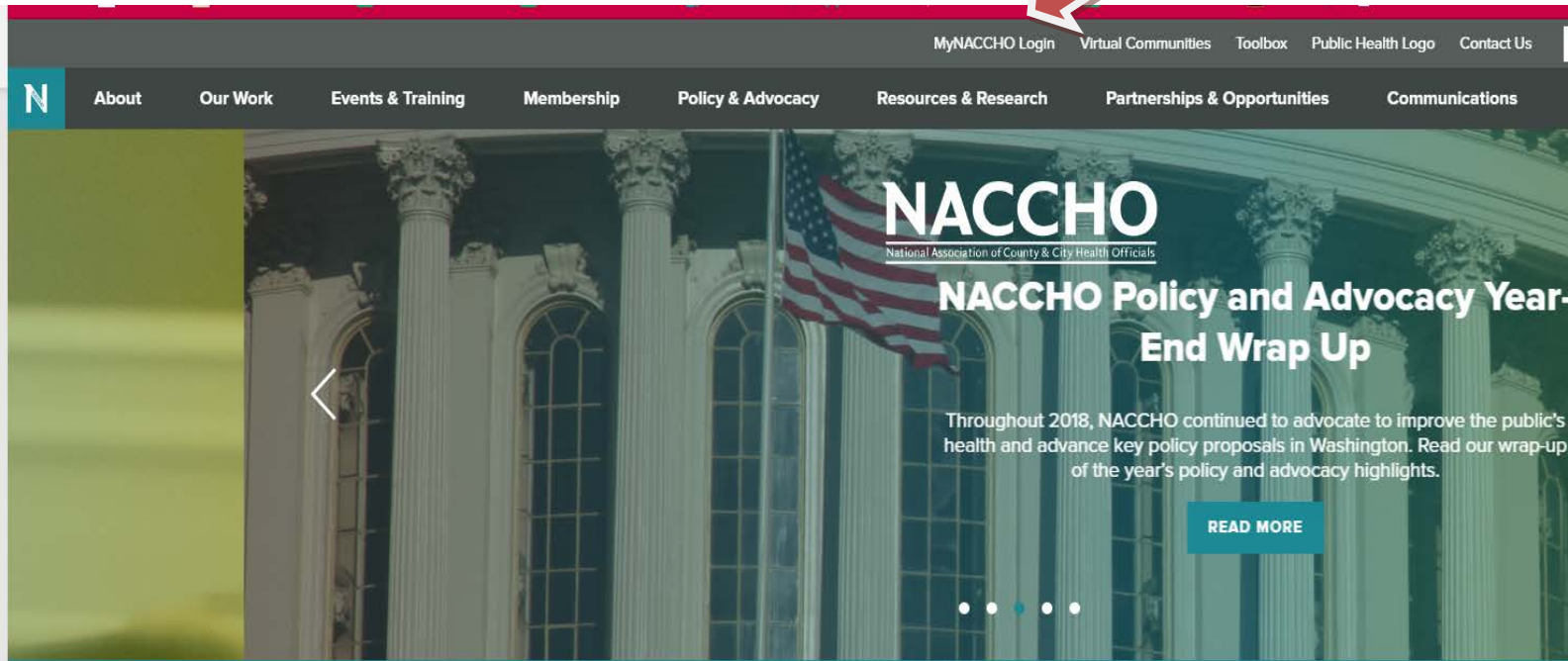


Adding Workshops and Demos to an Existing Preparedness Summit Registration

Please follow the instructions *exactly* as they appear here.

1. Visit www.naccho.org and click **MyNACCHO Login**



2. Type in your username and password and select **Login**

A screenshot of the NACCHO login page. The page has a dark teal header with the NACCHO logo. On the left is a navigation menu with links like 'Home', 'Log In', 'NACCHO Applications', etc. The main content area is titled 'Login Required' and contains a login form. The form has two input fields: 'Email address' with the value 'cchampion@naccho.org' and 'Password' with masked characters. Below the fields is a 'Login' button, a 'Remember me' checkbox, and two buttons: 'Forgot Password?' and 'Forgot Username?'. At the bottom, there is a 'New Users' section with the text 'You will need to create an account to complete your request. It's fast and free.' and a 'Create an account today to:' section with a bulleted list of benefits and a 'Create Account' button.

3. Click My Events

NACCHO
National Association of County & City Health Officials

Welcome Back, Test!

View and Edit Your Info

- > Home
- > My NACCHO
- > NACCHO Applications
- > **My Events**
- > My Information
- > My Membership
- > My Transactions
- > NACCHO University
- > Publications
- > Toolbox
- > Log Out

My Information >> change password

Test Reg
test
Conference Managers
12345 ABC St
Washington, DC
E-mail: csiembieda@gmail.com

My Groups >> join

You are not a member of any Groups at this time. Click the blue >>join link above to join a Group.

4. Click Add Sessions. Note: It is okay if the Summit is listed twice as below.

Home
My NACCHO
NACCHO Applications
My Events
My Information
My Membership
My Subscriptions
My Transactions
Publications
Toolbox
Log Out

My Events Test Reg

The confirmation available below, is a copy of the original information sent to you at the time of registration. This information does not update if you have made additional payments after registering.
If you would like an updated invoice/receipt, please click the link on the left for **My Transactions**.

Events	Event Title	Reg. Type	Reg. Date	confirmation	add sessions
	2017 Preparedness Summit Registration	Full Conference - Non-Profit Org/Govt	03/26/2017	confirmation	add sessions
	2017 Preparedness Summit Registration	Full Conference - Non-Profit Org/Govt	03/26/2017	confirmation	add sessions

Online Courses

Course Code	Course Title	Registration Date	Completion Date	Result	Credits	Launch
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5. Scroll to the bottom of the screen and Click the Add Workshops

Badge Information

Test
Conference Managers
Washington, DC

Registration Type: Full Conference - Non-Profit Org/Govt
Registration Date: 03/26/2017

Existing Session Registrations

Description	Quantity	Status
(Demo A-10) Just in Time Manual for Closed Points of Dispensing	1	registered
(WS-04) Conducting a Pediatric Full Scale Exercise: A Comprehensive Guide from the New York City Pediatric Disaster Coalition	1	registered
(Demo A-03) Emergency Law Inventory for Volunteers: A Tool to Help Emergency Volunteers Understand the Laws That Impact Emergency Preparedness and Response Functions	1	registered
(Demo E-02) Pandemic Influenza Vaccine Administration Capacity Planning Tool	1	registered

Shopping Cart Items

item	quantity	price	discount	tax	shipping	net	balance
							total: 0.00
							balance: 0.00

Add Workshops Proceed To Checkout Add Ticketed Sessions

6. Locate the session(s) and Click the check box. Once desired workshops/demos are selected, Click **Add To Cart** button at the bottom. MAKE SURE SESSION TIMES DO NOT OVERLAP.

ations

NACCHO Events [Add Sessions](#)

Select additional sessions below, then click Add To Cart. Sessions for which you have already registered will not appear in this list.

Workshops

Session	Price	Starts	Ends
<input type="checkbox"/> (Demo A-11) Using Real-Time Geospatial Social Media Data for Disaster Response	0.00	04/25/2017 10:30AM	04/25/2017 12:00PM
<input checked="" type="checkbox"/> (Demo B-10) Population Monitoring after a Radiological Event Using a Community Reception Center Electronic Data Collection Tool	0.00	04/25/2017 1:30PM	04/25/2017 3:00PM
<input type="checkbox"/> (Demo I-16) Development and Demonstration of the Emergency Preparedness Staffing System	0.00	04/25/2017 1:30PM	04/25/2017 3:00PM
<input type="checkbox"/> (WS-07) Building a One Health Environment Using Syndromic Surveillance	0.00	04/25/2017 1:30PM	04/25/2017 5:00PM
<input type="checkbox"/> (WS-03) Medical Countermeasures (MCM) Link Session: Linking You Directly to CDC MCM Program Information for Public Health Professionals	0.00	04/25/2017 1:30PM	04/25/2017 5:00PM
<input type="checkbox"/> (WS-02) Got Water? Developing Local Tools to Prepare for, and Respond to, Water-Related Emergencies and Outbreaks	0.00	04/25/2017 1:30PM	04/25/2017 5:00PM
<input type="checkbox"/> (WS-06) Building Resilience by Preparing for the Behavioral Health Consequences of Emerging Risks and Global Trends	0.00	04/25/2017 1:30PM	04/25/2017 5:00PM

IS
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7. The session(s) should now show in the cart at the bottom of the page. Click **Proceed to Checkout**.

Shopping Cart Items

item	quantity	price	discount	tax	shipping	net total	bala
(Demo B-10)	1.00	0.00	0.00	0.00	0.00	0.00	0.00
						total:	0.00
						balance:	0.00

total: 0.00
balance: 0.00

[Add Workshops](#) [Proceed To Checkout](#) [Add Ticketed Sessions](#)

8. Click Checkout

Cart Line Items ✕				
net total	item	discount	quantity	price
0.00	(Demo B-10) Population Monitoring after a Radiological Event Using a Community Reception Center Electronic Data Collection Tool	0.00	<input type="text" value="1.00"/>	0.00 <i>Required</i>
0.00	(WS-06) Building Resilience by Preparing for the Behavioral Health Consequences of Emerging Risks and Global Trends	0.00	<input type="text" value="1.00"/>	0.00 <i>Required</i>

Sub total: 0.00

Total discount: 0.00

Total tax: 0.00

Total shipping: 0.00

Total: 0.00

Source Code:



9. Click Continue

Shopping Cart **Payment**

Customer Information

Customer: **Mr. Test Reg, test**

Use this

Use this email:

Billing Information

Bill to: Reg Test

Billing contact:

Pick your billing address:

Bill to: Mr. Test Reg, test
12345 ABC St
Washington, DC

Payment Information

Bill me later:

Payment amount: **0.00**



10. Verify session and click **Submit Order**

quantity	price	net total	item
1.00 <i>Required</i>	0.00 <i>Required</i>	0.00	(Demo B-10) Population Monitoring after a Radiological Event Using a Community Reception Center Electronic Data Collection Tool
1.00 <i>Required</i>	0.00 <i>Required</i>	0.00	(WS-06) Building Resilience by Preparing for the Behavioral Health Consequences of Emerging Risks and Global Trends

Order is not complete. Press Submit Order to complete.

Billing/Shipping Information

Customer name: Reg Test	Billing name: Reg Test
Phone:	Contact:
Email: csiembieda@gmail.com	

Ship to: Mr. Test Reg, test 12345 ABC St Washington, DC	Bill to: Mr. Test Reg, test 12345 ABC St Washington, DC
--	--

Payment Information

Credit to apply: 0.00	Total discount: 0.00
Net applied: 0.00	Total tax: 0.00
Net-balance: 0.00	Total shipping: 0.00
Payment amount: 0.00	Net-total: 0.00

Send confirmation by email?

Edit Cart
Edit Payment
Submit Order

11. The user will then see a **confirmation page**

- [Home](#)
- [My NACCHO](#)
- [NACCHO Applications](#)
- [My Events](#)
- [My Information](#)
- [My Membership](#)
- [My Subscriptions](#)
- [My Transactions](#)
- [Publications](#)
- [Toolbox](#)
- [Log Out](#)

[Shopping Cart](#) [Receipt](#)

Thank you for your order.

Billing/Shipping Information

Payment Information

Your Confirmation Number is **132400**
You may print this page for your records. [Print](#)

Customer name: Reg Test
Email: csiembieda@gmail.com
Phone:
 Mr. Test Reg, test
Shipping label: 12345 ABC St
 Washington, DC
Billing name: Reg Test
Contact:
 Mr. Test Reg, test
Billing label: 12345 ABC St
 Washington, DC

Payment amount: 0.00
Net-total: 0.00
 Net-applied: 0.00
Net-balance: 0.00