

# The Economic Club of New York

ESTABLISHED 1907

## Member Website Guide

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[econclubny.org](http://econclubny.org)

# The Economic Club of New York

## Website Guide Introduction

As you login to your member profile, please note the recommended browser is **Chrome**.

### New Important features for all members:

#### 1. New Member Login Credentials

You will be prompted to update your password the first time you login. Login with your below Member Number twice to enter the member profile and please take advantage of this opportunity to update your profile information. Updated information will assist the Club in serving you more accurately. For your protection, your member credentials are only being sent to you. You will need to share them with your executive assistant, otherwise they will not have access to your member account.

Member Number: (Uppercase letter, three numbers)

Password: (Lowercase letter, three numbers)

#### 2. Interactive Club Calendar

All confirmed Club events will be added to the *Club Calendar* and will link to the registration page. Members can view details at-a-glance like location, date and time. (*Member Center > Club Calendar > Event > View details*)

#### 3. Your Reservations

You can review which events you are registered for on the *Events* tab- the event will read **Reserved** or **Available**. You can also create a new or add to an existing reservation from this page. Events not yet open for registration are listed as **Unavailable**.

#### 4. Save Your Credit Card Information Option

For the first time, you will be able to save your credit card information upon entering to be used on future purchases with CVV security code each time through a secure, third-party portal.



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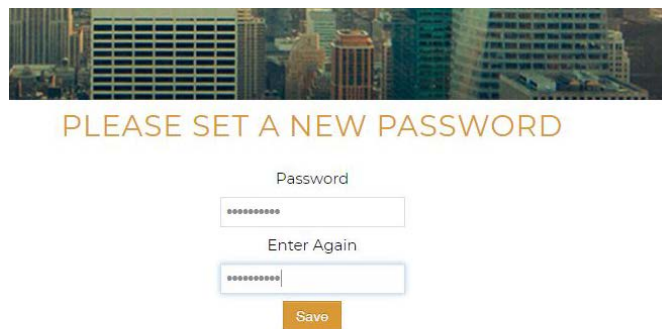
# How to Login

On the ECNY website, the “sign in” option can be found on the top right corner of the browser. New Member credentials were emailed to your email on file. Enter your unique four digit alpha numerical member number as your password to login for the first time.



**Member Number: (Uppercase letter, three numbers)**  
**Password: (Lowercase letter, three numbers)**

**You will be automatically prompted to reset your password to a password of your preference.**



# Verify My Profile

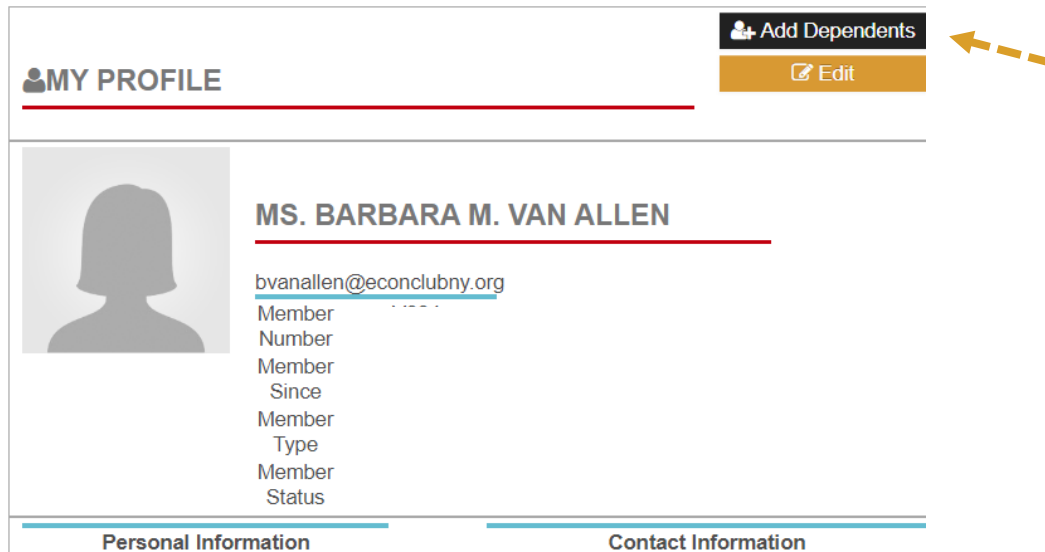
Please verify your information in the *Member Center* to ensure it is up-to-date so that we can communicate effectively. If you do update any information please remember to hit SAVE!

The Member Center tab will allow you access to your:

- transaction history
- events you signed up for
- club calendar
- member directory



Please ignore the add dependents button



Please note that the password section is only required for future password changes.

# How to Register for Events

## Club Calendar or Events Tab

All confirmed ECNY events can be found on the home page's upcoming events section, the announcements section, and the *Club Calendar*.

You can view the event details and register in the *Club Calendar* view or *Events tab*.

Review which events you are registered for on the *Events* tab. The event will read **Reserved** or **Available/Unavailable**. Here you will be redirected to the Member Calendar to create reservation orders.

**Reserved** = you have successfully purchased tickets and have the option of purchasing more

**Available** = event is open for registration without a reservation order

**Unavailable** = event is not yet open for registration

## To register select view details.

Event No / Title / Location Search

Export Print View

Available Future Reserved Wait List Unavailable No Registration Required

Today < >

Day Week Month Upcoming Events

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
			5	6	7	8
			12	13	14	15
			19	20	21	22
			26	27	28	29

Larry Kudlow Luncheon

When: Mon, September 17 11:30am 2:00pm

Calendar: Economic Club of NY

Event Type: Luncheon

Location: 583 Park Avenue

View Details


11:30am Larry Kudlow Lu... 11:30am Rajeev Misra Lun...

# How to Register for Events

## For Personal Registration

Select **Self** and your name will auto populate in the field below.

### Event Details



September 17, 2018  
11:30 AM  
583 Park Avenue

Lawrence A. Kudlow serves as Assistant to the President for Economic Policy and Director of the National Economic Council. He leads the coordination of President Donald J. Trump's domestic and global economic policy agenda.

During President Trump's campaign, Mr. Kudlow served as a tax and economic advisor.

Prior to the White House, Mr. Kudlow was a CNBC Senior Contributor and host of CNBC's primetime show "The Kudlow Report." He also served as chief economist and senior managing director of Bear Stearns & Company.

**BOOK FOR**  
 SELF  
 GUEST(S)

#	MEMBER	TYPE	GUEST NAME	ITEMS	TOTAL
1	Van Allen, Barbara M. - V004	Adult		LUNCHEON TICKET (1) - \$ 150.00	\$ 150.00

+ ADD COMMENTS

TOTAL RESERVATION CHARGES: \$ 150.00

NEXT

## To Add Another RSVP

- If you are not personally attending and/or already purchased a Member ticket > uncheck self.
- Select the guest/or the plus button per additional guest and/or ECNY member attending.
- Now you can add additional members and guests under your reservation.
- If applicable type the names of guests in the guest name field.

As you add or remove potential rsvps the total reservation charge will reflect the number of tickets.

**BOOK FOR**  
 SELF  
 GUEST(S)  
PARTY OF

#	MEMBER
1	Account, Test - T0100
2	<input checked="" type="checkbox"/> Van Allen, Barbara M. - V004
3	<input checked="" type="checkbox"/> Account, Test - T0100 - Guest

+ ADD COMMENTS

# How to Register for Events

Select Next > optional reservation questions will appear select close > you will be directed to the transaction page.

BOOK FOR  
 SELF  
 GUEST(S)

#	MEMBER	TYPE	GUEST NAME	ITEMS	TOTAL
1	<input type="text" value="Van Allen, Barbara M. - V004"/>	Adult	<input type="text"/>	LUNCHEON TICKET (1) - \$ 150.00	\$ 150.00

+ ADD COMMENTS

TOTAL RESERVATION CHARGES: \$ 150.00

**NEXT**

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### Event Details

**RESERVATION (QUESTIONS)**

ARE THERE ANY QUESTIONS YOU WOULD LIKE TO ASK THE SPEAKER?

DO YOU HAVE ANY DIETARY RESTRICTIONS?

PREVIOUS FINISH CLOSE

After this step, you will receive an Event Confirmation email from [info@econclubny.org](mailto:info@econclubny.org) with a link to your invoice and event details such as:

- Speaker
- Event location
- Event date
- Number of tickets ordered
- Option to save to your Outlook calendar



# PAYMENT

After hitting Next, the transaction screen will list all **open (unpaid) invoices** > uncheck the top box and select the invoices you wish to pay > enter payment amount.

If you would like to **bill this reservation to your account** – select it > enter payment amount > hit proceed to checkout.

Payment options include:

- Credit card
- Pay Later
- Check

## TRANSACTIONS

Unpaid Transactions							
<input checked="" type="checkbox"/>	Date	Transaction #	Description	Amount	Paid Amount	Amount Due	Payment Amount
<input checked="" type="checkbox"/>	08/21/2018	60	Event # 1 - Robert Kaplan Breakfast	\$125.00	\$0.00	\$125.00	<input type="text" value="125.00"/>
<b>Total (Member Charge)</b> \$125.00							
							<a href="#">Proceed to Checkout »</a>



# CHECKOUT

To pay by credit card > select create new credit card

Stored cards will require CVV security code entry

**OR**

To charge to your ECNY account select > Pay Later (the green box below will appear to print your invoice)

*Please be sure to include invoice number on checks submitted to the ECNY Lockbox to ensure proper processing.*

✔ Thank you for your order. Please click [here](#) to view or print your invoice.

Once the payment is successful you will receive a confirmation email with a link to your invoice or receipt.

Pay Later

## CHECKOUT

Payment Summary - Your Account as of : 08/22/2018

Pay Now

Edit Payment Amount

Receivable Type	Last Statement Date	Last Statement Balance Due	Recent Payments	Last Payment Date	Current Amount Due	Payment Amount
Member Charge	11/20/2015	\$0.00	(\$168.00)	08/14/2018	\$5,764.00	125.00

Total Payment Amount \$125.00

Include scheduled payments

Please select Payment Option

Create new Credit Card

Card Type:\*

Card Number:\*

Expiration Date:\*  
Month:   
Year:

Security Code:

Card Holder Name:\*

Billing Address:\*   
[\(Use Address on File\)](#)

Billing Address (continued):

Country:\*

City:\*

State:

Zip Code:\*

Save Billing Information?

Use for Recurring Payment

Pay Now

Once credit card payment information is entered > pay now.

If payment is successful you will be redirected to the completed transactions page to print your paid invoice for your records.

