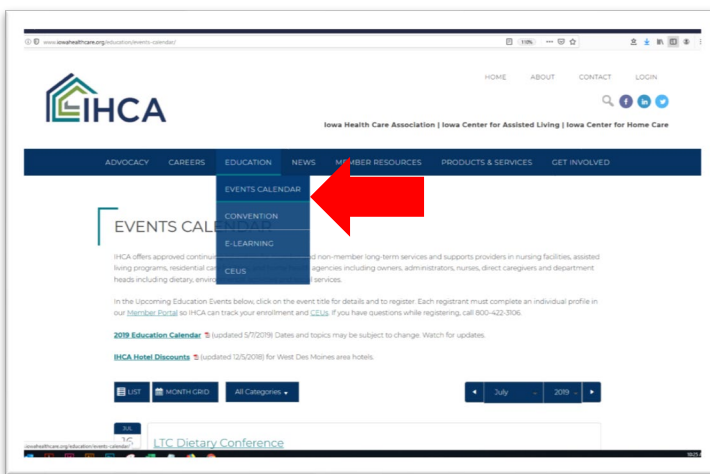


How to Register for an Event

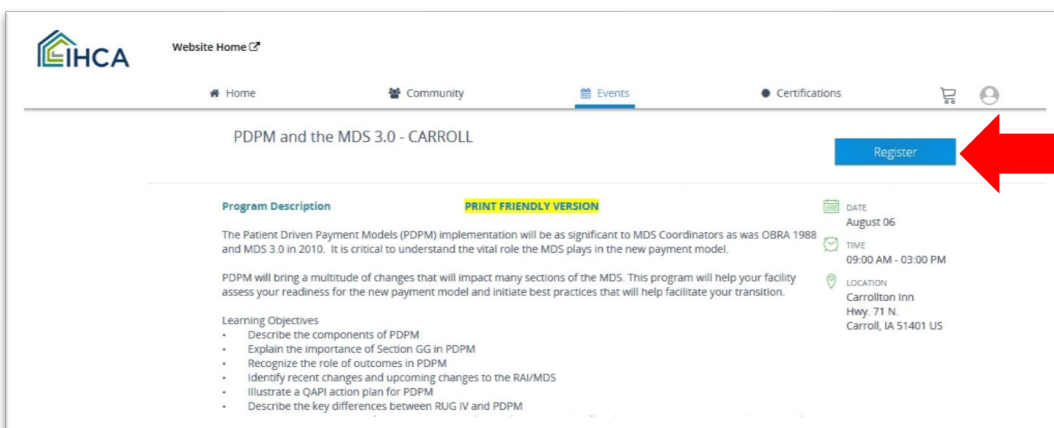
This training identifies how to register groups or individuals for IHCA educational events, including conferences, in-person trainings and webinars.

How to Register

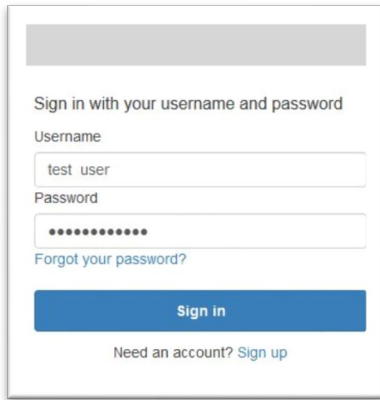
1. From the IHCA home page, select Education, and then Events Calendar.



2. Click on the name of the event for which you would like to register.
3. If prompted, select “Allow Cookies.”
4. Select the Register button in the upper right corner.



5. Sign in with your Username and Password for the Member Portal.



Sign in with your username and password

Username
test user

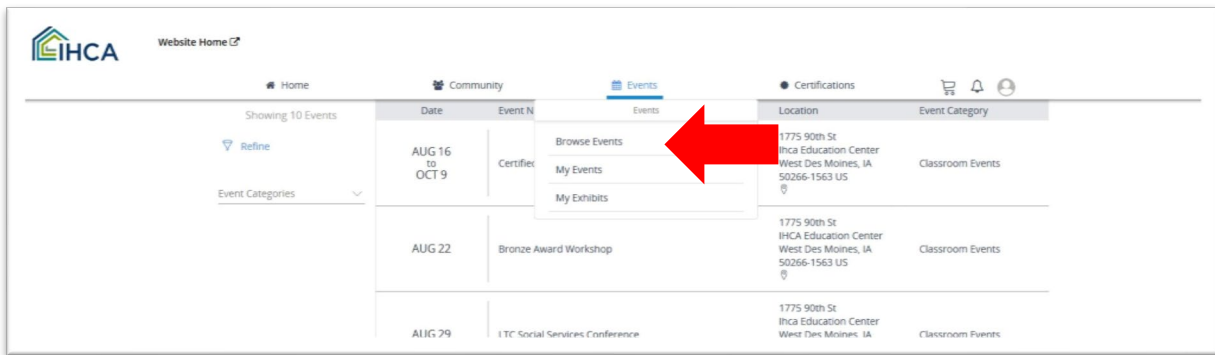
Password
••••••••

[Forgot your password?](#)

Sign in

[Need an account? Sign up](#)

6. If you are taken back to the home screen, select Events, then Browse Events, and click on the Event you want to register for. Then click on the Register button.



Website Home

Home Community **Events** Certifications

Showing 10 Events

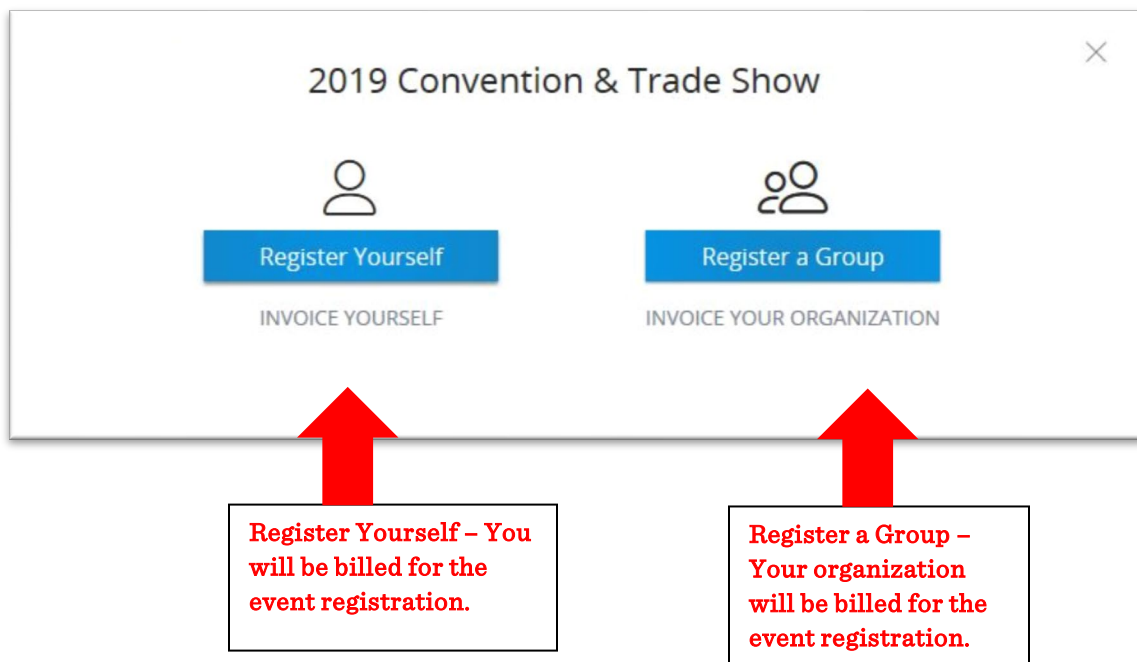
Refine

Event Categories

Date	Event Name	Location	Event Category
AUG 16 to OCT 9	Certifier	1775 90th St IHCA Education Center West Des Moines, IA 50266-1563 US	Classroom Events
AUG 22	Bronze Award Workshop	1775 90th St IHCA Education Center West Des Moines, IA 50266-1563 US	Classroom Events
AUG 29	LTC Social Services Conference	1775 90th St IHCA Education Center West Des Moines, IA	Classroom Events

A red arrow points to the 'Browse Events' option in the Events dropdown menu.

7. Select Register a Group to bill your organization.



2019 Convention & Trade Show

Register Yourself
INVOICE YOURSELF

Register a Group
INVOICE YOUR ORGANIZATION

Register Yourself – You will be billed for the event registration.


Register a Group – Your organization will be billed for the event registration.


8. If registering a group, select the individual(s) you wish to include in this registration, and then select the Next button.
 - *The only people who will show here are the ones already attached to your organization. To add new contacts, enter them here and select the “Add Contact” option.*


Add Attendees


Add Attendee(s)


Org Contacts ➤ Already Registered

 Primary Executive (Admin)

 **D.D. Macc** ➤
Primary Executive
ddmacc@domain.com

 **Jane Doe**
Employee
jane@domain.com

 **Bob Sponge**
Primary Executive
bsponge@domain.com

 **D.D. Zoolander**
Primary Executive (Admin)
ddzoolander@domain.com

Add Contacts

Email Address	Last Name	First Name	Role ▼
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Add Contact ✕

9. Select the appropriate membership fee based on your membership status, and then select Next.

Package Selection
Registration Questions
Add-Ons

D.D. Macc: Mid Spring Quarterly
📅 May 28 2019

	Standard Pricing Apr 25 - May 27	
Mid Spring Quarterly - Member Registration Fee	\$250.00	<input type="button" value="Select"/>
Mid Spring Quarterly - Non Member Registration	\$500.00	<input type="button" value="Select"/>

Bob Sponge: Mid Spring Quarterly
📅 May 28 2019

	Standard Pricing Apr 25 - May 27	
Mid Spring Quarterly - Member Registration Fee	\$250.00	<input type="button" value="Select"/>
Mid Spring Quarterly - Non Member Registration	\$500.00	<input type="button" value="Select"/>

IHCA Member Portal Training Guide – How to Register for an Event

Page 3

10. Check the box to acknowledge you read the cancellation policy (required), and select Next.

Registration Questions
Please verify and complete the following questions to help us prepare this event for you.

Cancellation - 3 business day prior to date of event

11. Review your selections, and select Add to Cart.

Your Selections [Edit](#)

D.D. Macc: Mid Spring Quarterly May 28, 2019	Remove	\$250.00 Details
Bob Sponge: Mid Spring Quarterly May 28, 2019	Remove	\$250.00 Details

Subtotal: **\$500.00** [Add to Cart](#)

12. Select Checkout.

My Cart

Events

Mid Spring Quarterly Edit May 28, 2019	\$500.00 Remove
D.D. Macc: Mid Spring Quarterly: Individual	
Bob Sponge: Mid Spring Quarterly: Individual	

Subtotal (1 Item): **\$500.00** [Checkout](#)






13. Select New Payment Method to pay by credit card or Billing Address to pay by invoice.

Members in good standing will have the choice to pay by credit card or to be billed for education. For members choosing to be billed, their outstanding balance and invoice will appear on their organization's online account.

Credit card payments will be required only under the following circumstances:

- *Outstanding balance due to IHCA is over \$5,000 and 60 days past due from the invoice or charge for any facility*
- *Non-members and associate members*

An IHCA staff member will contact the facility before they are moved to the credit card only option to discuss that facility's payment options.

Checkout     Secure Server 

Total amount:
\$500.00

Payment method:

New Payment Method

Pay Later

Add a Discount or Promotional Code

Enter Code

Billing Address:

123 Any Street
West Des Moines, IA 50266
United States

New Address


Product Name	Price/Qty	Total Price
Mid Spring Quarterly - Member Registration Fee	\$250.00 x 1	\$250.00
Mid Spring Quarterly - Member Registration Fee	\$250.00 x 1	\$250.00
Tax:		\$0.00
Total:		\$500.00

14. Select the Checkout button.



15. You will receive a confirmation notice that your registration is complete.

Thank you! ×

 Thank you, your payment has been processed

A confirmation email has been sent to lori@iowahealthcare.org.

Emails have been sent to your attendees.