

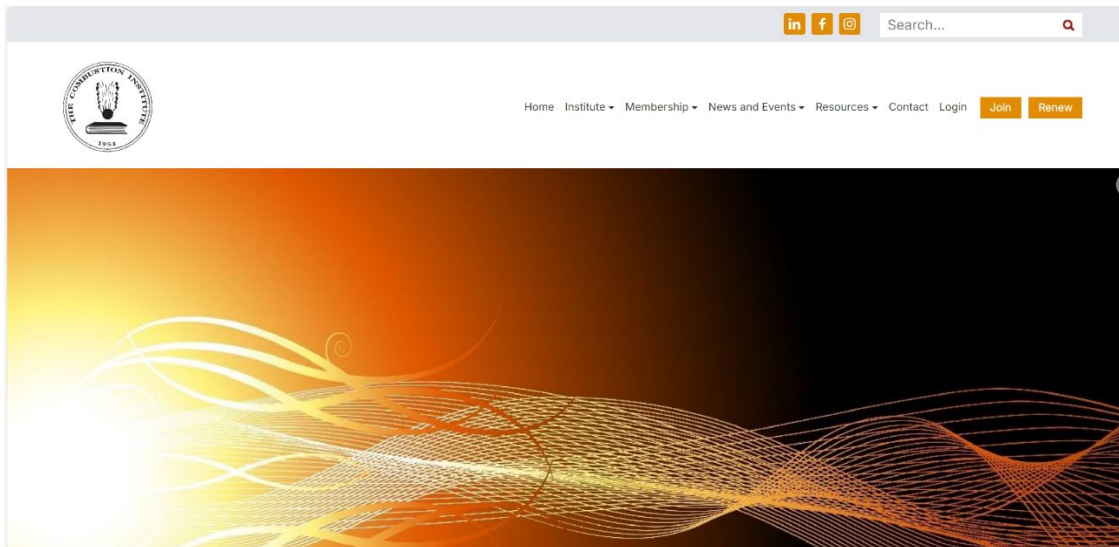


**The Combustion Institute**  
5001 Baum Boulevard, Suite 644  
Pittsburgh, Pennsylvania 15213-1851 USA  
Phone: (412) 687-1366

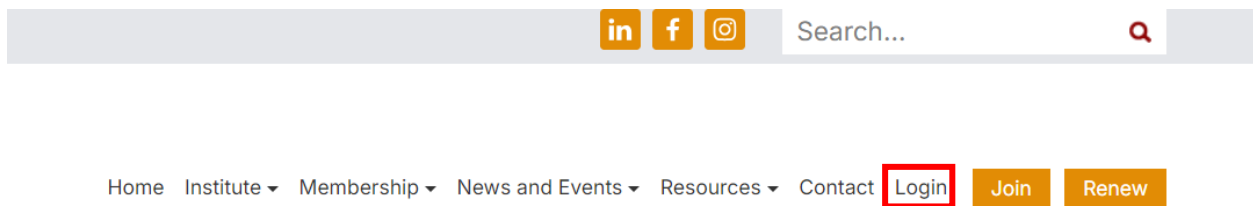
Email: [office@combustioninstitute.org](mailto:office@combustioninstitute.org)  
Web: [www.combustioninstitute.org](http://www.combustioninstitute.org)

## How to Register for Events Using the **New CI Website**

1. Navigate to The Combustion Institute website: [Home - The Combustion Institute \(viethwebhosting.com\)](http://Home - The Combustion Institute (viethwebhosting.com)) or use <https://host10.viethwebhosting.com/~cmbi/>



2. Select **“Login”** in the upper right corner of the screen.



3. Enter the Email Address and Password associated with your account.

### Member Login

[Forgot Password?](#)

4. Click **“Sign In.”**

5. Once logged in, your screen will resemble the screen below.

The screenshot shows the member portal interface. At the top, there is a navigation bar with social media icons (LinkedIn, Facebook, Instagram) and a search bar. Below this is the main header with the logo of The Combustion Institute (1954) and a navigation menu: Home, Institute, Membership, News and Events, Resources, Contact, Login, Join, and Renew. A secondary navigation bar includes Admin View and Return to Website. The Member Menu is expanded, showing options: Members, Events, Communication, Engagement, Resources, and Multimedia. Under My Membership Info, there are tabs for Member Information and Billing Info. The Member Information section includes links for Change Contact/Profile Info, Additional Individuals Included, and Change Username/Password.

This is the member portal.

6. Under the Events drop down menu, find and select “Event Registration.”

This screenshot is similar to the previous one but shows the Events dropdown menu expanded. The 'Event Registration' option is highlighted with a red box. Below it, 'Calendar of Events' is also visible. The rest of the interface, including the navigation bar, logo, and My Membership Info section, remains the same.

7. You can also access the events from the main website, via the Events Calendar:



Home Institute Membership News and Events Resources Contact Login

Join Renew

News

Events Calendar

8. You can then select the desired event from the Events Calendar:

Calendar of Events - The Combustion Institute

August - 2024							
<< Last Month	Mon	Tue	Wed	Thu	Fri	Sat	Next Month >>
4	5	6	7	8	9	10	
11	12 Test Event	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

[Click here for a printable version](#)

9. Once you find the desired event through either method, select **“Register For This Event.”**

### Event Registrations

---

[Main Menu](#) | [Category Listing](#)

**Test Event**  
8/12/2024 - 8/16/2024  
8:00 AM - 4:00 PM EST

Test registration for an event.  
Location: Event Location

[Register For This Event](#)

10. Fill out all fields with your information. Those with asterisks are required.

Contact Information  
\* - required fields

First Name \*  Last Name \*

Email \*

Address \*

Address Line 2

City \*  Zip/Postal \*

Country

Home Phone  Work Phone

Fax

Organization

Position

11. Select **“Continue.”**

12. Fill out the “Attendee Information” section and make a package selection.

Package Selection

<input type="radio"/>	<input type="checkbox"/> Student Member (Early Registration)	\$150.00 USD
<input type="radio"/>	<input type="checkbox"/> Member (Early Registration)	\$300.00 USD
<input type="radio"/>	<input type="checkbox"/> Non-Member (Early Registration)	\$400.00 USD
<input type="radio"/>	<input type="checkbox"/> Student Non-Member (Early Registration)	\$175.00 USD
<input type="radio"/>	<input type="checkbox"/> Member (Late Registration)	\$375.00 USD
<input type="radio"/>	<input type="checkbox"/> Non-Member (Late Registration)	\$475.00 USD
<input type="radio"/>	<input type="checkbox"/> Student Member (Late Registration)	\$175.00 USD
<input type="radio"/>	<input type="checkbox"/> Student Non-Member (Late Registration)	\$200.00 USD

13. Select **“Continue.”**

14. On the next page, verify the information you've provided.


Summary

Verify the information below and click on "Complete this Registration" to complete.

**Contact Information**

Test, Test  
5001 Baum Blvd  
Pittsburgh, PA 15213  
ci\_staff@combustioninstitute.org  
[change contact info](#)

**Attendee Information**

Test, Test   
Package: Student Member (Early Registration) (\$150.00  
USD)  
Subtotal: \$150.00 USD  
[change attendee info](#) | [remove](#)

Total: \$150.00 USD

[Add Another Attendee to this Registration](#)

[Complete this Registration](#)

You can also [add another attendee](#) on this page by selecting, "**Add Another Attendee to this Registration.**" You will then be prompted to provide their information and make a package selection before clicking "**Continue,**" much as you did for your own registration.

15. Select "**Complete this Registration**"

[Complete this Registration](#)

16. If you are brought to this screen, that means you have registered successfully.

[Click here for your PDF invoice document](#)

**Event Information:**

Organization: The Combustion Institute  
Event Name: Test Event

Description: Test registration for an event.  
Date(s): 8/12/2024 - 8/16/2024  
Time: 8:00 AM - 4:00 PM EST  
Location: Event Location

[Add To Outlook Calendar](#) [Add To Google Calendar](#) [Add To iCalendar](#)

**Primary Contact:**

Test, Test  
5001 Baum Blvd  
Pittsburgh, PA 15213  
ci\_staff@combustioninstitute.org

**Attendees**

**Test, Test**  
CI  
Package: Student Member (Early Registration): \$150.00 USD

Thank you for registering for the 14th United States National Combustion Meeting as an Early Bird Student Member! We look forward to seeing you in Boston in March 2025!

**Billing Information**

Amount: \$150.00 USD  
Payment Method: bill me (print invoice)  
Paid?: No

Your registration is now complete.

[Click here to return to www.host10.viethwebhosting.com/~cmbi.](#)

17. You can download a PDF invoice of your registration using **“Click here for your PDF invoice document.”**

[Click here for your PDF invoice document](#)

You can also add the event to your Outlook, Google, or iCloud calendar, to ensure you remember the date, or set an email reminder for yourself about the event:

Add to Calendar Options:

[Add To Outlook Calendar](#) [Add To Google Calendar](#) [Add To iCalendar](#)

Email Reminder Options:

The Combustion Institute - Set Event Reminder Email

---

Please fill out the following information and press Submit to establish your event reminder.

First Name:   
Last Name:   
\*Email:   
\*Date: 08/11/2024 (mm/dd/yyyy)  
\*Hour: 9 AM EST (Eastern Standard Time)