

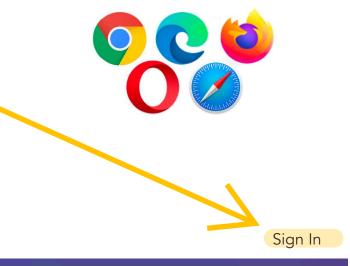
• Follow the directions beginning on page 2





1. Open your preferred web browser and go to **3rddistrictportal.org/events**

2. Click on the **"Sign In"** button in the top right hand corner of the site.



Our Events

Discover the exciting events we have planned for you

Upcoming Events

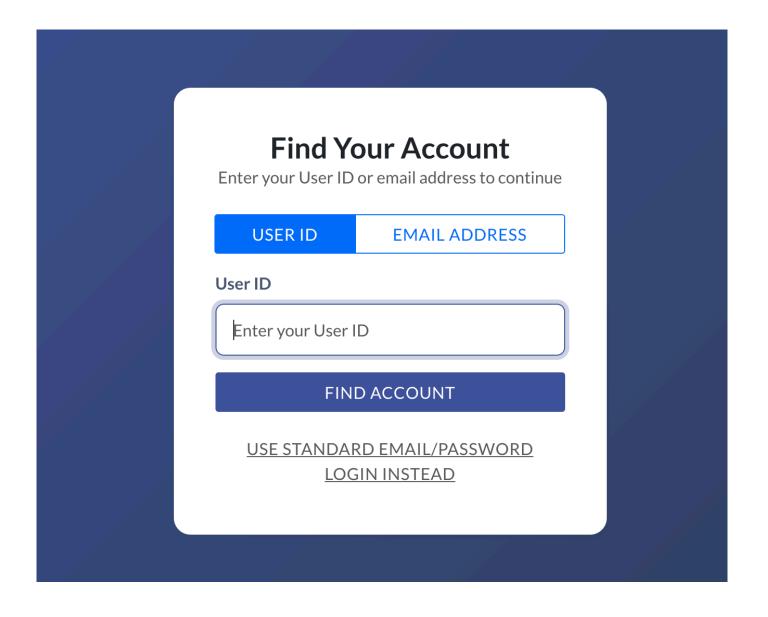
Company Events







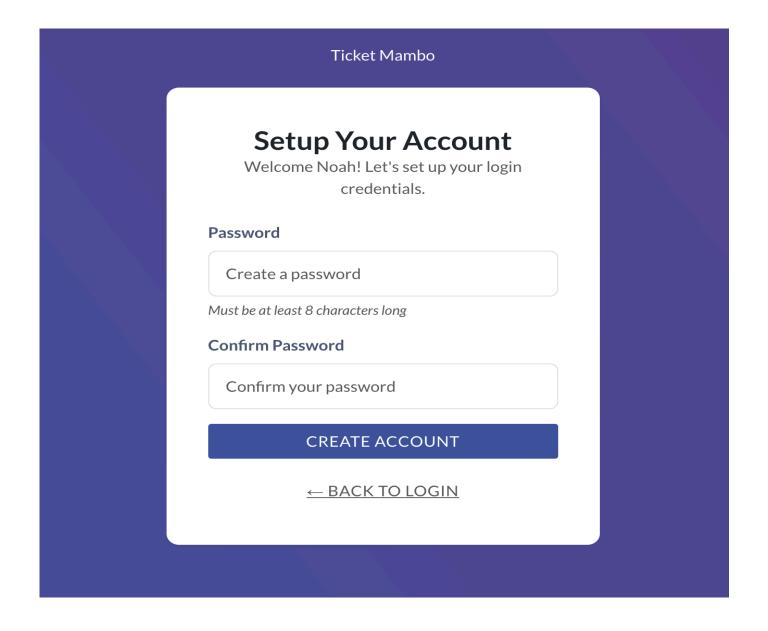
- 3. Select "USER ID" and Enter your control number with the leading zeros. For example: "001234567"
- 4. Select "FIND ACCOUNT"





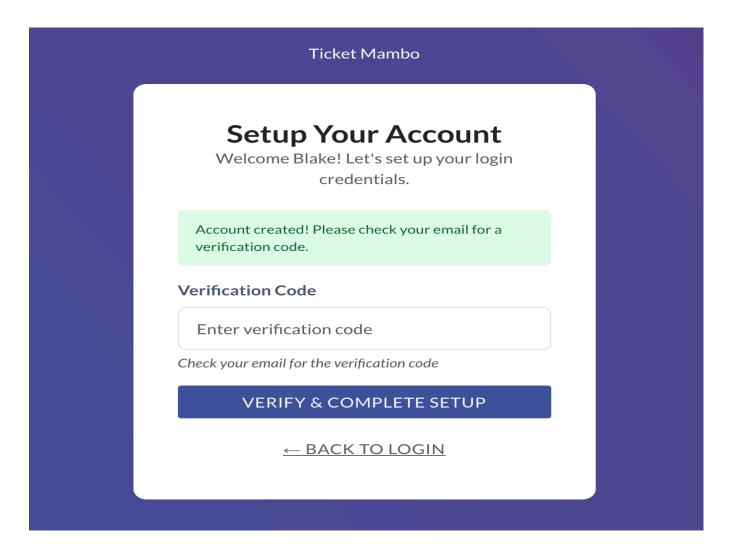
5. If this is your **first time** using the brand new portal and see the image below, please complete the required steps to "**Setup Your Account"**.

**IF NOT, SKIP TO STEP 8 AND ENTER PASSWORD





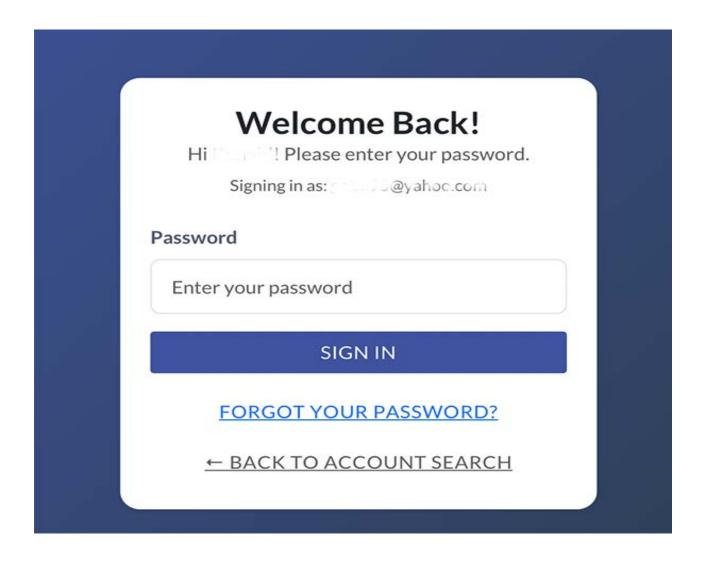
6. You will then receive a verification code at the email address you have on file at IHQ.



7. Once the password has been set up and you have been verified, you will be asked to "Sign In" the website with your new credentials.



8. Enter your password and Click on the "SIGN IN"



The registration process allows brother to add additional items once you have added your registration to the cart. From the cart, look for the **All Events button and you will be taken to the events page where you can **select other registration types and tickets**