

# Midwest AMCP 2024 Days of Education Sponsorship Instructions

## Sign up for your Sponsorship (please see instructions below)

Note - you must complete your sponsorship reservation before you can register and use your comp(s).

There are lots of ways to support the Midwest AMCP Day of Education! Sponsors are for each location - sponsor both locations and receive a 50% discount off the second sponsorship!

Questions, contact [midwest@amcp.org](mailto:midwest@amcp.org).

Ready to commit? **Sign up for Your Sponsorship** Once you have purchased your sponsorship, a link to register and your comp code will be on the receipt.

Sponsorship Benefit	Platinum Sponsor: \$4,000	Gold Sponsor: \$2,000	Silver Sponsor: \$1,000
Registrations included per event	2	1	1
Logo displayed on Midwest AMCP website and event signs	✓	✓	✓
Sponsor advertisement or logo on screens during event breaks	✓	✓	-
<b>One seat</b> at pre-event Board/Speaker dinner	✓	-	-
<b>One attendee</b> to a Midwest AMCP Board meeting to provide a brief company presentation after the event	✓	-	-
Display table outside the event, <b>one seat</b> at a sponsor table near stage at event, and a brief company mention during the event	✓	-	-

## Sign up for your Sponsorship

Instructions:

1. [Click here](#) to sign up.



2. You will be asked to login.

3. You will be taken to the sponsorship catalog. Please make your selection.

4. Click on the shopping cart icon in the upper right corner to check out and pay. If you are paying by check, choose the "Invoice me" option. If you don't have an internal customer reference number, enter "midwest".

5. You will receive an email with a link and code to register your comp registration(s). You can register yourself or pass the code to another individual(s) within your company.

Note: If you need your invoice later, you may find it in the "Orders & Receipts" section of **your profile**.

1. Sponsorship link: Click the link shown above from the registration site or here:
  - a. <https://members.amcp.org/s/lt-event?id=a1mQr000002ESmaIAG#/Sponsorship>

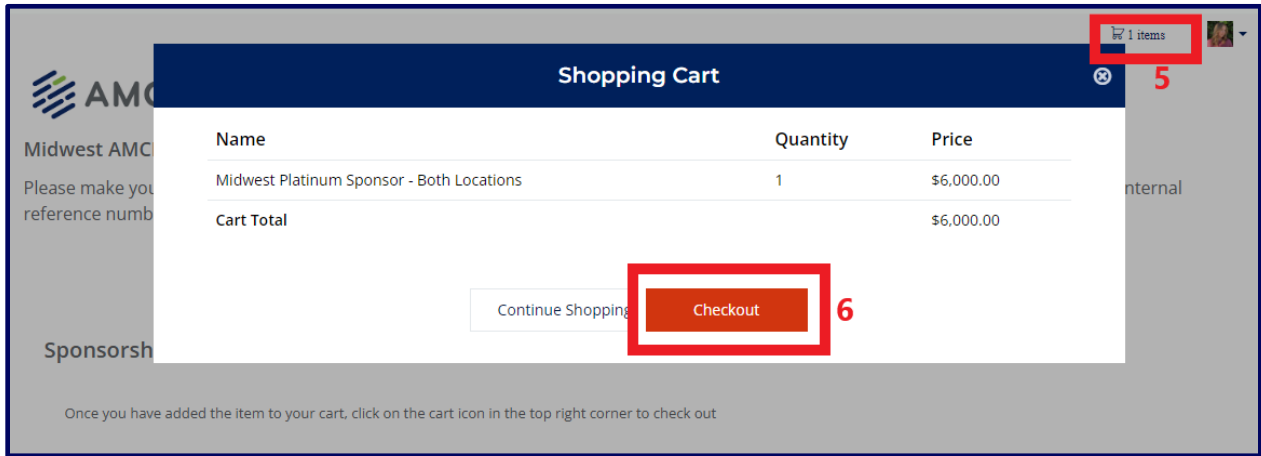
The screenshot shows the AMCP website's sponsorship selection page. At the top left is the AMCP logo. Below it is the heading "Midwest AMCP Sponsorship" and a paragraph of instructions: "Please make your selection below and hit the shopping cart in the upper right corner to check out. During checkout, if you don't have an internal reference number, please enter Midwest. Codes will be sent to you for your comp registration(s) by email." Below this is the "Sponsorship Levels" section with a sub-instruction: "Once you have added the item to your cart, click on the cart icon in the top right corner to check out".

The main content is a table of sponsorship options. The table has columns for "Select", "Item", "Item Price", "Quantity", and "Total". There are nine rows of options, each with a radio button, the AMCP logo, the item name, and its price and quantity. A red box labeled "2" highlights the radio button for the "Midwest Platinum Sponsor - Both Locations" option. A modal dialog box is overlaid on the table, containing a green checkmark icon, the text "Please Wait!", and "Your cart is being updated...". A red box labeled "4" highlights the "OK" button in the modal. At the bottom of the page, a red box labeled "3" highlights the "Add To Cart" button.

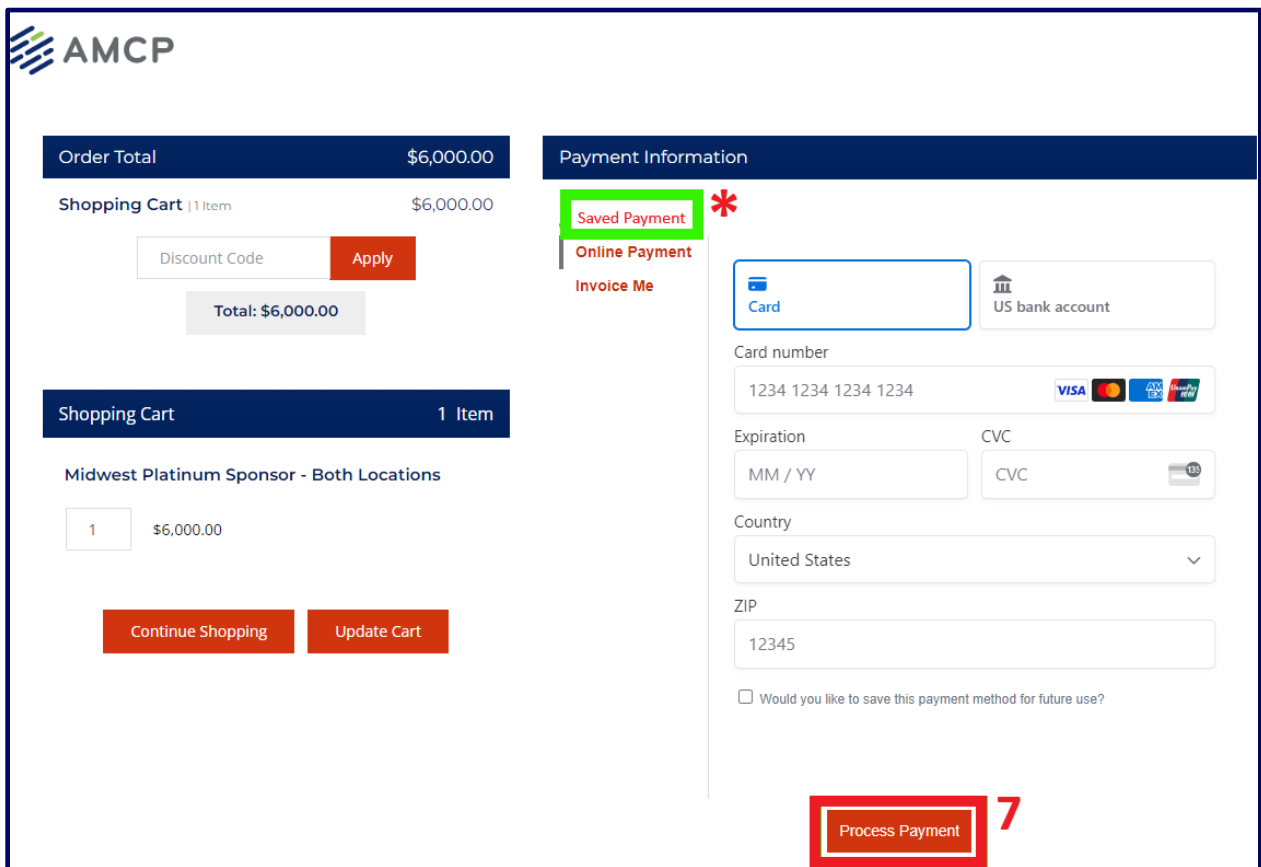
Select	Item	Item Price	Quantity	Total
<input type="radio"/>	<b>Midwest Gold Sponsor - Both Locations</b> Midwest Gold Sponsor - Both Locations	\$3,000.00	1	\$3,000.00
<input type="radio"/>	<b>Midwest Gold Sponsor - Chicago</b> Midwest Gold Sponsor - Chicago	\$2,000.00	1	\$2,000.00
<input type="radio"/>	<b>Midwest Gold Sponsor - Detroit</b> Midwest Gold Sponsor - Detroit	\$2,000.00	1	\$2,000.00
<input checked="" type="radio"/>	<b>Midwest Platinum Sponsor - Both Locations</b> Midwest Platinum Sponsor - Both Locations	\$6,000.00	1	\$6,000.00
<input type="radio"/>	<b>Midwest Platinum Sponsor - Chicago</b> Midwest Platinum Sponsor - Chicago	\$4,000.00	1	\$4,000.00
<input type="radio"/>	<b>Midwest Platinum Sponsor - Detroit</b> Midwest Platinum Sponsor - Detroit	\$4,000.00	1	\$4,000.00
<input type="radio"/>	<b>Midwest Silver Sponsor - Both</b> Midwest Silver Sponsor - Both	\$1,500.00	1	\$1,500.00
<input type="radio"/>	<b>Midwest Silver Sponsor - Chicago</b> Midwest Silver Sponsor - Chicago	\$1,000.00	1	\$1,000.00
<input type="radio"/>	<b>Midwest Silver Sponsor - Detroit</b> Midwest Silver Sponsor - Detroit	\$1,000.00	1	\$1,000.00

2. Select one of the 9 options:
  - a. Silver Sponsor – Both Locations, Chicago, or Detroit
  - b. Gold Sponsor – Both Locations, Chicago, or Detroit
  - c. Platinum Sponsor – Both Locations, Chicago, or Detroit
3. Hit “Add To Cart” at the bottom and wait for your cart to be updated
4. Hit Ok when finished loading

Note: this will load on its own, but you'll still have to do step (5) of selecting the cart at the top of your screen:



5. Go to the top of the screen and click on your cart
6. Hit the red "Checkout" button



7. You can enter credit card information and process payment, OR use a saved payment if your AMCP profile has one saved from a previous payment, OR you can ask for an invoice.  
\*The Saved Payment option looks very similar to what's added in the screenshot above

AMCP

Order Total \$6,000.00

Shopping Cart | 1 Item \$6,000.00

Discount Code Apply

Total: \$6,000.00

Shopping Cart 1 Item

Midwest Platinum Sponsor - Both Locations

1 \$6,000.00

Continue Shopping Update Cart

Payment Information

Online Payment \*Customer Reference Number \*

Invoice Me

Don't have an internal reference number? Please input the affiliate name.

Complete Transaction

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8. If you select to have your company invoiced, either put the customer reference number AMCP has for your company, or put: Midwest AMCP and hit Complete Transaction

**IMPORTANT: Once your sponsorship is finalized, you'll receive an email with the code to use for the person or people your sponsorship level comps. Use that code when registering for the program(s) tied to your sponsorship (Detroit only, Chicago only, or both events)**