Registering Events

To register an event on behalf of your organization, log in to CCC and navigate to the organization you want to create an event for. All Organization management is done through the Action Center, from there you can create events. There are two ways to access the Action Center:

1. To access the Action Center:
   a. From your home screen, Click on the menu button next to your account icon in the top right of the homepage, then click on “Manage”.
   b. From an Organization’s CCC page, click on Manage Organization.

2. Creating an Event Registration:
   a. In the Action Center screen click on the organization you are creating the event for
      i. If you entered from the Organization Page, skip this step
   b. Click on the Action Center Menu (next to your organization name under the CCC logo).
   c. In the menu that appears, click on “Events”. Please note that unless you have been granted access to the Events module, you will not see the Event button. See your Organization leadership if you believe should have access to this and do not.
   d. In the upper right of the Manage Events screen click the “Create Event” button. This will begin the Event Registration form.