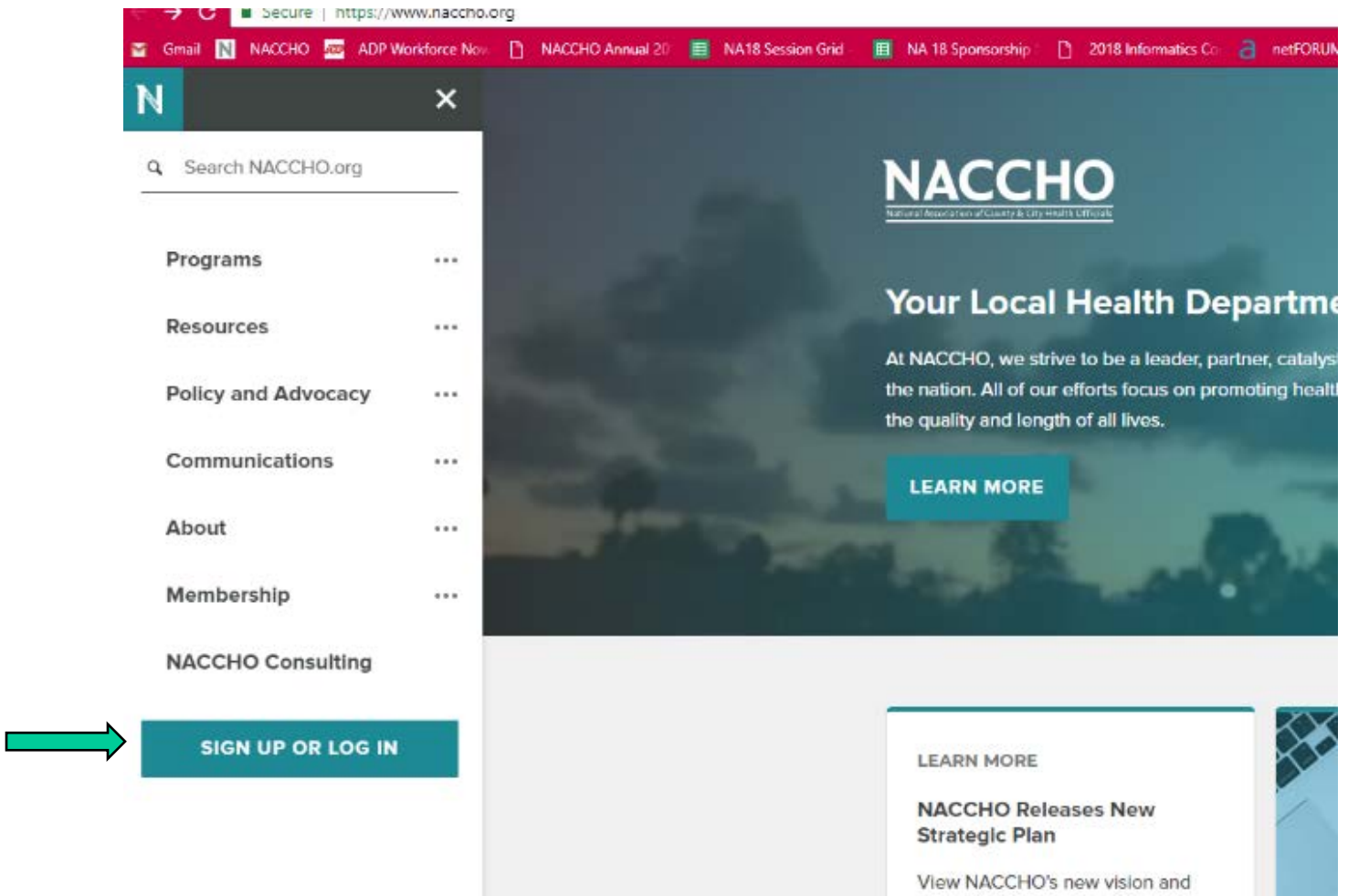


# ADDING WORKSHOPS TO AN EXISTING NACCHO ANNUAL REGISTRATION

1. Visit <https://www.naccho.org/> and click "Sign up or Log In"



2. Login with your myNACCHO username and password.

A screenshot of the NACCHO login page. The header includes the NACCHO logo and the text 'National Association of County & City Health Officials'. A navigation menu on the left lists 'Home', 'Log In', 'NACCHO Applications', 'My Information', 'My Subscriptions', 'My Transactions', 'Publications', and 'Toolbox'. The main content area is titled 'Login Required' and contains a login form with fields for 'Email address' and 'Password'. Below the form are checkboxes for 'Remember me', buttons for 'Forgot Password?' and 'Forgot Username?', and a 'Login' button. A 'New Users' section below the login form states 'You will need to create an account to complete your request. It's fast and free.' and lists benefits of creating an account: 'Enjoy unique member benefits and pricing', 'Have 24/7 access to your order history', and 'Customize your preferences'. A 'Create Account' button is located at the bottom of this section.

3. Click "My Events".

Home

My NACCHO

NACCHO Applications

 My Events

My Information

My Membership

My Subscriptions

My Transactions

Publications

Toolbox

Log Out

4. Click Add Sessions.

## My Events Emma Hoover

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	
NACCHO Annual 2017	Complimentary	05/18/2017	<a href="#">add sessions</a>



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

### Existing Session Registrations

Description	Quantity	Status
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Your Shopping Cart Is Empty

Shopping Cart Items									
item	quantity	price	discount	tax	shipping	net total	balance	addl info:	
							total:	\$0.00	
							balance:	\$0.00	



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

6. Locate the session(s) and Click the check. Once desired sessions are selected, Click Add to Cart button.

## 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"/> Session Recordings - NACCHO Annual 2017	50.00	07/11/2017	07/11/2017
<input checked="" type="checkbox"/> Communicating the Value of Your Local Health Department (PC4)	0.00	07/11/2017 8:00AM	07/11/2017 10:00AM
<input type="checkbox"/> Equitable Access through Shared Use and Public Health-Informed City Planning (PC1)	0.00	07/11/2017 8:00AM	07/11/2017 10:00AM
<input checked="" type="checkbox"/> Building Competence and Infrastructure for Ethical Decision Making at the Local Health Department Level (PC7)	0.00	07/11/2017 8:00AM	07/11/2017 10:00AM
<input type="checkbox"/> Consumer Food Safety Education: Two Approaches from Local Health Departments (PC8)	0.00	07/11/2017 8:00AM	07/11/2017 10:00AM
<input checked="" type="checkbox"/> Public Health and Clinical Collaboration in Zika Pregnancy and Birth Defects Surveillance and Referral to Service (PC6)	0.00	07/11/2017 8:00AM	07/11/2017 10:00AM
<input type="checkbox"/> Building an Informatics-Savvy Local Health Department: Tools and Lessons from the Field (PC2)	0.00	07/11/2017 8:00AM	07/11/2017 10:00AM
<input type="checkbox"/> Health Information Data Sharing: HIPAA Facts and Fallacies (PC5)	0.00	07/11/2017 8:00AM	07/11/2017 10:00AM
<input type="checkbox"/> Addressing High-Impact HIV Prevention Strategies: The HIV Testing, Navigation, and PrEP Prevention Continuum (PC3)	0.00	07/11/2017 8:00AM	07/11/2017 10:00AM
<input type="checkbox"/> Community Partnerships to Improve Population Health Outcomes (PC12)	0.00	07/11/2017 10:15AM	07/11/2017 12:15PM
<input type="checkbox"/> Institutionalizing Racial Justice and Equity in Hiring, Promotion, and Retention & Operationalizing Health Equity within a Local Health Department (PC16)	0.00	07/11/2017 10:15AM	07/11/2017 12:15PM
<input type="checkbox"/> Creating a Regional Behavioral Health Network for Pregnant and Postpartum Women (PC14)	0.00	07/11/2017 10:15AM	07/11/2017 12:15PM

 Add To Cart

Cancel

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. Enter Payment Method (if Applicable) and Information and click Continue.

11. Verify sessions and Click Submit Order.

12. The user will now be directed to the confirmation/ receipt page.