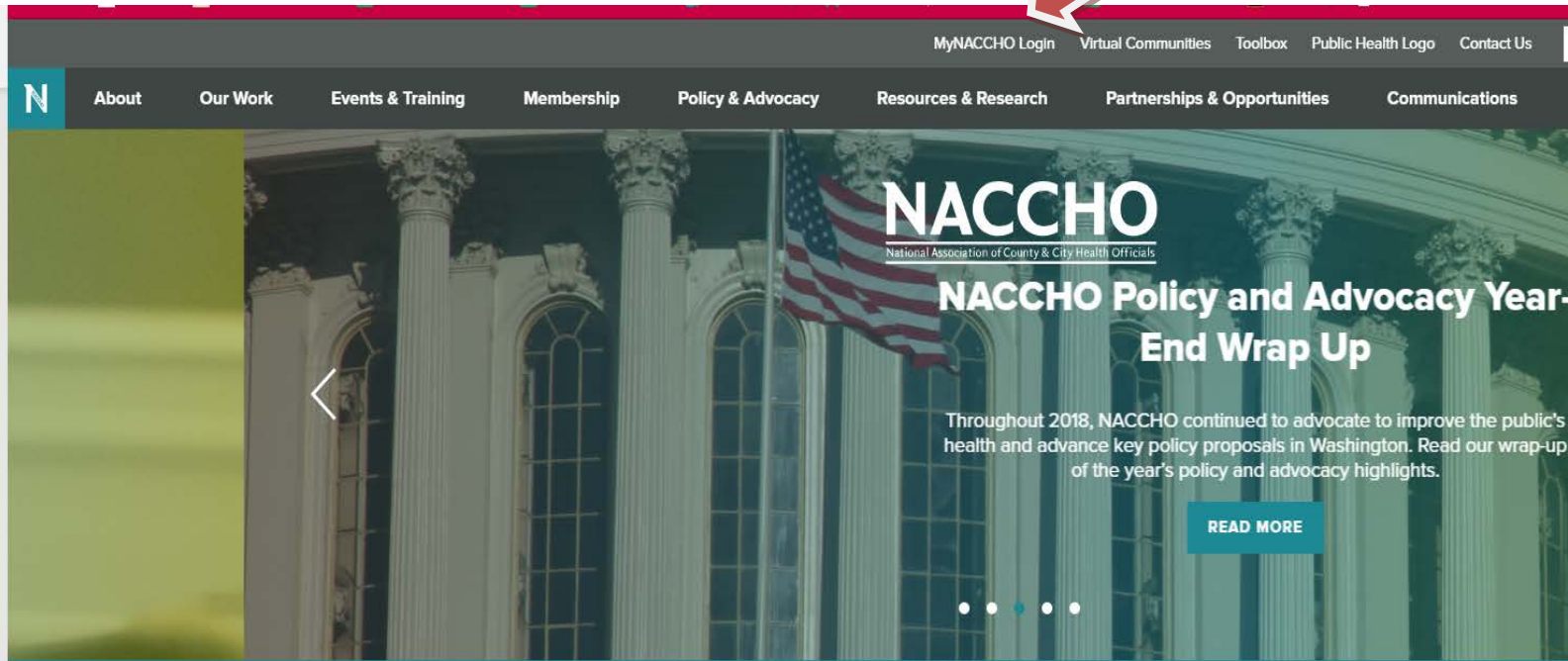


# Adding Workshops and Demos to an Existing NACCHO Annual Registration

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

**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

interests & expertise demographics

**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 event 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

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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
						<b>total:</b>	0.00
						<b>balance:</b>	0.00



## 8. Click Checkout

Cart Line Items <span style="float: right;">✕</span>				
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"/>	<b>0.00</b> <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"/>	<b>0.00</b> <i>Required</i>

---

**Sub total: 0.00**

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**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**

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

---

<b>Ship to:</b> Mr. Test Reg, test 12345 ABC St Washington, DC	<b>Bill to:</b> 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: 0.00</b>

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