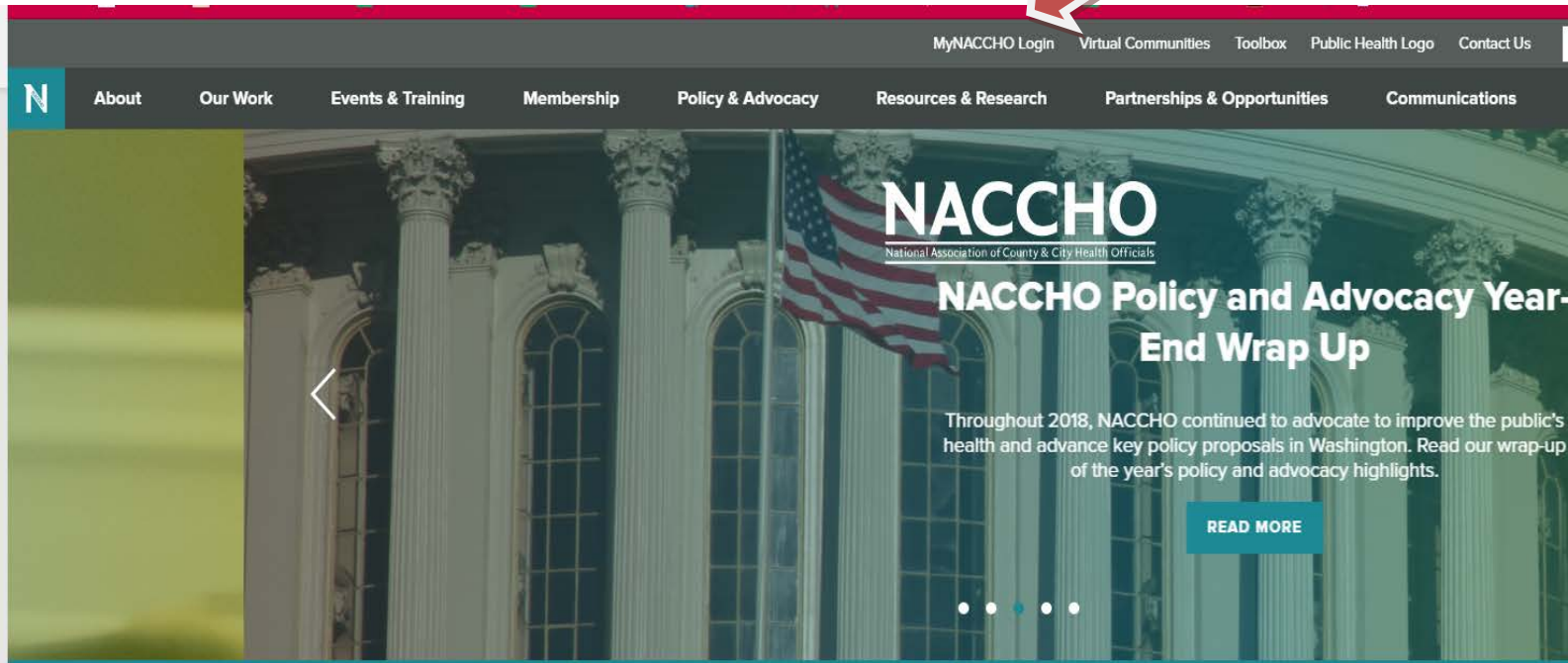


# Adding Workshops and Demos to an Existing NACCHO Annual Registration

Please follow the instructions exactly as they appear here.

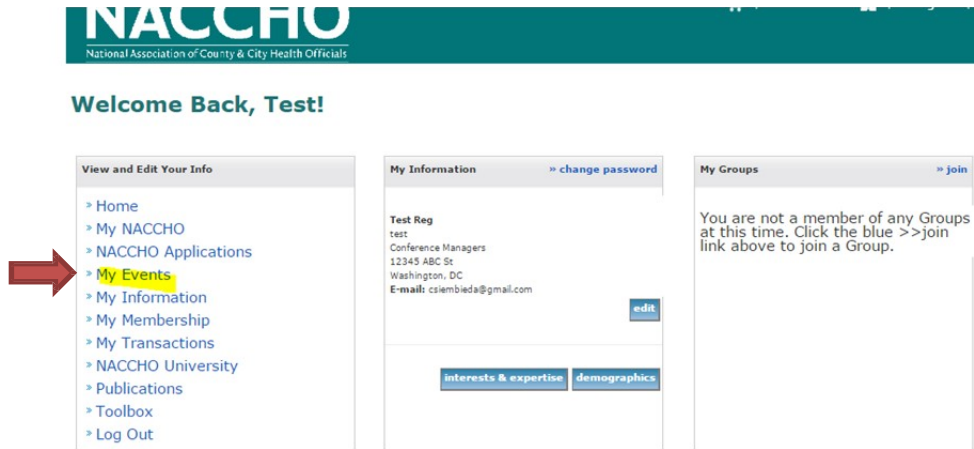
1. Visit **www.naccho.org** and click **MyNACCHO Login**



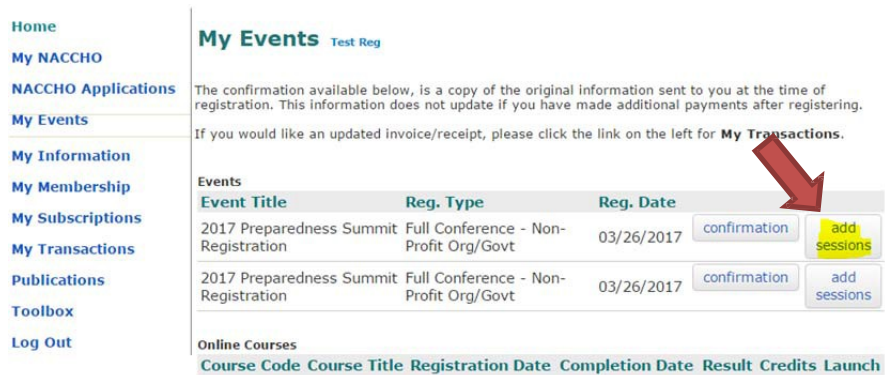
2. Type in your username and password and select **Login**

A screenshot of the NACCHO login page. The top header is teal with the NACCHO logo and the text "National Association of County & City Health Officials". On the left is a vertical navigation menu with links: Home, Log In, NACCHO Applications, My Information, My Subscriptions, My Transactions, Publications, and Toolbox. The main content area is white. It starts with the heading "Login Required" followed by a paragraph: "NACCHO membership helps local health departments improve their workforce and infrastructure through unique and robust benefits." Below this is a login form with two input fields: "Email address" with the value "cchampion@naccho.org" and "Password" with masked characters ".....". A "Login" button is to the right of the password field. Below the password field is a checkbox labeled "Remember me". At the bottom of the form are two buttons: "Forgot Password?" and "Forgot Username?". Below the login form is a section titled "New Users" with the text "You will need to create an account to complete your request. It's fast and free." and "Create an account today to:". This is followed by a bulleted list of benefits: "Enjoy unique member benefits and pricing", "Have 24/7 access to your order history", and "Customize your preferences". At the bottom of this section is a "Create Account" button.

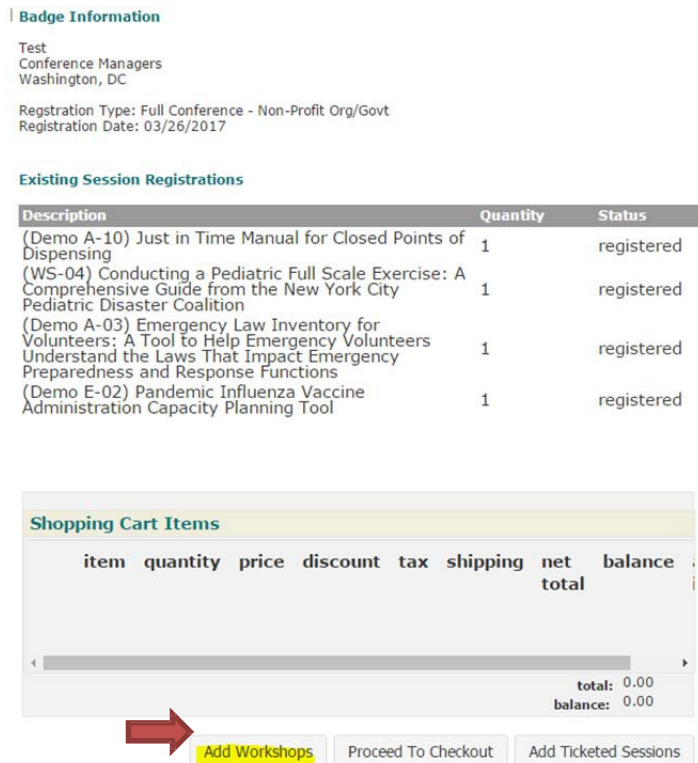
### 3. Click **My Events**



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



5. Scroll to the bottom of the screen and Click the **Add Workshops**. This section also includes tickets for the **Golf Tournament and Gala**.



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

#### Event Session Fees

Product	Price	Capacity	Available	Starts	Ends	Comments
<input checked="" type="checkbox"/> NACCHO Annual 2019 Golf Tournament-July 9th	135.00					available
<input type="checkbox"/> NACCHO Annual 25th Anniversary Gala-July 10th	35.00					available
<input type="checkbox"/> WS1-Using Data-Informed Strategies to Prioritize Health Programs and Engage the Community in a Movement for Health	0.00	80	20	07/09/2019 8:00 AM	07/09/2019 10:00 AM	available
<input checked="" type="checkbox"/> WS2-Trusted Messengers: How Local Officials Can Inform Public Health Policy at the National Level	0.00	60	40	07/09/2019 8:00 AM	07/09/2019 10:00 AM	available
<input type="checkbox"/> WS3-Time to Modernize: Case Studies of Local Health Departments That Transitioned to Population-Focused Strategies	0.00	80	44	07/09/2019 8:00 AM	07/09/2019 10:00 AM	available
<input type="checkbox"/> WS4-The ABC's of Administrative Law in Public Health Practice	0.00	60	45	07/09/2019 8:00 AM	07/09/2019 10:00 AM	available
<input type="checkbox"/> WS5-Addressing Social Determinants of Health Through Art and Place	0.00	60	39	07/09/2019 9:00AM	07/09/2019 12:30PM	available
<input type="checkbox"/> WS10-What is New: Healthy People 2030 and Local Public Health	0.00	80	35	07/09/2019 10:15 AM	07/09/2019 12:15PM	available
<input type="checkbox"/> WS11-Social Media Best Practices: Leveraging Partnerships to Effectively Communicate Local Health Department Resources on a Small Budget	0.00	60	33	07/09/2019 10:15 AM	07/09/2019 12:15PM	available
<input type="checkbox"/> WS-Eliminated no more: Measles 2019 and the trend of VPDs	0.00	60	34	07/09/2019 10:15 AM	07/09/2019 12:15PM	available
<input type="checkbox"/> WS-Public Health and Education Partnerships to Address High-Risk Substance Use and Co-Occurring Behavior Among Adolescents	0.00	60	38	07/09/2019 10:15 AM	07/09/2019 12:15PM	available

Cancel

Save/Add To Cart

#### 7. Click **Checkout**

Cart Line Items

net total	item	discount	quantity	price
135.00	NACCHO Annual 2019 Golf Tournament	0.00	1.00	135.00
			Required	Required
0.00	WS2-Trusted Messengers: How Local Officials Can Inform Public Health Policy at the National Level	0.00	1.00	0.00
			Required	Required

Sub total: 135.00

Total discount: 0.00

Total tax: 0.00

Total shipping: 0.00

Total: 135.00

Discount:  apply

Source Code:  apply

discounts applied:

Check-Out

## 8. Click **Continue**

**Shopping Cart** **Payment**

**Customer Information**

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

Use this:  [+ Add a New Phone](#)

Use this email:  [+ Add a New Email](#)

**Billing Information**

Bill to: **Reg Test**

Billing contact:

Pick your billing address:  [+ Add a New Address](#)


Required

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

**Payment Information**

Bill me later: ☐

Payment amount: **0.00**



**Continue**

## 9. Verify session and click **Submit Order**

quantity	price	net total	item
1.00 <small>Required</small>	0.00 <small>Required</small>	0.00	(Demo B-10) Population Monitoring after a Radiological Event Using a Community Reception Center Electronic Data Collection Tool
1.00 <small>Required</small>	0.00 <small>Required</small>	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**

<b>Customer name:</b> Reg Test	<b>Billing name:</b> Reg Test
Phone:	
Email: csiembieda@gmail.com	Contact:

**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	<b>Net-total:</b>	<b>0.00</b>

Send confirmation by email? ☒

[Edit Cart](#) [Edit Payment](#) **[Submit Order](#)**

10. 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