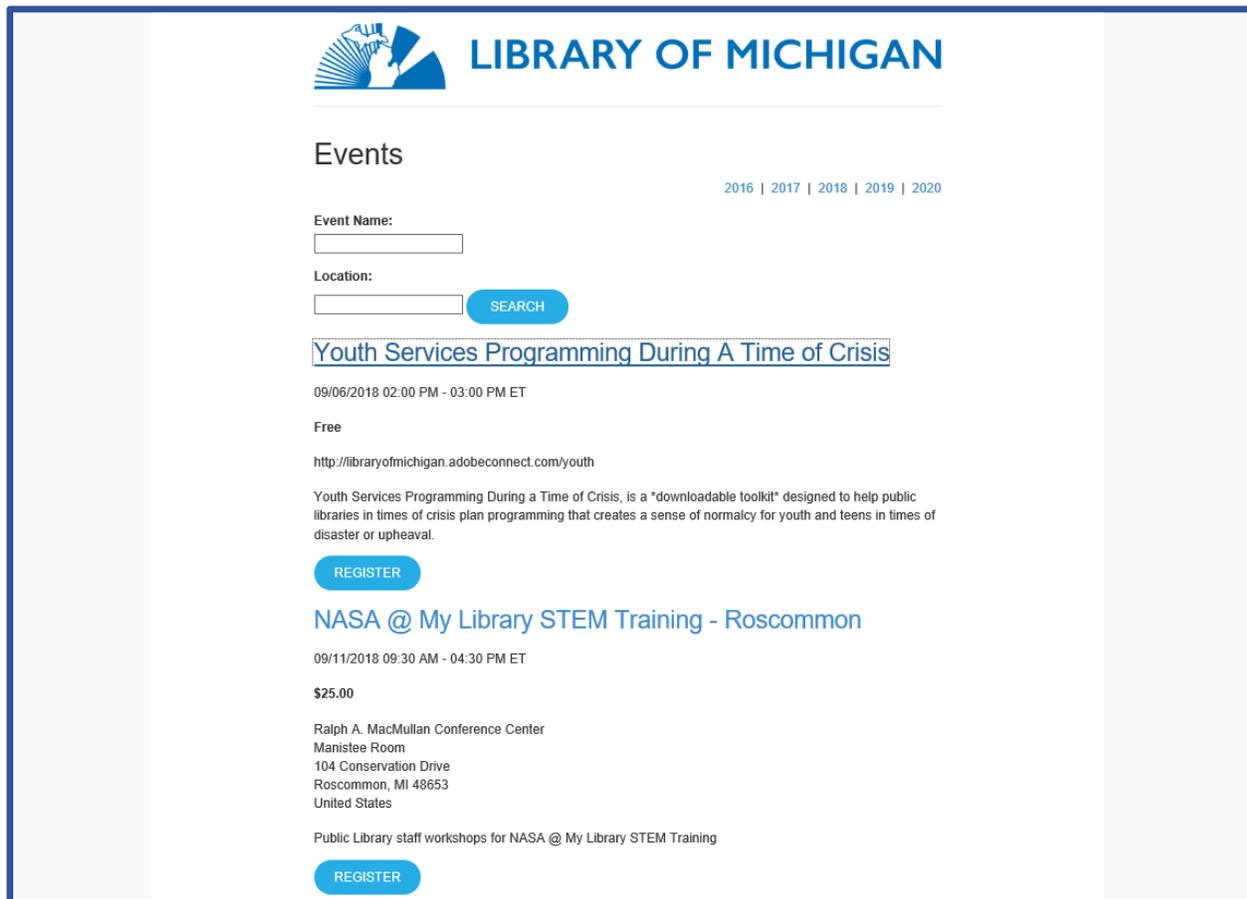


Using the Library of Michigan's New Event Registration System

The Event List & Calendar Pages



The screenshot displays the Library of Michigan's event registration interface. At the top, the Library of Michigan logo is visible. Below it, the 'Events' section includes a navigation bar with years 2016 through 2020. A search form contains fields for 'Event Name' and 'Location', with a blue 'SEARCH' button. Two event listings are shown:

- Youth Services Programming During A Time of Crisis**
09/06/2018 02:00 PM - 03:00 PM ET
Free
<http://libraryofmichigan.adobeconnect.com/youth>
Youth Services Programming During a Time of Crisis, is a "downloadable toolkit" designed to help public libraries in times of crisis plan programming that creates a sense of normalcy for youth and teens in times of disaster or upheaval.
[REGISTER](#)
- NASA @ My Library STEM Training - Roscommon**
09/11/2018 09:30 AM - 04:30 PM ET
\$25.00
Ralph A. MacMullan Conference Center
Manistee Room
104 Conservation Drive
Roscommon, MI 48653
United States
Public Library staff workshops for NASA @ My Library STEM Training
[REGISTER](#)

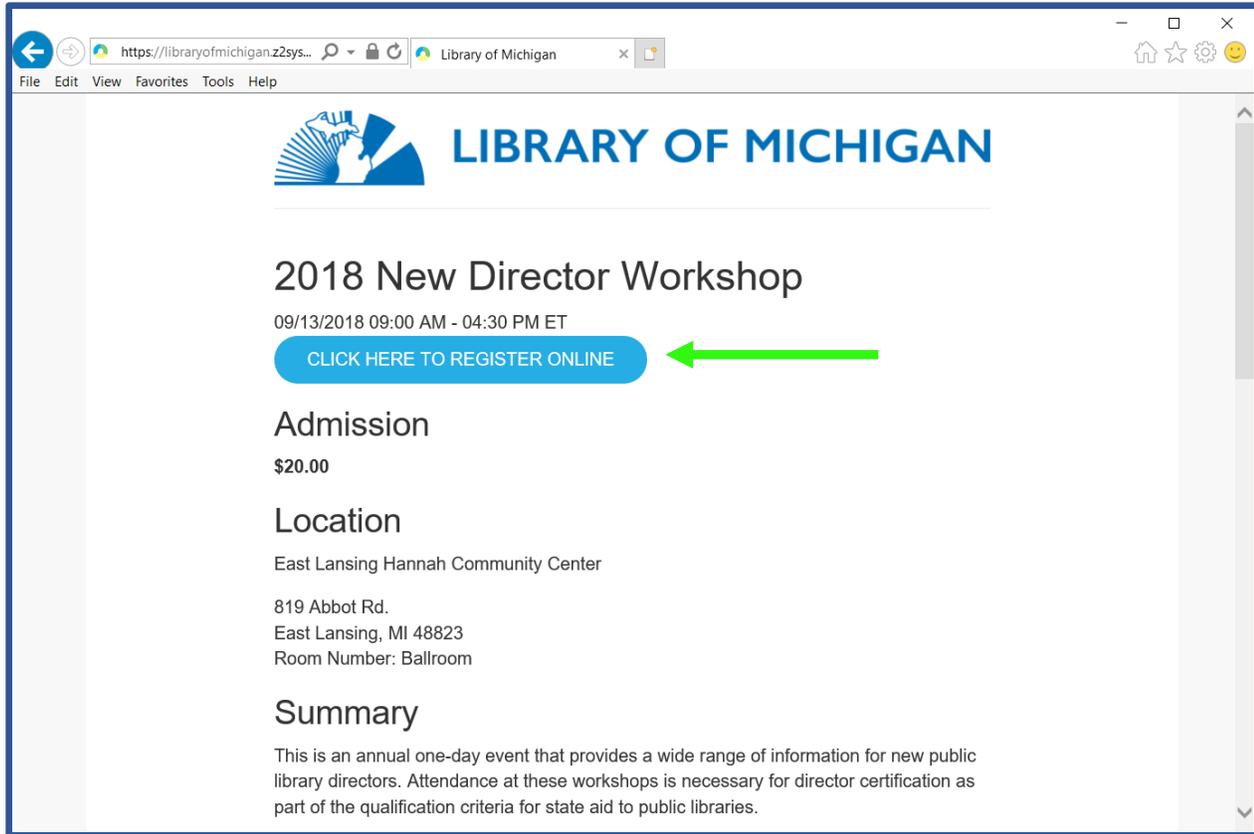
Below you will find links to a list of upcoming events and also a calendar detailing these events. After finding an event you wish to register for, simply click on the name of the workshop OR the blue "REGISTER" button. This will take you to the event page. Alternately, you can go to the calendar of upcoming events, and click on the title of the event, which will also take you to the event page.

List of Upcoming Events:

<https://libraryofmichigan.z2systems.com/np/clients/libraryofmichigan/eventList.jsp>

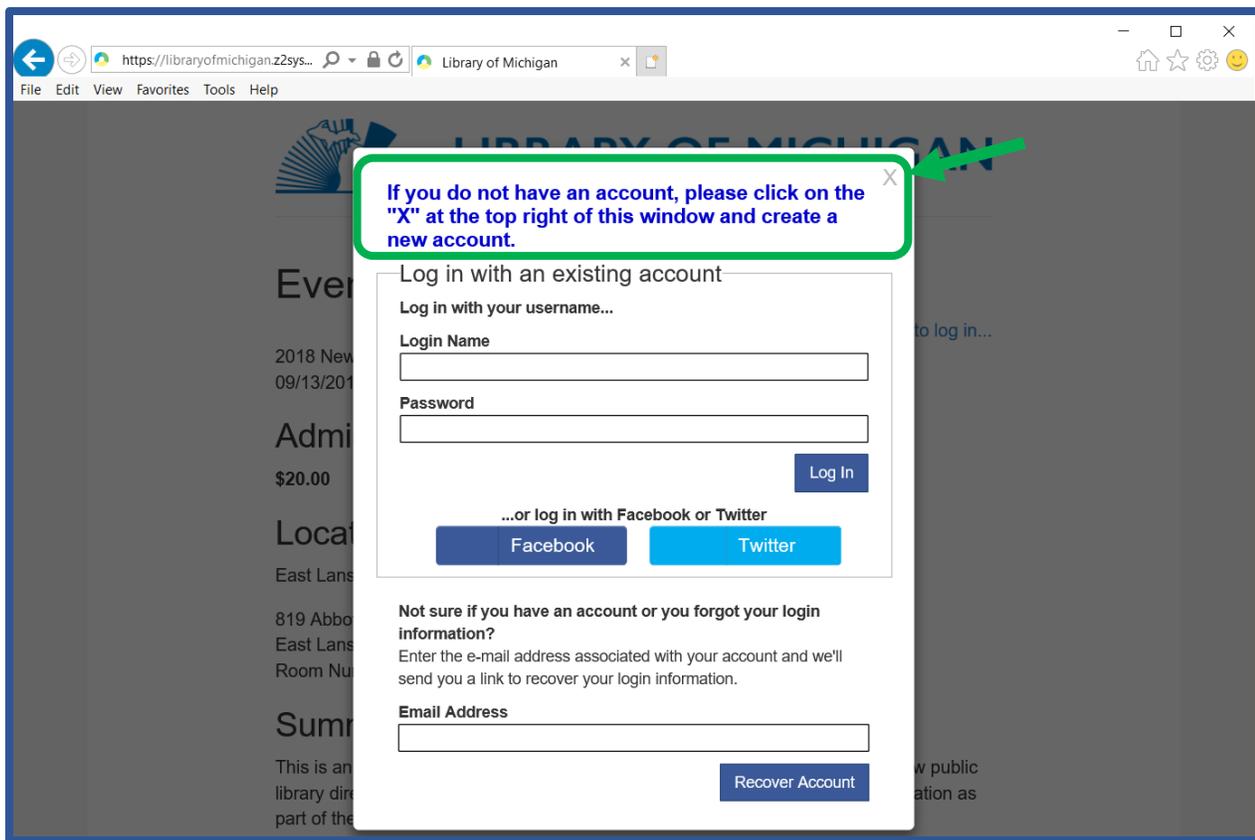
Calendar of Upcoming Events: <https://libraryofmichigan.z2systems.com/eventCalendar.jsp>

Event Registration



The screenshot shows a web browser window with the URL <https://libraryofmichigan.z2sys...> and the page title "Library of Michigan". The main content area features the Library of Michigan logo and the event title "2018 New Director Workshop". Below the title, the date and time are listed as "09/13/2018 09:00 AM - 04:30 PM ET". A prominent blue button with the text "CLICK HERE TO REGISTER ONLINE" is highlighted by a green arrow. The page also includes sections for "Admission" (\$20.00), "Location" (East Lansing Hannah Community Center, 819 Abbot Rd., East Lansing, MI 48823, Room Number: Ballroom), and "Summary" (This is an annual one-day event that provides a wide range of information for new public library directors. Attendance at these workshops is necessary for director certification as part of the qualification criteria for state aid to public libraries).

The event's page lists the admission fee (if applicable), the location of the event and a summary of the event's content. When you have found the event page for your chosen event, click on the blue button which reads, "CLICK HERE TO REGISTER ONLINE".



If you are not signed in to the registration system, a **pop-up window will appear** asking you to sign in. **If you have not already created an account, click on the “X”** in the top right corner of the window.

PLEASE NOTE: If you cannot remember your password, please do not create a new account. Simply enter your email address into the box located at the bottom of the window and click on “Recover Account”. Failure to do so will result in you having multiple accounts which may affect records we keep on what continuing education events you have attended.

After exiting the pop-up window, enter your information in fields provided. Remember to scroll down to the end of the page and enter all requested information. You will be required to review your library affiliation and any dietary restrictions for each event that you register for.

Summary

This is an annual one-day event that provides a wide range of information for new public library directors. Attendance at these workshops is necessary for director certification as part of the qualification criteria for state aid to public libraries.

First Name: *

Last Name: *

Email: *

Day Phone: *

Address: *

City: *

State: *



State: *

Zip: *

 -

Include myself as an attendee:

Please create a login name and password below. Your password must be at least eight characters long, and contain at least one number.

Create a Login Name:

Password:

Retype Password:

If you have a coupon, please enter code here (case sensitive):

CONTINUE

Make sure to fill out the entire form, including the login and password creation. This will allow you to see what event(s) you are registered for and all necessary accompanying information. When logged in, you can also update your account information.

Registering Multiple Attendees

Please provide information about the people who will be attending this event.

Attendee 1

Library/Organizational Affiliation *
Library of Michigan

First Name
Holly

Last Name
GoLightly

Email
lancastrc5@michigan.g

Dietary Restrictions - We will do our best to accommodate dietary restrictions when possible.
Gluten-Free

[+Add Attendee](#)

This event allows up to 10 attendee(s) per registration.

PREVIOUS NEXT

We are extremely happy to announce that the new registration system allows an individual from an institution to register their colleagues all in one go!

Simply click on the “+Add Attendee” link, and you can enter the names, email addresses, dietary restrictions and library/organization affiliation. When you submit your registrations, accounts will automatically be created for each attendee. You can register up to 10 people using this feature.

Please note that all fields are required with the exception of “Dietary Restriction”.

Attendee 1

Library/Organizational Affiliation *
Library of Michigan

First Name
Holly

Last Name
GoLightly

Email
lancastrc5@michigan.g

Dietary Restrictions - We will do our best to accommodate dietary restrictions when possible.
Gluten-Free

Attendee 2 - [Remove](#)

Library/Organizational Affiliation *
Fruitport District Library

First Name
Rusty

Last Name
Trawler

Email
hamlinj2@michigan.gov

Dietary Restrictions - We will do our best to accommodate dietary restrictions when possible.
None

[+Add Attendee](#)

This event allows up to 10 attendee(s) per registration.

PREVIOUS NEXT



LIBRARY OF MICHIGAN

Event Registration Summary

Please review your registration information before proceeding to the payment page.

Event: 2018 New Director Workshop

09/13/2018 09:00 AM - 04:30 PM ET

Attendee	Admission	Amount
Attendee 1: Holly Golightly	Event Admission Fee	\$20.00
	Library/Organizational Affiliation: Library of Michigan Dietary Restrictions - We will do our best to accommodate dietary restrictions when possible.: Gluten-Free	
Attendee 2: Rusty Trawler	Event Admission Fee	\$20.00
	Library/Organizational Affiliation: Fruitport District Library Dietary Restrictions - We will do our best to accommodate dietary restrictions when possible.: Vegan	
Total		\$40.00

[Edit](#)

[REGISTER FOR ANOTHER EVENT](#)

[PREVIOUS](#)

[COMPLETE REGISTRATION](#)



Don't let the "Complete Registration" button fool you, there are still two more steps you must perform before your registration is complete.

After clicking on "Complete Registration," you will be directed to a payment page. Since we do all of our transactions through the Michigan Department of Treasury, payment from within the system is not possible. All registrants will "Pay Later".



LIBRARY OF MICHIGAN

Payment



Payment method:

Pay Later

You will be charged \$40.00.

For registration questions, please contact Mary Anne Smith at 517-373-1580 or smithm99@michigan.gov.

For payment questions, please contact Linda Isaacson at 517-335-5338 or isaacsonl@michigan.gov.

I am not a robot.

[SUBMIT](#)

Make sure that you have the "I am not a robot." checkbox selected and click on "SUBMIT".

LM's Event List in Pay Place



Michigan Department of Education



MICHIGAN.GOV
Michigan's
Official
Web Site

Payment Method

Welcome to the Library of Michigan payment site!

Please complete this form and print it for your records. If you are paying by check/money order, include a copy of this page with payment.

Paying online is quick, easy, secure and available to you 24 hours a day, seven days a week. This application allows you to pay for your State of Michigan Library Workshops using your Visa, MasterCard or Discover credit card. To pay by check, print out your registration confirmation and send with check/money order to: Workshop Registration - MDE, Attn: Chief Cashier, PO Box 30106, Lansing, MI 48909.

For payment questions please contact Linda Isaacson at 517-335-5338; for all other registration questions please contact Mary Anne Smith at 517-373-1580.

NOTE: Registration costs below are for one attendee. Please calculate total payment amount.

* Indicates required field

Your Information

2018 Beginning Workshop - Bellaire, May 16 - 18, 2018: \$140
 New Directors Workshop - East Lansing Hannah Center, September 13, 2018: \$20
 Advanced Directors Workshop - East Lansing Hannah Center, September 14, 2018: \$20
 NASA @ My Library STEM Workshop - Roscommon, September 11, 2018: \$25
 NASA @ My Library STEM Workshop - Marquette, September 13, 2018: \$25
 NASA @ My Library STEM Workshop - Flint, September 19, 2018: \$25
 NASA @ My Library STEM Workshop - Kalamazoo, September 21, 2018: \$25
 NASA @ My Library STEM Workshop - Bloomfield Twp., September 24, 2018: \$25

* Choose one class and date:

* Affiliated Library/Organization/Company:

* Attendee Name (must match conference registration name):

2nd Attendee Name:

3rd Attendee Name:

4th Attendee Name:

5th Attendee Name:

Choose method of payment

Pay by credit card



The Pay Place payment page has not changed. Simply enter your credit card information to pay by card.

If you prefer to pay by check, carefully follow the instructions located in the block of text on the top of this webpage. These instructions are the only part of the head text that is not boldface.