

Event Registration in ASPeN

Registering for an Event:

1. Go to this URL: <http://aspen.mt.gov>
2. You will be directed to the ASPeN Search page. You should see a picture menu with six different icons. Click on the purple icon for “Events.”
3. You will be redirected to the event calendar. Toggle the months in the calendar to find the date and time of your event. Click the event on the calendar.
 - a. Alternatively, you can search for an event by name, location, committee, or other criteria. To do this, click the “Event search” link the right.
 - b. Enter any information you know about the event in the appropriate fields.
 - c. Click “Search.”
 - d. Click on the appropriate event.
4. You will be redirected to the event’s main page. Scroll down until you reach “Registration.”
 - a. If you haven’t already logged into ASPeN, you will need to click “Login to see all registration options.” Login, then proceed to step 5.
5. Click “Register Now!”
 - a. If the event organizer requested additional information before allowing you to register for the event, you will see questions that you need to complete here. If so, please complete the form. If no additional information is needed, see step 6.
6. Review the registration information. When you are finished, click “Submit” in the blue box at the bottom of the page.

View Event Registrations:

1. Go to this URL: <http://aspen.mt.gov>
2. Click “ASPeN Admin” in the right-hand margin.
3. You will be directed to your ASPeN User page. Direct your attention to the “To Do” list next to the gray box displaying your user information. You can review event registrations here.