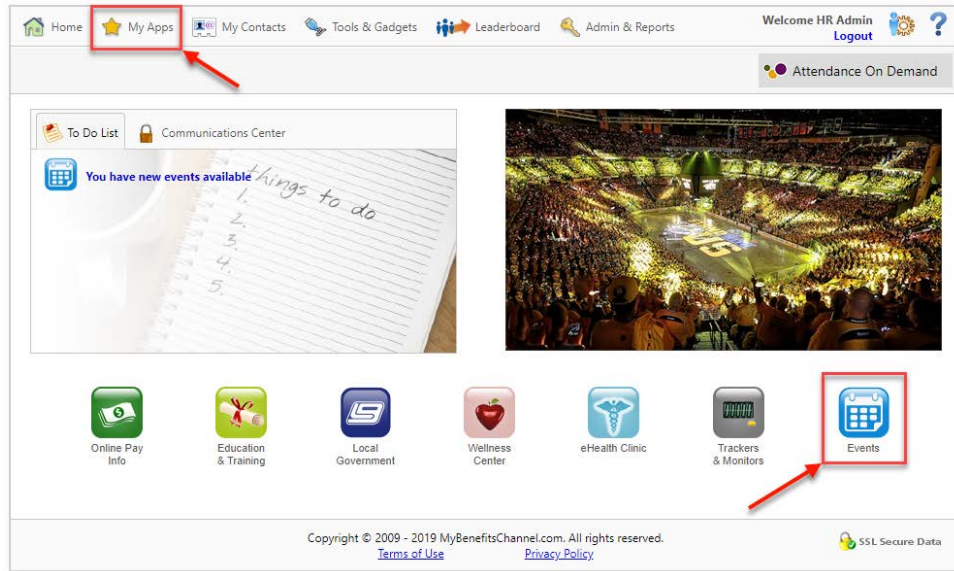


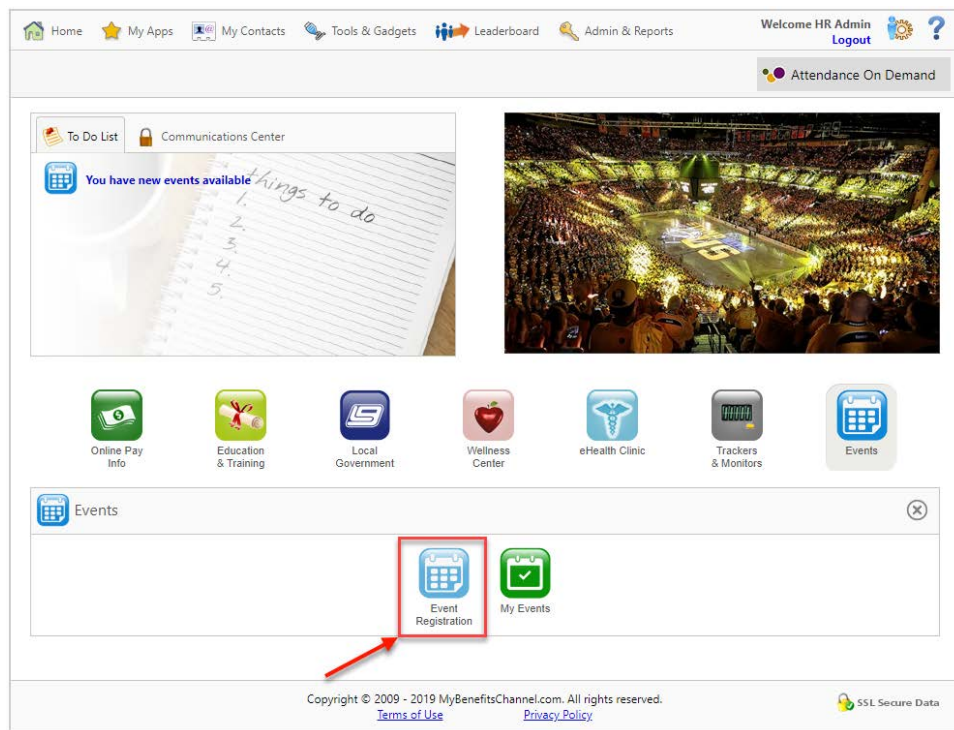
MyBenefitsChannel – Register for an Event

Below are steps for a user to register for an event they have been assigned or given the ability to attend in MyBenefitsChannel:

- Access MyBenefitsChannel via <https://www.mybenefitschannel.com/>

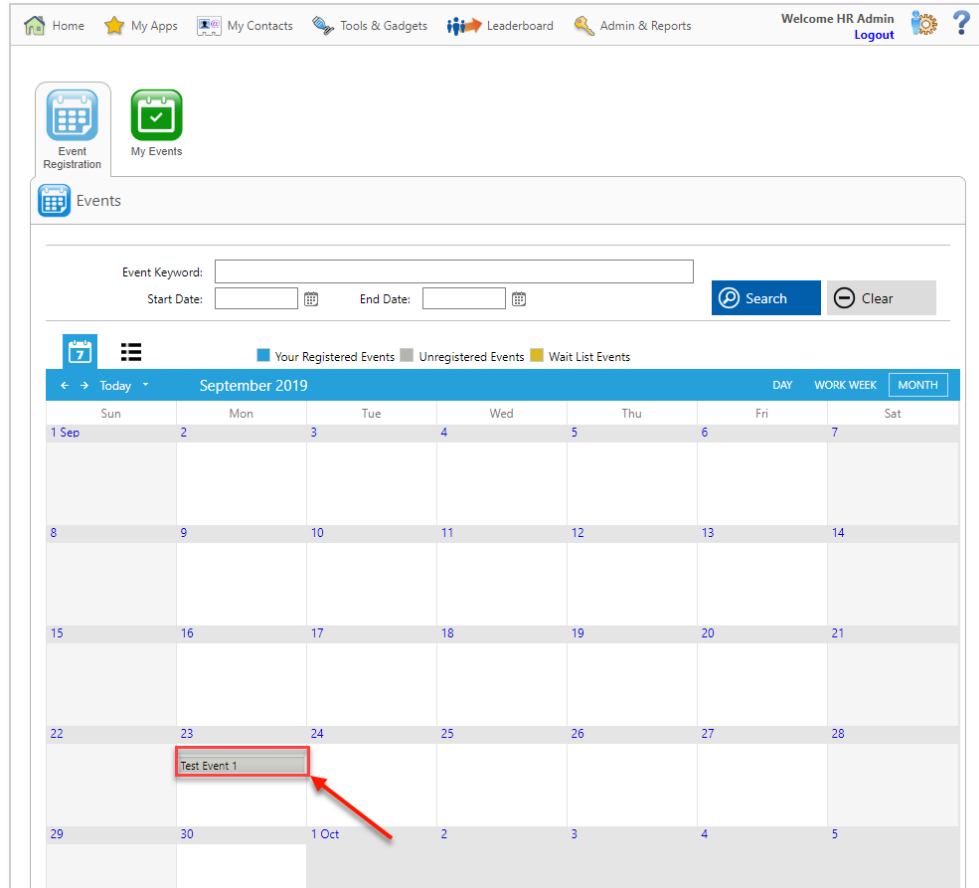


- Access the “Events” application on the home page main screen or via the My Apps button at the top of the page



- Click the “Event Registration” icon

MyBenefitsChannel – Register for an Event



Home My Apps My Contacts Tools & Gadgets Leaderboard Admin & Reports Welcome HR Admin Logout ?

Event Registration My Events

Events

Event Keyword:

Start Date: End Date:

Search Clear

Your Registered Events Unregistered Events Wait List Events

September 2019 DAY WORK WEEK MONTH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Sep	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Test Event 1	24	25	26	27	28
29	30	1 Oct	2	3	4	5

- Using the events calendar screen, locate the event you wish to register for:
 - Search using a keyword(s)
 - Search via a date range
 - Navigate using the calendar application
- Click on the event to view details/registration page

MyBenefitsChannel – Register for an Event

EVENT INFORMATION ✕

[Export to Calendar](#)

Group: DEMO - Eric's Demo Group
Event: Test Event 1
Contact: Eric Murphy eric.murphy@mybenefitschannel.com 18004355023

Event Begins: 09/23/2019 12:00 PM CT	Credits: 1
Event Ends: 09/23/2019 01:00 PM CT	Course Fee: \$ 5.00
Event Location: Training Lab	Minimum Attendees: 1
Registration Begins: 09/23/2019 12:00 AM CT	Seating Limit: 25
Registration Ends: 09/23/2019 12:00 AM CT	Attendees Registered: 1
Presenter: Bob Presenter	Category: Annual Training

Prerequisites | Description | Presenter Bio | Notes

N/A

Register Close

- Review the event details
- Click the “Register” button

MyBenefitsChannel – Register for an Event

The screenshot shows the MyBenefitsChannel interface. At the top, there are navigation links: Home, My Apps, My Contacts, Tools & Gadgets, Leaderboard, and Admin & Reports. A user is logged in as 'HR Admin' with a 'Logout' link. Below the navigation, there are icons for 'Event Registration' and 'My Events'. The main section is titled 'Events' and contains a search bar with fields for 'Event Keyword', 'Start Date', and 'End Date', along with 'Search' and 'Clear' buttons. Below the search bar, there are tabs for 'Your Registered Events' (blue), 'Unregistered Events' (grey), and 'Wait List Events' (yellow). The calendar view is set to 'September 2019' and shows a grid of dates. A red box highlights the date '24' (September 24th) with the text 'Test Event 1' below it. A red arrow points to the date '24'.

- The Event will turn blue on your calendar view confirming that you have successfully registered

Having trouble?

For help:

Call 1-800-435-5023, option 2

OR

Email us at support@mybenefitschannel.com

Support is available Mon – Fri between the hours of 8:30 AM and 5:00 PM Central Time.