

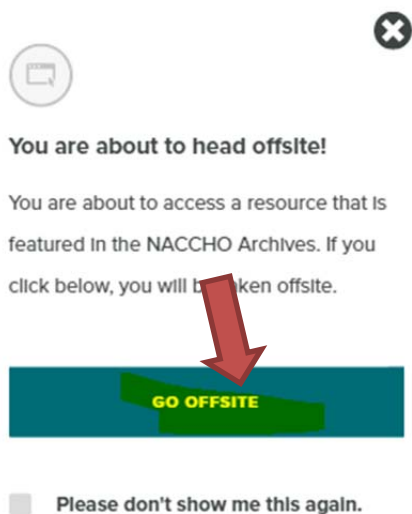
# Adding Workshops and Demos to an Existing Preparedness Summit Registration

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

1. Visit **www.naccho.org** and click **Sign Up or Log In**



2. Select to **Go Offsite**



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

**Login Required**

NACCHO membership helps local health departments improve their workforce and infrastructure robust benefits.

**Returning Users**

**Login**

Email address  
csiembieda@gmail.com

Password  
••••••

**Login**

A screenshot of the NACCHO login page. It shows a "Login Required" section with a brief description of membership benefits. Below this is a "Returning Users" section with a "Login" button. There are two input fields: "Email address" containing "csiembieda@gmail.com" and "Password" containing six dots. At the bottom right, there is a "Login" button with a red arrow pointing to it.

#### 4. Click **My Events**

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

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

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

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

item	quantity	price	discount	tax	shipping	net	balance	
							<b>total:</b>	0.00
							<b>balance:</b>	0.00

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

7. 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

is  
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8. 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

total: 0.00  
balance: 0.00

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

## 9. 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>

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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**

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**Total: 0.00**

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Source Code:



## 10. Click Continue

**Shopping Cart** **Payment**

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**Customer Information**

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

Use this

Use this email:

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**Billing Information**

Bill to: Reg Test

Billing contact:

Pick your billing address:

*Required*

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

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**Payment Information**

Bill me later:

Payment amount: **0.00**



## 11. 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

Customer name: Reg Test

Billing name: 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

**Net-total: 0.00**

Send confirmation by email?

Edit Cart

Edit Payment

**Submit Order**

## 12. 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.

Your Confirmation Number is **132400**  
You may print this page for your records. [Print](#)

### Billing/Shipping Information

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 Information

Payment amount: 0.00

**Net-total:** 0.00

Net-applied: 0.00

**Net-balance:** 0.00