

Group Registration Guide

Step 1

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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@aupha.org.

Abstracts submission is closed.

My Registrations

No registrations found.

Event Tasks

- [Register for this Event](#)
- [Download Registration Form](#)
- [Manage Group Registration](#)
- [View All Upcoming Events](#)
- [Go Home](#)

 **Click Manage Group Registration Link**

Group Registration Guide

Step 2

2018 Annual Meeting Group Registration

Group Registration Status: Open until 6/16/2018

Current Registrations

There are currently no registrations for the specified organization.

Group Registration Tasks

- [Add a Registration](#)  **Click Add a Registration Link**
- [Back to Event Home Page](#)

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 want to create a registration, select **Create a registration for a person not listed**.

Select an Individual:*

--- Select an Individual ---

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

Continue Cancel

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 - \$600.00
- Global Symposium (Wednesday) - \$200.00

Select your Registration Rate
and click Continue



Continue

Group Registration Guide

Step 5

Event Registration - Select Fee

Fee:

Other Event-Related Items

<input type="text" value="0"/>	Site Visit - Pennsylvania Hospital	\$25.00
<input type="text" value="0"/>	Networking Event	\$35.00
<input type="text" value="0"/>	Networking Event	\$35.00
<input type="text" value="0"/>	Networking Event (Tuesday) - Phillies Baseball Game	\$25.00

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

Please input your full name with up to two professional suffixes. *

Format should be: First Name Last Name, Suffix. (e.g., John Doe, PhD)

Please input the university/organization you are representing? *

Please try to limit your response to just your university due to available space on the badges.

Please input what name/nickname you would like to be included on your badge. *

If you do not have a nickname, please just input your first name

Is this your first time attending?

Please indicate if this is your first AUPHA Annual Meeting

Fill in all required information

- No
 Yes

Do you plan to attend the Global Symposium Session on Wednesday morning? *

Please indicate if you plan to attend the Global Symposium from 9:00 am - 12:00 pm on Wednesday.

- No
 Yes

Do you require a vegetarian meal? *

Please indicate if you will be needing a vegetarian option during meal functions

- No
 Yes

Do you require a vegan meal? *

Please indicate if you will be needing a vegan option during meal functions

- No
 Yes

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 verifiable family emergency or personal illness after the May 7, 2018 deadline, they may transfer 75% of their registration fee to another individual.

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

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

Continue

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Cancel

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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!

ID	Name	Fee	Cost
	2018 Annual Meeting - General Registration Rate		\$800.00 (remove/cancel)

Total Pending Amount: \$800.00

[Complete Group Registr](#) [Cancel Group Registrati](#)

Group Registration Tasks

- [Add a Registration](#)  Click Add a Registration link to add another individual to the group
- [Back to Event Home Page](#)



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



Group Registration Guide

Step 8

2018 Annual Meeting Group Registration

Group Registration Status: Open until 6/16/2018

Current Registrations

There are currently no registrations for the specified organization.

Pending Registrations

ID	Name	Fee	Cost	
	2018 Annual Meeting - General Registration Rate		\$800.00	(remove/cancel)
	2018 Annual Meeting - General Registration Rate		\$750.00	(remove/cancel)

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



Total Pending Amount: \$1,550.00
[Complete Group Registrations](#) [Cancel Group Registrations](#)

Group Registration Tasks

- [Add a Registration](#)
- [Back to Event Home Page](#)

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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

 	Card Number: *	<input type="text"/>
 	Name on Card:*	<input type="text"/>
 	Security Code:*	<input type="text"/>
	Expiration Date:*	March ▼ 2018 ▼
<input checked="" type="checkbox"/> Save this credit card so that I can use it for future orders		

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:	<input type="text"/>
Line 2:	<input type="text"/>
Postal Code:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Country:	No Country ▼

[Validate Address](#)

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

Apply Discount/Promo Code

Apply discount/promo code:

Code:

Input and apply any Discount Codes you have and click Continue

or [Cancel Your Order](#)