

Account & Registration Reference Guide

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- **TIP:** Review and verify your CSW account profile, including email address, prior to registration to ensure current and accurate information.

- **TIP:** Please utilize your direct **Clinic/Business Domain Email Address** whenever possible.

- **HELP:** Please contact one of these phone numbers if assistance is needed:

Technical Support: 877-602-9877

Technical Support: cswchirosupport@ce21.com

General Support: 608-609-6383

General Support: info@cschwiro.org

SECTION I: Account Login

Attendees should first **LOGIN** to their CSW account to ensure appropriate pricing is available in relation to their membership status (i.e., **Member pricing vs. Non-Member pricing**).

***NOTE:** Anyone desiring to purchase a course or attend a class or event will need to have their own individual CSW account. If you do not have an account, please create one, or you will be asked to create one at registration.

A. Member

- “**Member Price**” will appear when registering for an Event/Class for all members who are active and current with their membership dues.

B. Staff (Non-DC) Member *

- Staff (Non-DC) receive member pricing through their clinic doctor’s paid membership; however, to ensure “**Member Price**” appears when registering for an Event/Class, please be sure to FIRST enroll in the “**Staff Membership**” via the website (www.cswchiro.org) website via the “**JOIN**” button.
 - Submit the required information for approval in which the CSW will also ensure the staff person is properly connected with the doctor’s membership.
 - After “approval” from CSW is received, you may proceed in registering and “**Member Price**” will then appear.

Staff & Other Memberships

	Staff Membership (CA/CT/CRT)	\$0.00	Join »
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Staff must join in order to receive "Member Pricing" when registering for Events and Courses. Staff Membership is free as part of your Doctor's active membership (below).

C. Non-Member

- Non-members will have the option to “**JOIN**” as a member from the registration page to receive “**Member Price.**”

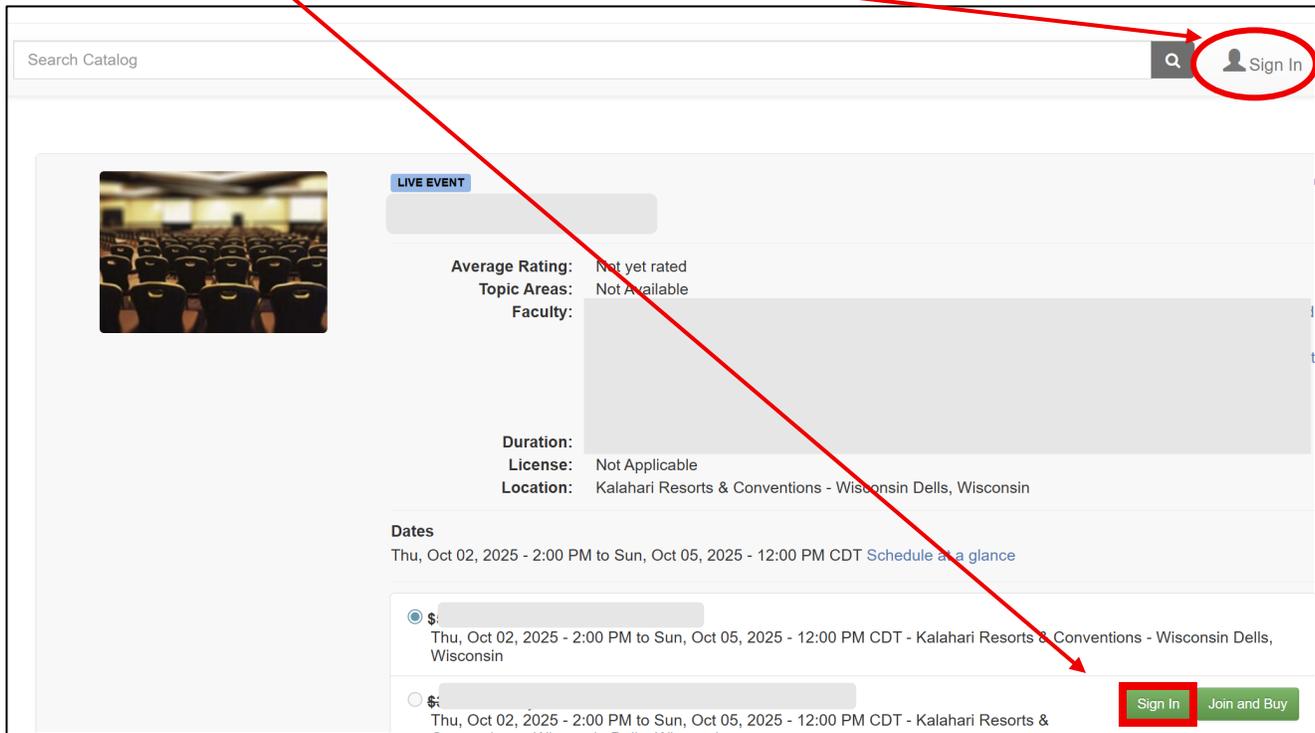
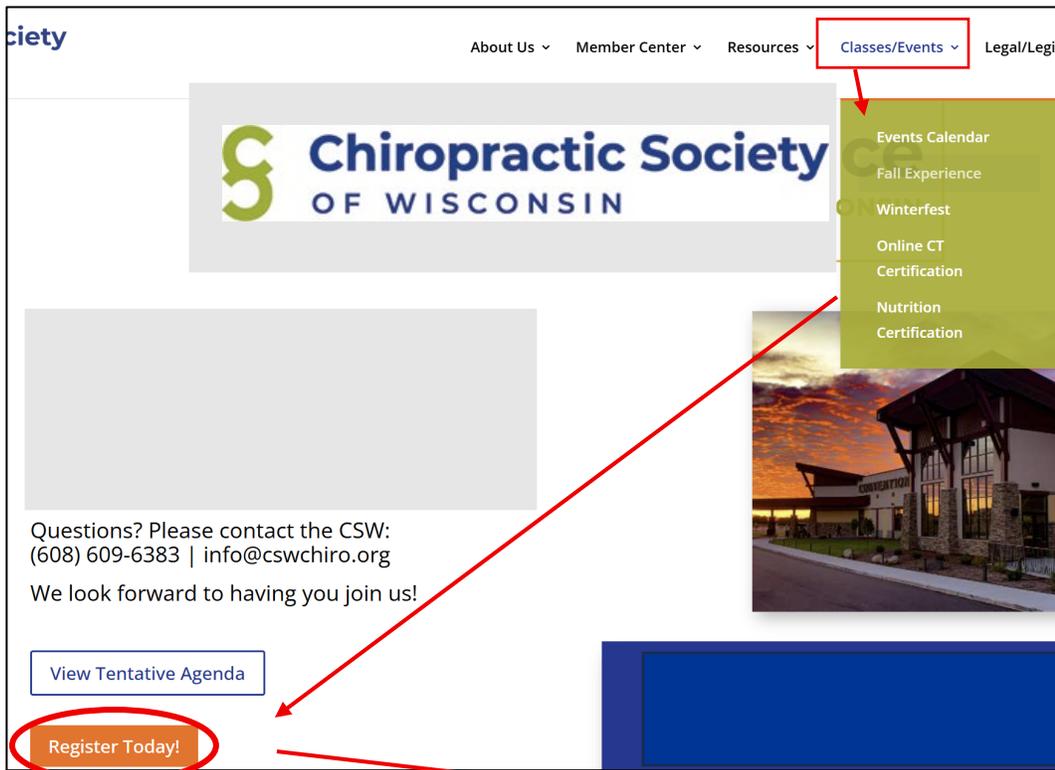
SECTION II: ACCESSING EVENT REGISTRATION

See the two options below to LOGIN and access the **Classes/Events** registration page.

- **OPTION 1:** Access from your **My Account** profile (once logged in).

The screenshot displays the Chiropractic Society of Wisconsin website interface. At the top, the navigation menu includes 'About Us', 'Member Center', 'Resources', 'Classes/Events', 'Legal/Legislative', and 'Chiro'. A red box highlights the 'Classes/Events' dropdown menu, which is open and shows options: 'Events Calendar', 'Fall Experience', 'WinterFest', 'Online CT', 'Certification', and 'Contact Us'. Below the navigation, there is a search bar with 'Search Catalog' and a 'Media Types' dropdown. A red box highlights the 'Media Types' dropdown. In the center, there is a '-OR-' separator between 'My Account' and 'Company Portal'. A red box highlights 'My Account'. Below this, a user profile is shown with a penguin avatar and various account management buttons: 'Edit Profile', 'Change Email', 'Change Password', 'Edit Addresses', 'Sign Out', and 'Get the CE21 Mobile™ App'. At the bottom, there are tabs for 'My List', 'All Transactions', 'Donations', 'Membership', and 'Communications'. A search bar is also present with 'Search Group', 'Show All', 'Search', and 'Clear Search' buttons. The page content shows a section for 'Membership including Staff'.

- **OPTION 2:** Access from the **Classes/Events** from CSW website Menu bar.



SECTION III: PRICE SELECTION (Member vs. Non-Member)

- Select appropriate Price applicable for the individual registering and attending the event.

NOTE: *If you are not attending but registering for someone else, please select the appropriate pricing category for the person who will be attending (e.g., primary doctor).*

- Click **Add to Cart** to proceed to the “Agenda” and begin completing the Registration (Section IV).

LIVE EVENT

Average Rating: Not yet rated
Topic Areas: Not Available
Faculty: [Redacted]

Duration: 70 Hours
License: Not Applicable
Location: Kalahari Resorts & Conventions - Wisconsin Dells - Baraboo, Wisconsin

Dates
Thu, Oct 02, 2025 - 2:00 PM to Sun, Oct 05, 2025 - 12:00 PM CDT [Schedule at a glance](#)

\$: [Redacted]
Thu, Oct 02, 2025 - 2:00 PM to Sun, Oct 05, 2025 - 12:00 PM CDT - Kalahari Resorts & Conventions - Wisconsin Dells - Baraboo, Wisconsin

\$: [Redacted]
Thu, Oct 02, 2025 - 2:00 PM to Sun, Oct 05, 2025 - 12:00 PM CDT - Kalahari Resorts & Conventions - Wisconsin Dells - Baraboo, Wisconsin

\$: [Redacted]
Thu, Oct 02, 2025 - 2:00 PM to Sun, Oct 05, 2025 - 12:00 PM CDT - Kalahari Resorts & Conventions - Wisconsin Dells - Baraboo, Wisconsin

\$: [Redacted]
Thu, Oct 02, 2025 - 2:00 PM to Sun, Oct 05, 2025 - 12:00 PM CDT - Kalahari Resorts & Conventions - Wisconsin Dells - Baraboo, Wisconsin

Save for Later **Add to Cart »**

SECTION IV: AGENDA REGISTRATION FORM

From the **Agenda**, complete the Registration form by completing the requested information and selecting Sessions, Activities, Meals, Tickets, etc. as applicable.

 **Agenda**

Day 1



Chiropractic Society
OF WISCONSIN

We Are Excited For You To Be Joining Us!

*

Day 2

FRIDAY: Welcome & Registration & Coffee with Vendors (7:00 am - 8:00 am)

KEYNOTE:
(CE)
Date/Time:
Speaker(s):

FRIDAY: WORKING LUNCH (12:20 pm - 1:30 pm)

Lunch Ticket
+ **Detail:** Select YES for one Registered Attendee lunch ticket (included in registration) Select NO if not attending lunch.

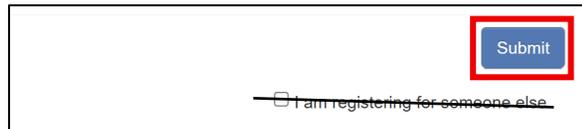
Guest Lunch Ticket?
+ **Detail:** Select YES if additional Lunch Ticket(s) is needed for Guest(s). Select NO if no additional lunch tickets needed.

FRIDAY: BREAKOUT SESSIONS (2:00 pm - 3:00 pm)

SECTION V: FINALIZING REGISTRATION & PAYMENT

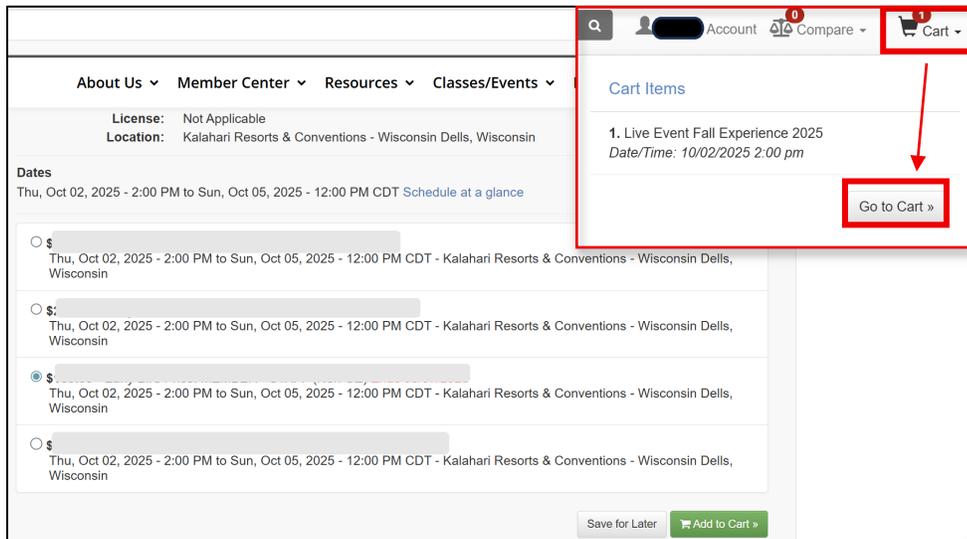
A. To Register & Pay for Yourself ONLY

- Once finished completing the Registration form (Section IV above), click **Submit** at the bottom of the page, which will add the selected items to your **Shopping Cart** for checkout and payment thereafter.



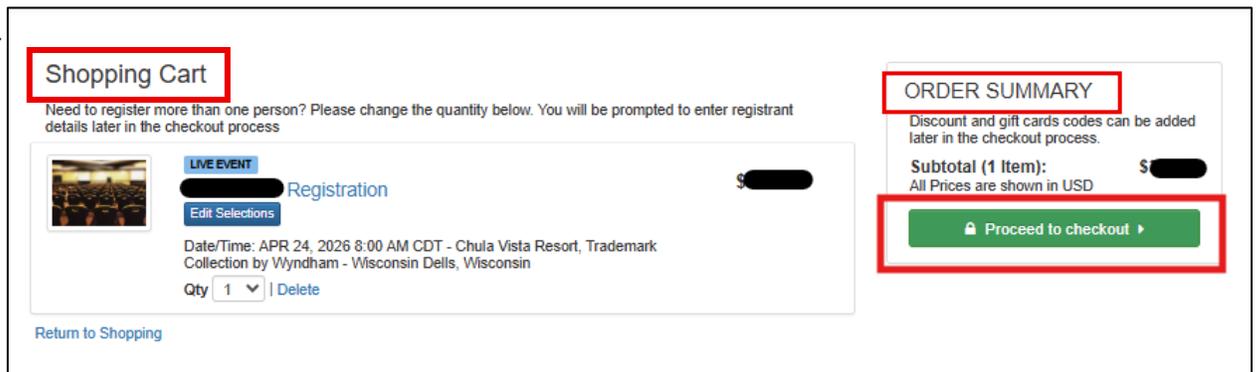
- Go to your **Shopping Cart** to complete registration and provide payment.

Step A1



- Review your **Shopping Cart** and **Order Summary** information (Click "Edit Selections" to change your session selections if applicable.)
- Click **Proceed to Checkout**.

Step A2



- Enter your **Personal Information** as the attendee, then click **Continue**.

Step A3

1 Personal Info 2 Registrant Confirmation 3 Review & Payment

Personal Information
Not [redacted]? [Click Here](#)

* First name [redacted] * Last name [redacted]

* Email [redacted]

Mobile Phone [redacted] Office Phone [redacted]

Choose Address

25 West Main Street, floor 5, Madison, Wisconsin 53703-3399, United States (Default) Verified [Edit](#)
Address
[+ Add a new address](#)

If you are purchasing for someone other than yourself, you will be able to assign registrants later in the checkout process.

ORDER SUMMARY
Items (1): \$ [redacted]
Additional discounts: \$ [redacted]
Subtotal: \$ [redacted]

Order Total: \$ [redacted]
All Prices are shown in USD

Discount Code [redacted] [Apply](#)

Continue ▶

- Confirm **Registrant information** and click **Continue**.

Step A4

Personal Info 2 Registrant Confirmation 3 Review & Payment

Registrant Confirmation
Need to register more than one person? Please change the quantity below.

 **LIVE EVENT**
[redacted]
Date/Time: 10/02/2025 2:00 PM CDT
Qty 1 ▼

Registrant Email [redacted] First Name [redacted] Last Name [redacted]

I am registering for someone else

[+ Add another registration](#)

ORDER SUMMARY
Items (1): \$ [redacted]
Additional discounts: \$ [redacted]
Subtotal: \$ [redacted]

Order Total: \$ [redacted]
All Prices are shown in USD

Discount Code [redacted] [Apply](#)

Continue ▶

- Review the ORDERY SUMMARY and complete the **Payment** fields.
- Click **Place Order** when complete.

Step A5

Personal Info

Registrant Confirmation

3

Review & Payment

Item	Qty	Total
 <p>LIVE EVENT</p> <p>Edit Selections</p> <p>Registrant: [REDACTED]</p> <p>Date/Time: OCT 02, 2025 2:00 PM CDT</p>	1	\$ [REDACTED]

Gift Card

Enter gift card code here Apply

Is this a personal purchase? [?](#)

ORDER SUMMARY

Items (1): \$ [REDACTED]

Additional discounts: \$ [REDACTED]

Subtotal: \$ [REDACTED]

Order Total: \$ [REDACTED]

All Prices are shown in USD

Discount Code Apply

Place Order

Confirm Cart and add Payment Information (below)

I am paying with a Credit Card

* Credit Card Type

--Select Card Type--

* Credit Card Number

[REDACTED]

* Expiration Date

1- January

2025

* CVV

[REDACTED]

* Name On Card

[REDACTED]

Billing Information

Billing Full Name

[REDACTED]

Billing Address

25 West Main Street, floor 5, Madison, Wisconsin 53703-3399, United States (Default) Verified

[Edit Address](#)

[+ Add a new address](#)

I am paying by company check

I am paying by personal check

If you would like a copy of your receipt sent to another email, enter it here.
Additional Receipt Email

[REDACTED]

B. To Register & Pay for Yourself -AND- Another Person(s)

- Once finished completing the Registration form (Section IV above), click **Submit** and complete Steps A1-A3 above.
- Next select **QTY** for the number of additional registrations and enter their **Email** addresses and **Names** (Step B4).

Step B4

If the additional Registrant(s) have a CSW account, it will be noted and they will receive additional information once payment has been completed.

(3) Registrant Email
 [Redacted]
 Confirm Email
 [Redacted]

If the additional Registrant(s) *does not* have a CSW account, the system will send a notification to them to complete setting up their account.

No account found. Complete their details to create an account; instructions will be emailed after purchase.

+ Add another registration

- Review and confirm the information is correct and click **CONTINUE**, which will bring up another Agenda to make Session selections for the other Registrant(s).

Step B5

1 Personal Info **2** Registrant Confirmation 3 Review & Payment

Registrant Confirmation
 Need to register more than one person? Please change the quantity below.

LIVE EVENT
 [Redacted]
 Date/Time: 10/02/2025 2:00 PM CDT
 Qty 2

(1) Registrant Email [Redacted] First Name [Redacted] Last Name [Redacted]
 I am registering for someone else

(2) Registrant Email [Redacted] First Name [Redacted] Last Name [Redacted] ✓ ⊗

[Redacted] - Early Bird Price: MEMBER - CT/CRT [Redacted]
 [Redacted] - Early Bird Price: MEMBER - STAFF (Non-CE) [Redacted]
 [Redacted] - Early Bird Price: MEMBER - DC (Non-CE) [Redacted]

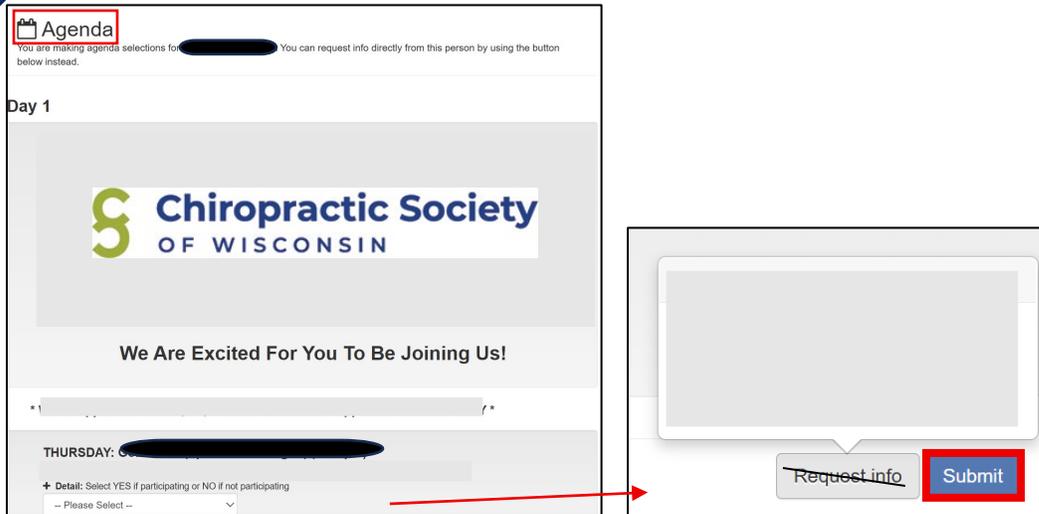
✓ Account found - Access instructions will be emailed to the registrant after the purchase has been completed.

+ Add another registration

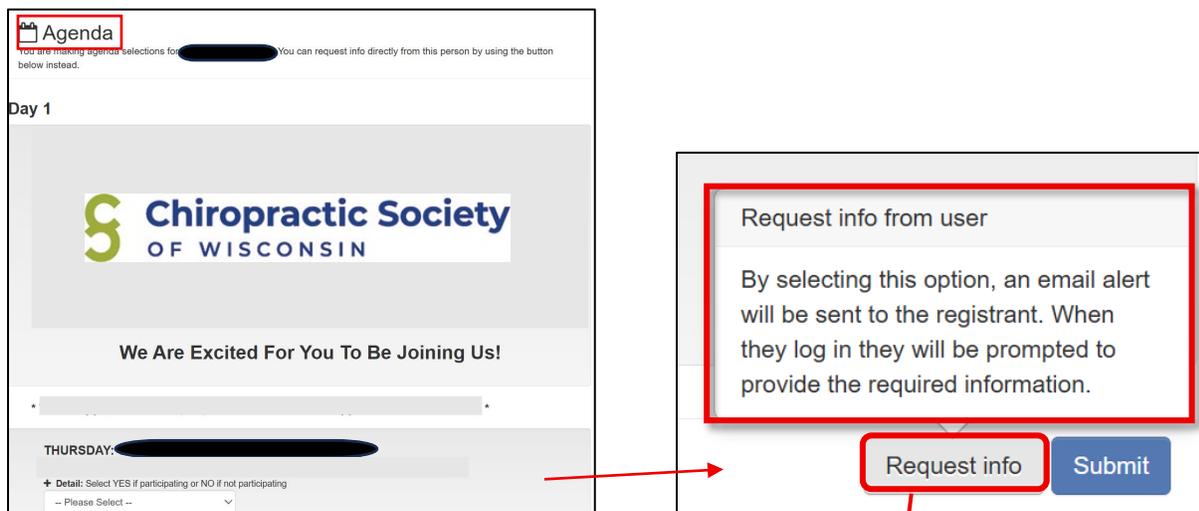
ORDER SUMMARY
 Your total will be displayed in the next step of the shopping cart.
 Continue ▶

- If you **know** which Sessions, Activities, Meals, Tickets, etc. the additional Registrant(s) desires please make those selections and click **SUBMIT**.

Step B6



- If you **do NOT know** which Sessions, Activities, Meals, Tickets, etc. to select for the Registrant, click “**Request Info**” and they will receive notification to complete their own selections.



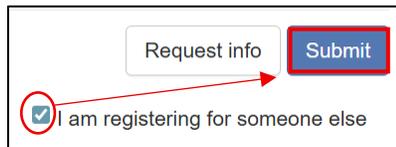
When “Requesting Info,” this message will appear stating the other Registrant will receive an email with instructions to complete their Session selections, which you will be able to pay for upon checkout. However, if the Registrant selects an item(s) with additional costs the Registrant will need to pay separately at the end of their selection process.

cswchiro.ce21.com says
 You are purchasing multiple quantities of 1 or more items in your cart. Upon completing your purchase, an email confirmation will be sent to the additional registrant(s) on how to access their account and seminar(s).
 OK

- Review the ORDERY SUMMARY and complete the **Payment** fields (see Step A5 above).
- Click **Place Order** when complete.

C. To Register & Pay for Another Person and/or Others (excluding yourself)

- Once finished completing the Registration form for the primary Registrant (Section IV above), click “**I am registering for someone else**” and then click **Submit** at the bottom of the page and complete Steps A1-A3 above.



- Next, select **QTY** for the number of additional registrations and enter their **Email** addresses and **Names** (Step B4 above).
- Next, complete Steps B5-B6 above to complete the process and purchase.