

HUNTSVILLE BRANCH RSVP INSTRUCTIONS

Registration for monthly branch luncheons will now be taken through the ASCE Collaborate website. You must have an ASCE account setup in order to register. Please follow the instructions below for assistance with registration and setting up a new ASCE account.

1. Click the button below to get started. You will be taken to the branch luncheon's new landing page.
2. Click on the blue "RSVP" button. If you are already logged in to your ASCE account, you are now registered and can proceed to Step 6. If not, proceed to Step 3.
3. You will now be prompted to either sign-in to an existing ASCE account or create a new ASCE account. If you already have an ASCE account, log-in now and proceed to Step 5. If you need to create a new account, proceed to Step 4.
4. If you already have an account, proceed to Step 5. To create a new account:
 - a. Click on "Create a New Account."
 - b. Enter your email address and click "Continue."
 - c. Enter your name, address, phone number, and a log-in password for your new ASCE account.
 - d. Check the reCAPTCHA box and click "Next."
 - e. Agree to the Terms and Conditions on the next page by clicking "I Agree" at the bottom.
 - f. Your account is now created!
5. The website should redirect you back to the branch luncheon's landing page. **You will need to click on the blue "RSVP" button one more time.**
6. You are now registered. From here, you have options to share the event, download the event to your calendar, and cancel your RSVP (before the Monday 5pm deadline). **You should also receive a confirmation email up successfully registering.**
7. As mentioned on the website, dietary restrictions and food allergies will need to be requested manually by simply submitting an email to **huntsvilleasce@gmail.com**.

If you have any questions or issues with registering for the meeting, please send an email to **huntsvilleasce@gmail.com** or call (256) 614-2334.