Group Registration Guide

Step 1

2018 Annual Meeting

Description
Please use the links below to register as an individual or make a group registration for the 2018 AUPHA Annual Meeting. Note that if you have a discount code, you will need to register as an individual to use it.

The 2018 AUPHA Annual Meeting will be held from June 13-15 at the Loews Hotel in Philadelphia, Pennsylvania. This year's Meeting will be celebrating AUPHA's 70th Anniversary, which aligns with the theme of Looking Back to Look Forward. Join your colleagues in attending the numerous education sessions, keynotes, and special events throughout the week.

If you have any questions about registration, please contact Jason Walker at jwalker@apha.org.

Abstracts submission is closed

My Registrations
No registrations found.

Event Tasks
• Register for this Event
• Managing AUPHA's Event
• Manage Group Registration
• View All Upcoming Events
• Go Home

Click Manage Group Registration Link
2018 Annual Meeting Group Registration

Group Registration Status: Open until 6/18/2018

Current Registrations
There are currently no registrations for the specified organization.

Group Registration Tasks
- Add a Registration
- Back to Event Home Page

Click Add a Registration Link
Group Registration Guide

Step 3

Register an Individual

You can create a registration for an existing contact, or you can create a new individual. If you wish to create a registration, select Create a registration for a person not listed.

Select an individual from the drop down you want to register and click Continue.

Note: The drop down will only include individuals that are within the program.
Group Registration Guide

Step 4

Event Registration - Create Registration

Select a Registration Fee
Please select the registration type and any other special event tickets you would like to purchase for the 2018 AUPHA Annual Meeting

- General Registration Rate - $800.00
- Student Registration Rate - $200.00
- International Registration Rate - $500.00
- Global Symposium (Wednesday) - $200.00

Select your Registration Rate and click Continue

Continue
**Step 5**

Event Registration - Select Fee

<table>
<thead>
<tr>
<th>Other Event-Related Items</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Visit - Pennsylvania Hospital</td>
<td>$25.00</td>
</tr>
<tr>
<td>Networking Event</td>
<td>$35.00</td>
</tr>
<tr>
<td>Networking Event (Monday)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Networking Event (Tuesday)</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Add any Optional Event tickets you want and click Continue**

[Continue] [Back] [Cancel]
Group Registration Guide

Step 6

2018 Annual Meeting - Student Registration Rate Information

Fill in all required information

Registration Policies

Multiple Discounts: Multiple discounts are not allowed. Attendees who meet required criteria are eligible to receive only one discount.

Early Registration: Early registrations received on or before Monday, April 2, 2018, are eligible for the early registration rate. To receive this rate, payments must be received by AUPHA on or before the deadline.

Group Rate Discount: AUPHA member programs planning to send more than one faculty member will receive a discount of $50 on each full meeting registration after the initial full meeting registration has been processed. The full registration fee will apply to the first registration received from a program. To receive this discount, individuals must register together using one payment method.

Student Rate: Students are recognized as individuals who are currently attending an undergraduate or graduate program in health administration.

Cancellation Policy: Notify AUPHA immediately if you must cancel your registration. Requests for refunds must be made in writing and must be received by AUPHA before Monday, May 7, 2018. All refunds are assessed a 25% administrative fee. No refunds will be made after this date (see exceptions below).

1. A registration may be transferred to another individual for a 15% administrative fee any time before or on May 7, 2018.
2. If an attendee must cancel due to a legitimate family emergency or personal illness after the May 7, 2018 deadline, they may transfer 75% of their registration fee to another attendee.

By checking below, you are indicating that you have read the AUPHA Policies listed below and fully understand them.

Check the box to indicate acceptance of AUPHA Registration Policies and click Continue.
Group Registration Guide

Step 7

2018 Annual Meeting Group Registration

Group Registration Status:

Current Registrations

There are currently no registrations for the specified organization.

Pending Registrations

Important: The registrants below are in progress but have not yet been saved. Once you have finished adding your registrants, you must click on the "Complete Group Registration" button below to process these registrations, or they will not be saved!

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Fee</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018 Annual Meeting - General Registration Rate</td>
<td>$800.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Pending Amount: $800.00

<table>
<thead>
<tr>
<th>Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Group Registr</td>
</tr>
<tr>
<td>Cancel Group Registr</td>
</tr>
</tbody>
</table>

Group Registration Tasks

- Add a Registration
  - Click Add a Registration link to add another individual to the group

REPEAT STEPS 2-5 FOR EACH ADDITIONAL REGISTRATION FOR THE GROUP
Step 8

2018 Annual Meeting Group Registration

Group Registration Status: Open until 6/19/2018

Current Registrations
There are currently no registrations for the specified organization.

Pending Registrations

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Fee</th>
<th>Cost</th>
<th>(remove/cancel)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018 Annual Meeting - General Registration Rate</td>
<td>$800.00</td>
<td></td>
<td>(remove/cancel)</td>
</tr>
<tr>
<td></td>
<td>2018 Annual Meeting - General Registration Rate</td>
<td>$750.00</td>
<td></td>
<td>(remove/cancel)</td>
</tr>
</tbody>
</table>

Total Pending Amount: $1,550.00

[Complete Group Registration]  [Cancel Group Registration]

Group Registration Tasks

- Add a Registration
- Back to Event Home Page

Once you have added all the Registrations you need click Complete Group Registration
Step 9

Enter Billing Information

Amount Due:

How would you like to pay?

Use Your Saved Payment Options
Currently, you have no saved payment methods. When you check out, you can save your payment information on your account so you do not have to re-enter it again.

Pay With a New Credit/Debit Card

Enter the payment information
Note: You may already have payment information saved to your file. You may skip this step if you wish to use that information

Which Billing Address Should We Use?
The payment method you have selected requires a billing address. Please select from a list below, or enter a new address.

Enter a new address:
Line 1:
Line 2:
Postal Code:
City:
State/Province:
Country:

Apply Discount/Promo Code

Input and apply any Discount Codes you have and click Continue

or Cancel Your Order

Enter the credit card’s billing address
Note: If the billing address is the same as the address in the system, you may skip this step