Adding Workshops and Demos to an Existing Preparedness Summit Registration

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

1. Visit [www.naccho.org](http://www.naccho.org) and click MyNACCHO Login

2. Type in your username and password and select Login
3. Click **My Events**

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

5. Scroll to the bottom of the screen and Click the **Add Workshops**
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.**

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

9. Click **Continue**
10. Verify session and click **Submit Order**

![Order Information](image)

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

![Confirmation Page](image)