



54th Annual
CHICAGO BUSINESS OPPORTUNITY FAIR

CBOF54

June 15th, 23-24th 2021

The First & Largest Local
Procurement Conference

Connecting the Dots:

Business



**Synergies!
Opportunities!
Solutions!**

SPONSOR REGISTRATION GUIDE

[CLICK HERE TO REGISTER](#)

FOR VIRTUAL PLATFORM SUPPORT, PLEASE CONTACT ITSUPPORT@CHICAGOMSDC.ORG



NEW USER REGISTRATION

If you are a returning user then [Click Here](#)

Select Registration Type

<input type="radio"/> VIP Speakers Invitation Only	<input type="radio"/> Staff Event Staff
<input type="radio"/> Corporate Member MSDC Corporate Member	<input type="radio"/> Non-Corporate Member Non-Corporate Member
<input type="radio"/> General Attendee CBOF General Attendee	<input type="radio"/> Non-Certified Supplier Non-Certified Supplier
<input type="radio"/> Certified Supplier (MBE) MSDC Certified Supplier (MBE)	<input type="radio"/> Government Government Agencies
<input type="radio"/> Non-Profit Non-Profit Organizations	<input type="radio"/> Partners ChicagomSDC Partners

Email

Name

Company Phone

Photo No file chosen Password

- If you are a returning user, click here and skip to next slide
- New Users, select your registration type
- **skip package code*
- Enter your details
 - Email
 - Name
 - Company Name
- Create your new password

RETURNING USER REGISTRATION

If you are a new user then [Click Here](#)

Select Registration Type

<input type="radio"/> VIP Speakers Invitation Only	<input type="radio"/> Staff Event Staff
<input type="radio"/> Corporate Member MSDC Corporate Member	<input type="radio"/> Corporate Non-Member Corporate Non-Member
<input type="radio"/> General Attendee CBOF General Attendee	<input type="radio"/> Non-Certified Supplier Non-Certified Supplier
<input type="radio"/> Certified Supplier (MBE) MSDC Certified Supplier (MBE)	<input type="radio"/> Government Government Agencies

Email

Password

[Forgot Password?](#)

- Select your registration type

- Enter Your Email Address & Password

- [Forgot Password?](#)

Selecting Your Package

- **Select Package**
(do not select sponsor package)
- **Continue to next slide**

The screenshot shows a registration process with four steps: 1. Basic Information (Personal information), 2. Choose Ticket (Preferred entry), 3. Make Payment (Pay for tickets), and 4. Your Profile (Other required info). The 'Choose Ticket' step is active, showing three options: 'Ticket', 'Package', and 'Sponsor Package'. The 'Package' option is selected and circled in orange. Below the options are two package details: 'Corporate Member' for \$200.00 and 'Corporate Member w/ Booth' for \$325.00. A 'Coupon code' field is present, and a 'PROCEED TO PAYMENT' button is at the bottom right.

Step	Step Name	Sub-name
1	Basic Information	Personal information
2	Choose Ticket	Preferred entry
3	Make Payment	Pay for tickets
4	Your Profile	Other required info

Navigation: Ticket (selected), Package (circled), Sponsor Package

Package Name	Price
Corporate Member	\$ 200.00
Corporate Member w/ Booth	\$ 325.00

Coupon code:

PROCEED TO PAYMENT

SELECTING YOUR PACKAGE

- Select your Sponsor level
- Enter the email addresses of your guest
- If you have been issued a coupon code, please enter it here

The screenshot shows a four-step process: 1. Basic Information (Personal information), 2. Choose Ticket (Preferred entry), 3. Make Payment (Pay for tickets), and 4. Your Profile (Other required info). The 'Choose Ticket' step is active, showing three options: Silver Sponsor (\$5,000.00), Gold Sponsor (\$10,000.00), and Platinum Sponsor (\$15,000.00). Below the options is a field for 'Enter Email Addresses to Invite Attendees' with a placeholder 'Enter emails separated with comma'. There is also a 'Package Code' field with the value 'XQUBKN' and a 'Coupon code' field. A teal 'PROCEED TO PAYMENT' button is at the bottom right. Orange arrows point from the list on the left to the 'Silver Sponsor' option, the email field, and the 'Coupon code' field. An orange oval highlights the 'Coupon code' field. An orange arrow points from the 'PROCEED TO PAYMENT' button to the text 'Please proceed to payment'.

****If you don't know your guest, you will be able to return to the system at a later date and enter them****

Please proceed to payment

YOUR REGISTRATION IS SUCCESSFUL

The screenshot displays the 'Events Dashboard' interface. At the top right, a teal notification banner reads: 'Thank you for your registration. You'll be sent a confirmation email shortly.' The main content area is titled 'Events' and includes a 'Registered Events' section with a 'Registered' filter and an 'All Events' link. Below this is the 'Upcoming Events' section, which lists two events:

- Chicago MSDC Business Opportunity Fair 54**
Date: Jun 15, 2021 | Time: 08:30 AM
9 Sessions
Includes icons for home, calendar, and a blue 'Enter Lobby >' button.
- The Path of Recovery**
Date: Jun 23 2021 | Time: 10:00 AM
Starts In: 42D : 21H : 7M : 26S
Includes an 'Upcoming' status tag and calendar icons.

A dark sidebar on the left contains navigation options: Event History, Profile (with a dropdown arrow), My Profile, Discover, Payment Setup, Update Password, Manage Matchmaker, Product/Service Keywords, Ticket/Invitation, My Office, and Contacts.

Once you reach this screen, you have successfully completed your registration. Please check your email for your registration confirmation and Event Access Guide.

We look forward to seeing you on the 15th, and 23rd – 24th of June.



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THANK YOU!

Technical Support

- Please email itsupport@chicagomsgdc.org if you have any issues onboarding the event. Please include brief description of your issue or screenshot demonstrating the error.

