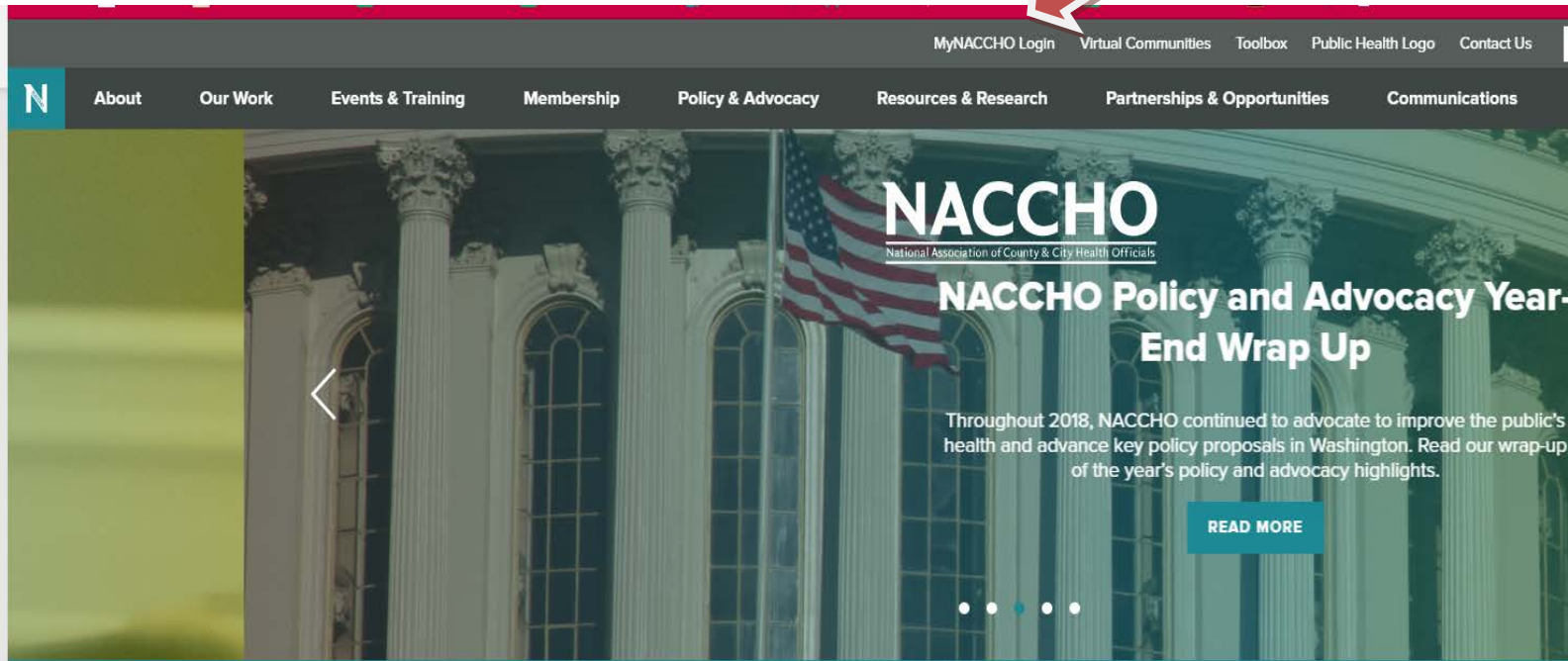


# Adding Workshops and Demos to an Existing NACCHO Annual Registration

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**



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.

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**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> <small>Required</small>
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> <small>Required</small>

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**Sub total: 0.00**

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**Total discount: 0.00**

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**Total tax: 0.00**

---

**Total shipping: 0.00**

---

**Total: 0.00**

---

Source Code:



## 9. Click Continue

**Shopping Cart** **Payment**

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**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

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**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	

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<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
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**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