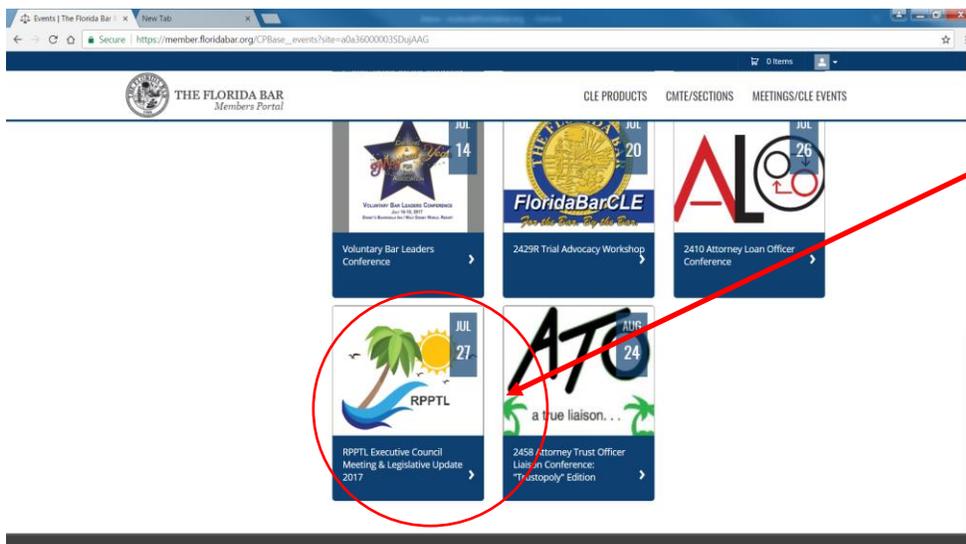
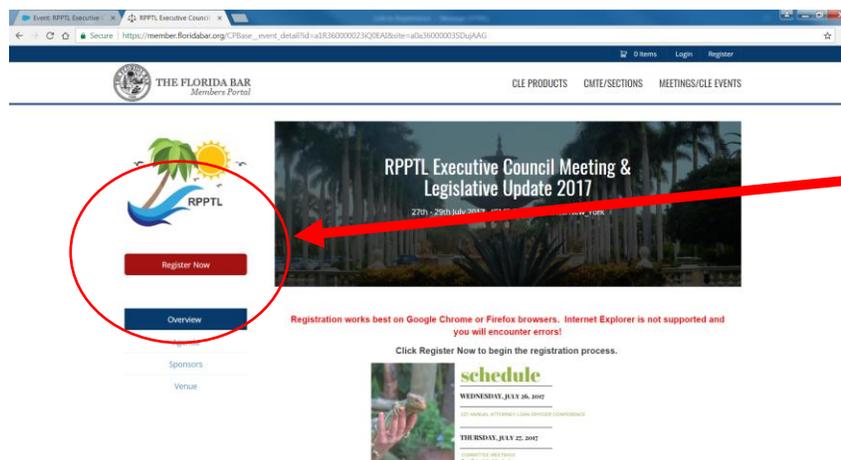


## FULL REGISTRATION INSTRUCTIONS FOR LEGISLATIVE UPDATE

- 1) Go to [www.member.floridabar.org](http://www.member.floridabar.org). Make sure you are using Mozilla Firefox or Google Chrome as your web browser when registering.
- 2) Login to MyFloridaBar new member portal using your email and your special password. **NOTE: YOU WILL NOT RECEIVE ANY MEMBER PRICING UNLESS YOU ARE LOGGED INTO THE PORTAL.**
- 3) Search **MEETINGS/CLE EVENTS** tab on the top right for the **RPPTL Executive Council Meeting & Legislative Update 2017** and Double Click the icon.



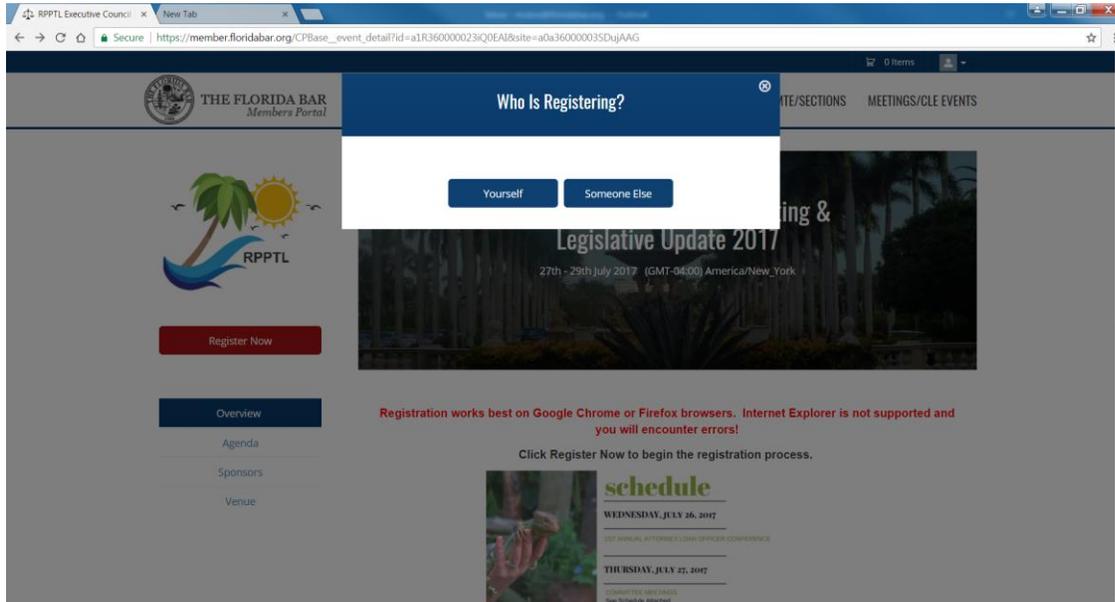
- 4) Click "Register Now" to begin the Registration Process.



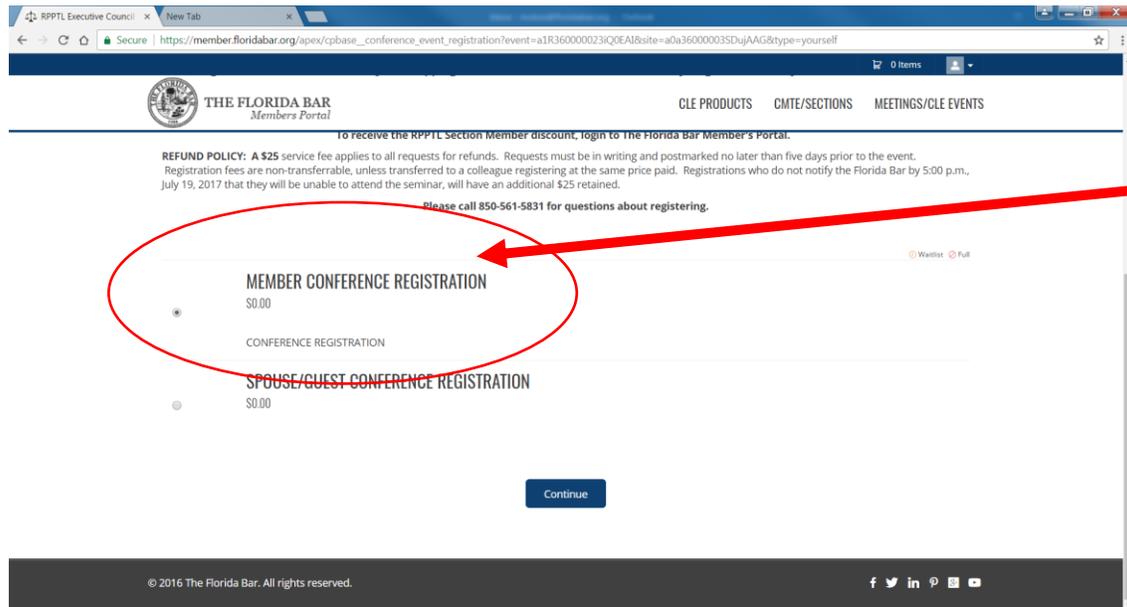
Please call 850-561-5831 for questions about registering.

## FULL REGISTRATION INSTRUCTIONS FOR LEGISLATIVE UPDATE

- 5) You will be prompted to respond “Who is Registering?” (If you respond “Someone Else” you will be prompted to provide their registration information.)



- 6) **Select the “MEMBER CONFERENCE REGISTRATION ITEM” – THIS WILL BEGIN THE REGISTRATION PROCESS FOR YOU NOT GUESTS. GUESTS WILL BE REGISTERED SEPARATELY AFTER YOU COMPLETE THE MEMBER REGISTRATION.**



**Please call 850-561-5831 for questions about registering.**

## FULL REGISTRATION INSTRUCTIONS FOR LEGISLATIVE UPDATE

- CLICK "CONTINUE" TO PURCHASE TICKETS TO EVENTS.
- COMPLETE THE ATTACHED TICKET TYPE INTERVIEW QUESTIONS, AND **CLICK "SUBMIT"** (THIS IS FOR NAMEBADGE PURPOSES AND IS SPECIFIC TO MEMBER REGISTRATION)

The screenshot shows a web browser window with the URL [https://member.floridabar.org/apex/cpbase\\_conference\\_event\\_registration?event=a1R360000023IQEAI&site=a0a36000003SDujAAG&type=yourself#](https://member.floridabar.org/apex/cpbase_conference_event_registration?event=a1R360000023IQEAI&site=a0a36000003SDujAAG&type=yourself#). The page title is "Ticket Type Interview Questions". The form contains the following fields and options:

- Registrant Information**
- Preferred FIRST NAME/NICKNAME on Badge \*
- I practice ... \*
- None-- (dropdown menu)
- I am a Sponsor!
- Accessibility Needs/Dietary Restriction Information
- City \*
- Submit button

- SELECT THE ITEMS YOU WISH TO ATTEND (**DO NOT SELECT GUEST TICKETS AT THIS TIME**). EACH BLUE TAB INDICATES A DAY ON THE AGENDA AND YOU MAY NEED TO SCROLL TO SEE ALL OF THE ITEMS FOR EACH DAY

The screenshot shows the Florida Bar Members Portal with the URL [https://member.floridabar.org/apex/cpbase\\_event\\_detail?id=a1R360000023IQEAI&site=a0a36000003SDujAAG&tab=agenda&type=yourself&salesorder=a1C360000455ZNEAD&ticketType=a1B3600000](https://member.floridabar.org/apex/cpbase_event_detail?id=a1R360000023IQEAI&site=a0a36000003SDujAAG&tab=agenda&type=yourself&salesorder=a1C360000455ZNEAD&ticketType=a1B3600000). The page displays the following information:

- THE FLORIDA BAR Members Portal
- RPPTL logo
- Navigation: CLE PRODUCTS, CMTE/SECTIONS, MEETINGS/CLE EVENTS
- Instructions: "Continue" to Checkout. Once in the shopping cart, click "Continue Shopping" to purchase additional tickets to the luncheons or special events and register spouse/guests. This process will need to be repeated until you have added the total number of tickets needed.
- Contact: Please call 850-561-5831 for assistance with registration.
- Link: [Link to full meeting schedule: CLICK HERE](#)
- Search by title
- My Agenda: My Registration, Overview, Sponsors, Venue
- Event Schedule (Thursday, Jul 27):

Time	Event	Duration	Action
11:30 AM	Grab and Go Lunch	2 hours	+
7:00 PM	Thursday Welcome Reception - ADULT	2 hours	
	Thursday Welcome Reception - CHILD	2 hours	

- Event Details for "Grab and Go Lunch":
  - Price: \$35.00
  - Description: Thursday, July 27, 2017. Grab and Go Luncheon sponsored by Management Planning, Inc. (11:30 am - 1:30 pm)
  - Add button

Please call 850-561-5831 for questions about registering.

## FULL REGISTRATION INSTRUCTIONS FOR LEGISLATIVE UPDATE

10) To REGISTER for EVENTS, click on the name of the item and click the plus sign (+). Allow a moment for it to change to a green check mark indicating the item has been added to your shopping cart.

11) ONCE YOU HAVE SELECTED ALL ITEMS YOU WISH TO ATTEND, CLICK CONTINUE.

12) IF YOU ARE NOT REGISTERING GUESTS, PROCEED TO PAYMENT AND CHECKOUT INFORMATION. APPLY DISCOUNT CODES (SPONSORS ONLY).

The screenshot shows the Florida Bar Members Portal checkout page. The browser address bar displays the URL: [https://member.floridabar.org/apex/orderapi\\_checkout?redirectURL=https%3A%2F%2Fmember.floridabar.org%2Fapex%2Fcpbase\\_conference\\_event\\_registration%3Fevent%3Da1R36000023iQ0EAF%26tyl](https://member.floridabar.org/apex/orderapi_checkout?redirectURL=https%3A%2F%2Fmember.floridabar.org%2Fapex%2Fcpbase_conference_event_registration%3Fevent%3Da1R36000023iQ0EAF%26tyl). The page header includes the Florida Bar logo and the text "THE FLORIDA BAR Members Portal". Navigation links for "CLE PRODUCTS", "CMTE/SECTIONS", and "MEETINGS/CLE EVENTS" are visible. The main content area is divided into two columns. The left column contains "Payment Information" with a "Billing Address" section showing the address of Deborah Goodall at Goldman Felcoski & Stone P.A. and a "Payment" section. The right column shows the "Order Total" of \$90.95, a "Shopping Cart" with 3 items, and a "Total: \$90.95" summary. The shopping cart items are: "MEMBER CONFERENCE REGISTRATION (RPPTL Executive Council Meeting & Legislative Update 2017)" priced at \$0.00, and "Grab and Go Lunch" priced at \$35.00. A "Discount Code" field with an "Apply" button is also present.

YOU WILL RECEIVE AN EMAIL CONFIRMATION AFTER THE ORDER IS COMPLETE.

## GUEST REGISTRATION

13) TO REGISTER GUESTS: CLICK “**CONTINUE SHOPPING**” AND YOU WILL BE BROUGHT BACK TO THE FIRST REGISTRATION PAGE, **SELECT SPOUSE/GUEST REGISTRATION**

Please call 850-561-5831 for questions about registering.

# FULL REGISTRATION INSTRUCTIONS FOR LEGISLATIVE UPDATE

RPPTL Executive Council | New Tab | [https://member.floridabar.org/apex/cpbase\\_\\_conference\\_event\\_registration?event=a1R360000023IQ0EAI&site=a0a36000003SDUJAG&type=yourself](https://member.floridabar.org/apex/cpbase__conference_event_registration?event=a1R360000023IQ0EAI&site=a0a36000003SDUJAG&type=yourself)

THE FLORIDA BAR  
Members Portal

CLE PRODUCTS CMTE/SECTIONS MEETINGS/CLE EVENTS

To receive the RPPTL Section Member discount, login to The Florida Bar Member's Portal.

**REFUND POLICY:** A \$25 service fee applies to all requests for refunds. Requests must be in writing and postmarked no later than five days prior to the event. Registration fees are non-transferrable, unless transferred to a colleague registering at the same price paid. Registrations who do not notify the Florida Bar by 5:00 p.m., July 19, 2017 that they will be unable to attend the seminar, will have an additional \$25 retained.

Please call 850-561-5831 for questions about registering.

MEMBER CONFERENCE REGISTRATION  
\$0.00

CONFERENCE REGISTRATION

**SPOUSE/GUEST CONFERENCE REGISTRATION**  
\$0.00

Continue

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- 14) YOU WILL BE PROMPTED TO COMPLETE ANOTHER TICKET TYPE INTERVIEW FORM. **COMPLETE THIS WITH YOUR FIRST GUEST'S INFORMATION AND CLICK SUBMIT.**

RPPTL Executive Council | [https://member.floridabar.org/apex/cpbase\\_\\_conference\\_event\\_registration?event=a1R360000023IQ0EAI&site=a0a36000003SDUJAG&type=yourself#](https://member.floridabar.org/apex/cpbase__conference_event_registration?event=a1R360000023IQ0EAI&site=a0a36000003SDUJAG&type=yourself#)

Ticket Type Interview Questions

GUEST REGISTRATION INFORMATION (REGISTER ONE AT A TIME)

**GUEST REGISTRANT INFORMATION**

FULL NAME/NICKNAME FOR BADGE

City

Accessibility Needs/Dietary Restriction Information

Submit

- 15) SELECT THE ITEMS THE FIRST GUEST WISHES TO ATTEND. EACH BLUE TAB INDICATES A DAY ON THE AGENDA AND YOU MAY NEED TO SCROLL TO SEE ALL OF THE ITEMS FOR EACH DAY. **(REGISTER EACH GUEST ONE AT A TIME TO ENSURE PROPER NAME TAGS ARE CREATED).**

Please call 850-561-5831 for questions about registering.

# FULL REGISTRATION INSTRUCTIONS FOR LEGISLATIVE UPDATE

The screenshot shows a web browser window displaying the Florida Bar Members Portal. The page title is "THE FLORIDA BAR Members Portal". The URL is "https://member.floridabar.org/apex/cpbase\_event\_detail?d=a1R360000023iQOEAI&site=a0a360000035DujAAG&tab=agenda&type=yourself&salesorder=a1C3600000455ZNEA0&ticketType=a1B3600000". The page features a navigation bar with "CLE PRODUCTS", "CMTE/SECTIONS", and "MEETINGS/CLE EVENTS". A banner for "RPPTL" is visible. A message states: "Continue" to Checkout. Once in the shopping cart, click "Continue Shopping" to purchase additional tickets to the luncheons or special events and register spouse/guests. This process will need to be repeated until you have added the total number of tickets needed. Below this, it says "Please call 850-561-5831 for assistance with registration." and "Link to full meeting schedule: [CLICK HERE](#)". The main content area shows a calendar for Thursday, July 27, with a "Grab and Go Lunch" event listed from 11:30 AM to 1:30 PM. The event details include a price of \$35.00 and a description: "Thursday, July 27, 2017 Grab and Go Luncheon sponsored by Management Planning, Inc. (11:30 am - 1:30 pm)". An "Add" button is present for the event.

- 16) ONCE YOU HAVE SELECTED ALL ITEMS FOR YOUR GUEST TO ATTEND, CLICK CONTINUE.
- 17) SELECT "CONTINUE SHOPPING" AND REPEAT STEPS 12-15 TO ADD ADDITIONAL GUESTS.
- 18) SELECT CHECK OUT WHEN ALL GUESTS HAVE BEEN ADDED AND PROCEED TO PAYMENT SCREEN.
- 19) A CONFIRMATION EMAIL WILL BE SENT TO YOU BY EMAIL.

**Please call 850-561-5831 for questions about registering.**