who have CFC website accounts. Select the first name you'd like to register and click **Register**.
5. Complete the registration form and then select **Register another individual for this event** and repeat the process.
6. If you don't see someone's name in the list, they either do not have a CFC website account or they have already registered for that event.
7. The Event Coordinator and each registered individual will receive a confirmation e-mail.

FOR WEB ACCOUNT INFORMATION, please contact CFC's Member Center, 800-424-2955 or MemberCenter@nrucfc.coop.

FOR REGISTRATION AND EVENT INFORMATION, please contact CFC Events & Training, 800-424-2954 or events@nrucfc.coop.

