

How to use L3 Event and Membership System

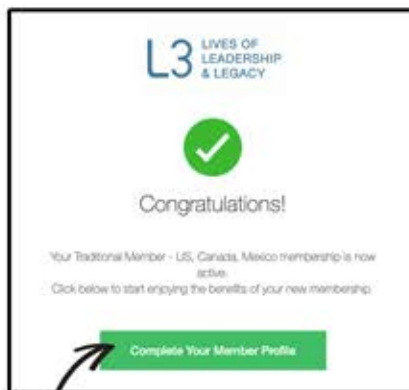


Benefits of having a GlueUp account:

View member directory | Save payment information | Update your personal information

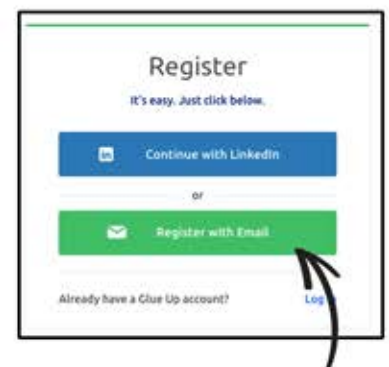
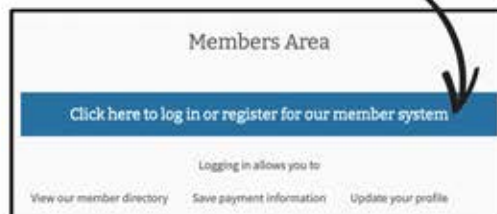
Registering for GlueUp account

You will receive an email when your membership is activated.



Click this button to start your account registration.

Or you can visit our member area on the L3 website and then click here.

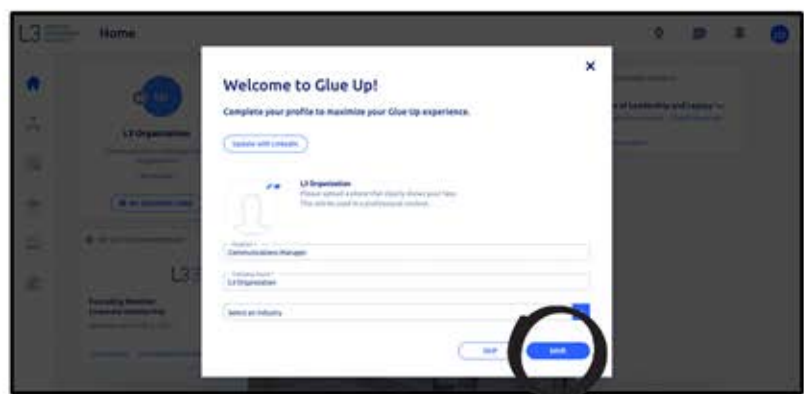


Click this button

Once you have created an account, this screen will show. This is only for L3's administrative purposes. Please click save to skip this screen.

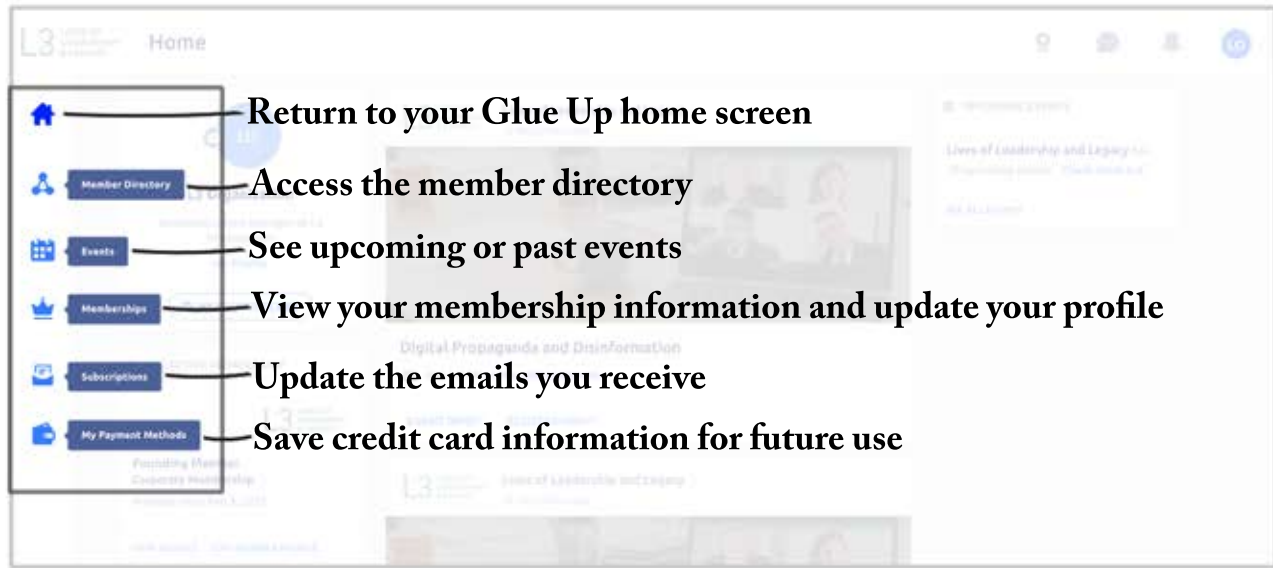
A screenshot of the registration form. It has fields for 'Email *' (with 'info@l3.org' entered), 'First Name *' (with 'L3' entered), 'Last Name *' (with 'Organization' entered), and 'Password *' (with '*****' entered). Below the fields is a checkbox labeled 'I agree to Glue Up's Terms of Use and Privacy Policy' and a blue 'Register' button.

Fill in your email and information and choose a password.



You will then be taken to your Glue Up Home page.

On your Glue Up home screen, you will see a menu on the side. This is a great way to navigate to all the important areas of your account.



Registering for events

Visit L3.org and click on “Activities” and select what type upcoming events you would like to view.

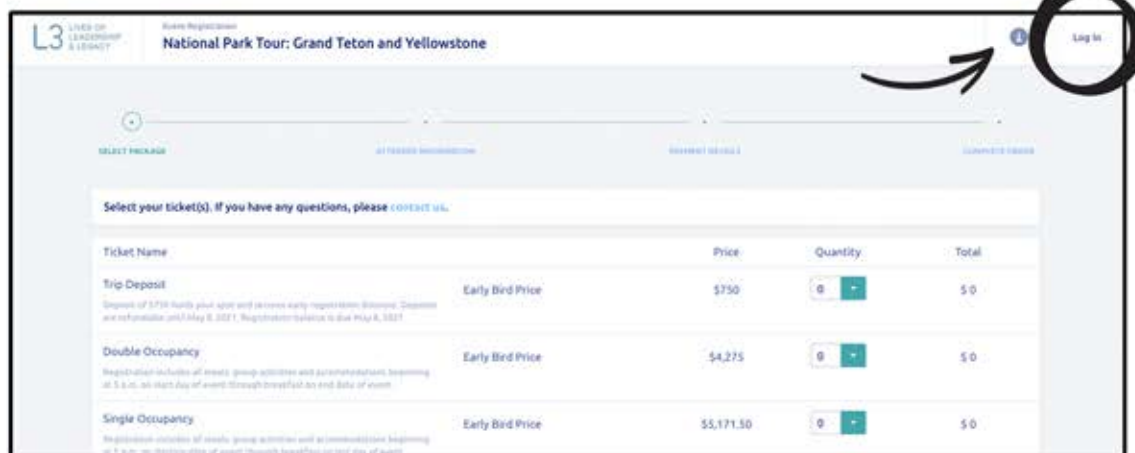


From the list of upcoming events click the event you would like to view.



Once on the event page, click the “Register” button.

If you aren't logged in, make sure to do so now.



- Select your ticket(s) and click continue at the bottom of the page.
- Fill in your personal and payment information* to finish registration.
- You will receive a confirmation email once registration is done.

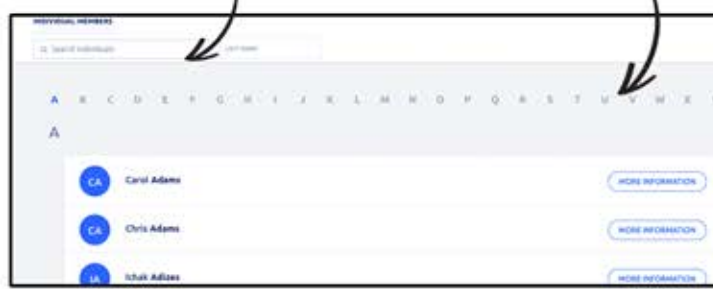
**no payment information is needed for free events.*

Viewing member directory

From side menu
click this icon



In the member directory, you will find contact information for each member. You can use the search box or click the letter of their last name to search easier.



Adjusting your email subscriptions

From side menu
click this icon



Click the check marks to turn on or off emails you would like to receive.



Saving your payment information

From side menu
click this icon



- Click “+Add Payment Method.”
- Fill in credit card information.
- Click save at bottom of page.

Updating your profile information

From side menu
click this icon



- Click your picture or initials.

On the new page:

- Scroll to the “Primary Member” section on the page.
- Click the three dots and then click edit.
- Fill out your personal information.
- Click save at bottom of page.