

# A HOW TO GUIDE

## Accessing City Club of Chicago Virtual Events



1

### REGISTER

Sign in to your City Club profile at [www.cityclub-chicago.org/login](http://www.cityclub-chicago.org/login)

Use username (typically email) and password to login (If you've forgotten password, click on reset, or contact us at [info@cityclub-chicago.org](mailto:info@cityclub-chicago.org))

DO NOT CREATE DUPLICATE PROFILE

2

Click on corresponding event to register

ONE ticket per reservation

**\*\*Each guest MUST have their own profile in order to access livestream. Please note you don't need to be a City Club member.**

3

Add questions for virtual event during registration

You may add your question in the QUESTION section or send to [info@cityclub-chicago.org](mailto:info@cityclub-chicago.org) 24 hrs PRIOR to virtual event

You can also add questions during the livestream in real-time via the website

**\*\*Please note we may not get to every question due to time constraints**

4

Once registered, you will receive a confirmation email

Please check spam/junk folder if confirmation email is not in inbox



## TO WATCH

1

Go to [cityclub-chicago.org](https://cityclub-chicago.org) and login by clicking on the SIGN IN button in the upper right hand corner 10 minutes prior to event time

2

Click on LIVESTREAM button or corresponding event in your registration history listed on your City Club profile

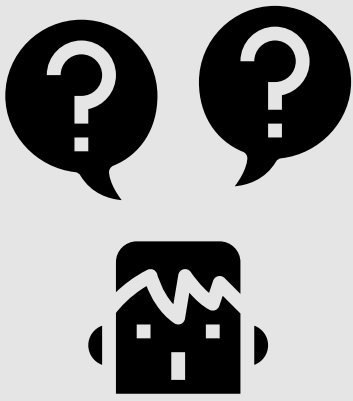
You must be SIGNED IN and REGISTERED to access the live-stream

3

Real-time discussion during virtual event

Submit comments or questions during livestream by typing into COMMENTS & QUESTIONS box under livestream video

\*\*Please note we may not get to every question due to time constraints



## TECHNICAL DIFFICULTIES

1

Plan to SIGN IN to your City Club profile 15 minutes prior to virtual event to allow time for troubleshooting if any issues arise

Before contacting us, please try clearing your browser history and cookies in your web browser settings from the last 24 hours

If tech issues persist, you can reach us at the [info box](#) before the virtual event

