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.

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

![Chapter Manager Login](image)

Step 2: Select Meetings on your control panel

![Control Panel](image)

Step 3: Select schedule a new Meeting

![Meetings](image)
Step 4: Find your NIGP meeting ID number to enter into Chapter Manager. To obtain the NIGP meeting ID number, please go to 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=”


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

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