

## Posting a Class Using Chapter Manager

For those using Chapter Manager these are the steps you will want to use to be in compliance with NIGP's centralized registration process to start at the beginning of 2010.

Step 1: Sign in to you Chapter Manager as you normally would to post a class.

ChapterManager™  
ADMINISTRATIVE AREA

Michigan Public Purchasing Officers Association

Control Panel Preview Frontend Logout

### Internet Content Management System

Enter your user name and password:

User Name:

Password:

Login >>

**IMPORTANT:**  
Access to this system is restricted and protected by laws of the United States.  
Any unauthorized use of this system will be vigorously prosecuted.  
The IP addresses of users attempting to access this system are recorded.

Step 2: Select Meetings on your control panel

## Control Panel

- Backend Permissions  
Adds and / or edits backend permissions.
- Board Meeting Minutes  
Publishes and / or deletes copies of minutes from board and other meetings.
- Meetings**  
Adds and / or edits meetings, seminars, etc. and displays them online.
- Members  
Adds new members, edits or deletes existing members, links to payment information.

Step 3: Select schedule a new Meeting

ADMINISTRATIVE AREA

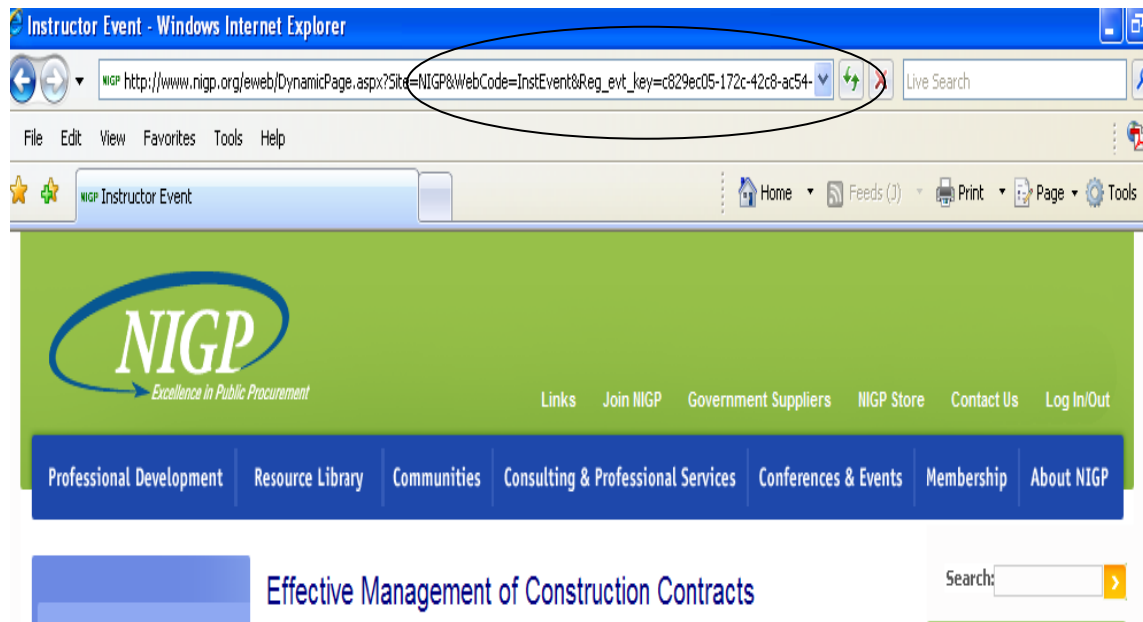
Control Panel Preview Frontend Logout

## Meetings

[Schedule a new meeting.](#)

[View expired meetings.](#)

Step 4: Find your NIGP meeting ID number to enter into Chapter Manger. You obtain the NIGP meeting ID number by going to [www.nigp.org](http://www.nigp.org), select professional development tab, currently scheduled courses. In the search engine, search the class you are entering, select the class. At the top of your internet search engine bar, the web address for the class will come up; this is where you will find your NIGP meeting ID number. The meeting ID is located after the “evt\_key=”



[http://www.nigp.org/eweb/DynamicPage.aspx?Site=NIGP&WebCode=InstEvent&Reg\\_evt\\_key=c829ec05-172c-42c8-ac54-6e8beaf45980](http://www.nigp.org/eweb/DynamicPage.aspx?Site=NIGP&WebCode=InstEvent&Reg_evt_key=c829ec05-172c-42c8-ac54-6e8beaf45980)

Step 5: Enter NIGP meeting ID information into Chapter Manger.

The screenshot shows the "Meetings" page. The "Meeting Information" section is highlighted with a red circle. It contains the following text:

**Meeting Information:**  
NIGP Meeting ID Number:   
ex: XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX  
(include dashes, no spaces)  
This number is required **ONLY** for registrations taken on the NIGP National web site.  
Leave this field blank if **NIGP is not** handling registrations for this meeting.  
Please contact NIGP for the Meeting ID number if you don't have it.  
[ read more about this feature ]

Accept Registrations:  Yes  No

Step 6: Continue with scheduling classes as you have in the past.