

## PMI Belgium Chapter – Event Registrations Instructions

The registration for an event on the PMI Belgium Chapter website is quite straightforward.

Specifically, for chapter member, as the process is checking the discount to apply for an event based on the chapter membership it is quite important to be correctly identified before registering for an event.

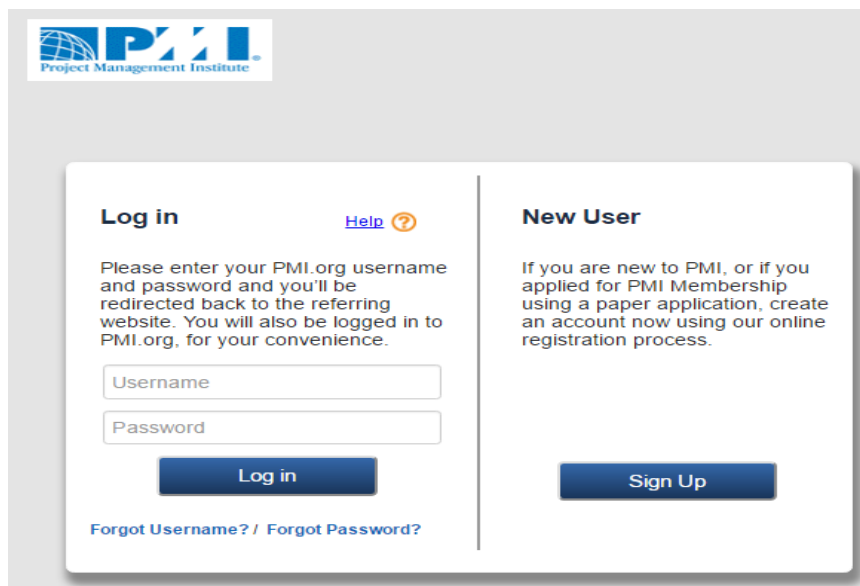
Please follow the steps below for sign-in. If you are not a Chapter member, you may skip this step and go directly to step 2.

### 1°) Identify yourself on the website

Please use the login button on the top right of the webpage



You are automatically redirected on the PMI.org sign-on page:



The screenshot shows the PMI.org sign-on page. At the top left is the PMI Project Management Institute logo. The page is divided into two columns: 'Log in' and 'New User'. The 'Log in' column contains a 'Help' link with a question mark icon, instructions to enter PMI.org username and password, and input fields for 'Username' and 'Password'. Below these fields is a 'Log in' button and a link for 'Forgot Username? / Forgot Password?'. The 'New User' column contains instructions for new users or those who have applied for membership, and a 'Sign Up' button.



Please enter there your **PMI.org** login & password; you will be redirected back to the Belgium Chapter website after successful login.

You are correctly identified if you see extra buttons (My PMI, VRMS, CCRS, LOGOUT...) on the website.

Those buttons can be used to be automatically redirected to your PMI.org personal pages.



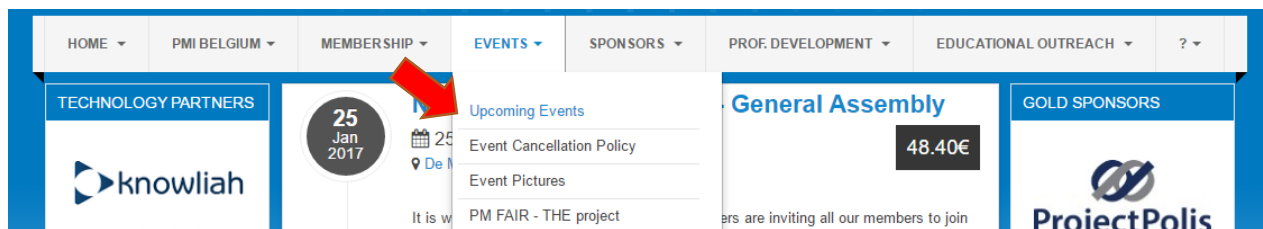
## 2°) Select for an event

You may select an event from different places on the website:

- Look on the left column on the website and seek for the module “UPCOMING EVENTS”



- Open the menu “Events” and select “Upcoming Events”:



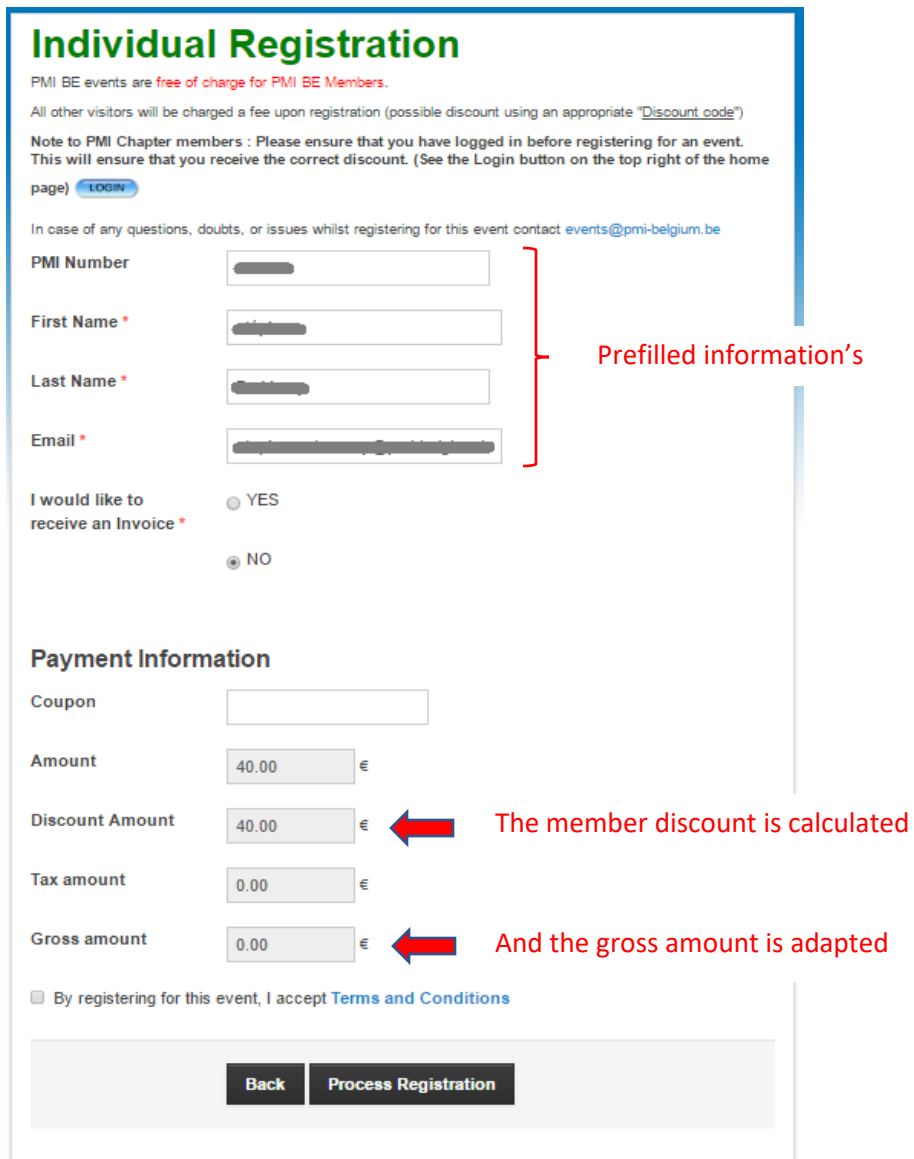
### 3°) Registration

Search on the event page for the button “Register (individual)” located at the bottom of the Event description and click on it.



You arrive on the registration.

The form is automatically pre-filled with your personal informations if you have signed-in as a chapter member during step 1; otherwise the form is empty.



**Individual Registration**

PMI BE events are **free of charge** for PMI BE Members.

All other visitors will be charged a fee upon registration (possible discount using an appropriate "Discount code")

Note to PMI Chapter members : Please ensure that you have logged in before registering for an event. This will ensure that you receive the correct discount. (See the Login button on the top right of the home page) [LOGIN](#)

In case of any questions, doubts, or issues whilst registering for this event contact [events@pmi-belgium.be](mailto:events@pmi-belgium.be)

PMI Number

First Name \*

Last Name \*

Email \*

I would like to receive an Invoice \*  YES  NO

**Payment Information**

Coupon

Amount  €

Discount Amount  € ← The member discount is calculated

Tax amount  €

Gross amount  € ← And the gross amount is adapted

By registering for this event, I accept [Terms and Conditions](#)

[Back](#) [Process Registration](#)

*Annotations:*

- Prefilled information's (bracketed next to the input fields)
- The member discount is calculated (arrow pointing to Discount Amount)
- And the gross amount is adapted (arrow pointing to Gross amount)

If you need to pay a participation fee<sup>1</sup>; you may ask for an invoice to be generated by selecting the “yes” Radio button on the registration form; extra fields will be then required:

I would like to receive an Invoice \*  YES  NO

Organization

VAT

Address

Address 2

City

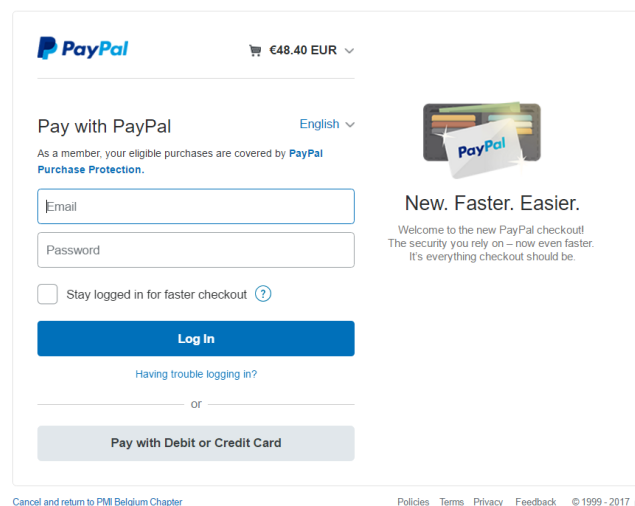
Zip

Country

When all information's are completed, you may click on “Process Registration”;

If there is an amount to pay (see Gross Amount),you will be redirected on the Paypal payment page. Otherwise you are immediately redirected to the registration confirmation.

PMI Belgium Chapter



Cancel and return to PMI Belgium Chapter Policies Terms Privacy Feedback © 1999 - 2017

After the payment has been accepted, you are redirected on a new screen for confirming your registration:

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<sup>1</sup> Even as Chapter member you may need to pay a small fee for specific events with extra activities



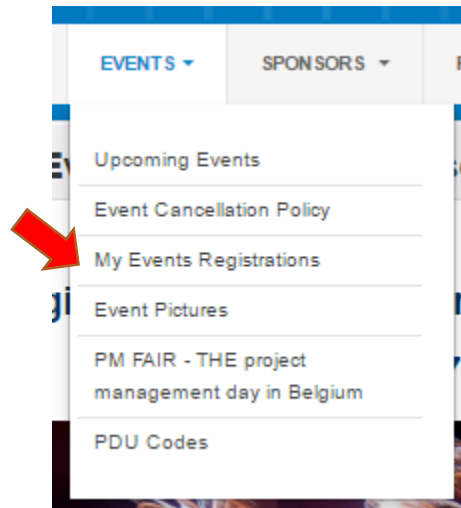
**4°) Registration confirmation**

You will get via email a confirmation of your registration.

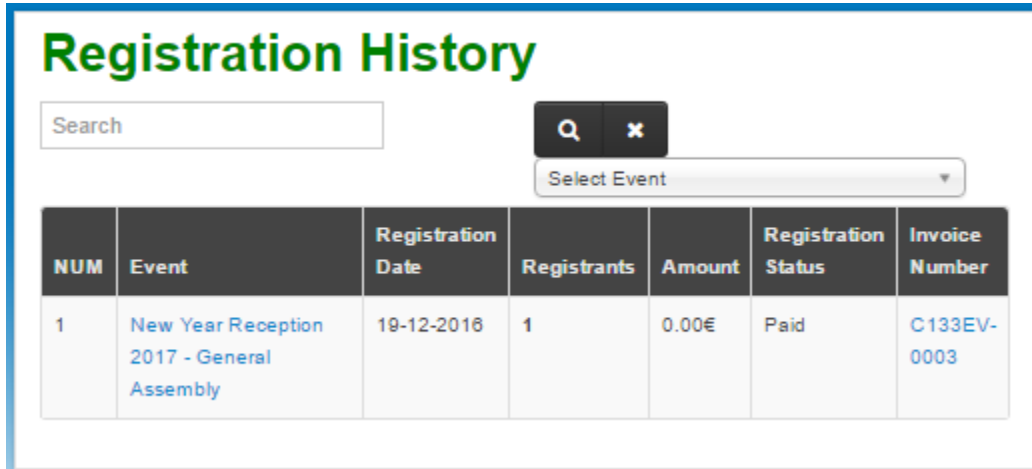
**Cancellation of a Participation to an Event**

Up to 4 days before the event you may cancel your participation by following the process below:

- 1°) You need to identify yourself on the website (see step 1)
- 2°) in the “Events” Menu, please select “My Events Registrations”.



3°) on the Events registration history select the event for which you want to cancel your participation and click on the Event title.



NUM	Event	Registration Date	Registrants	Amount	Registration Status	Invoice Number
1	<a href="#">New Year Reception 2017 - General Assembly</a>	19-12-2016	1	0.00€	Paid	C133EV-0003

4°) on the next screen please click on “Cancel Registration”



**Edit Registrant**

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Event New Year Reception 2017 - General Assembly

If you don't have the possibility to connect on the website for cancelling your participation, you may always send an email to [events@pmi-belgium.be](mailto:events@pmi-belgium.be)