myIHCA
HOW TO REGISTER FOR
AN EVENT
HOW TO REGISTER FOR AN EVENT

This training identifies how to register groups or individuals for IHCA/INCAL educational events. If you have questions about the event registration process, please contact Katie Niehoff at kniehoff@ihca.org.

Please note that you MUST first have an individual account within the myIHCA Portal in order to register for events. If you don’t know whether you have any account, click here and follow the steps in the training document.

How to Register

1. From the event listing on ihca.org OR from the event menu on myIHCA.org, you will be directed to the event you are interested in registering for. From that screen, click the blue “Register” button in the top right corner.

2. Sign in with your Username and Password for the myIHCA Portal.
3. If you are the Primary Admin for your organization, you will be asked to “Select A Profile.” Choose your individual profile. If you are not a Primary Admin, skip this step and move on to Step 4.

![Select A Profile]

Emily Berger  Indiana Health Care Association

4. Select your registration preference. Be sure to select “Register a Group” regardless of whether you are registering yourself or additional employees to ensure that your organization is billed for the event registration rather than you as the individual.
5. Select the individuals from your facility/company that you would like to register. If they are already registered for the event, you’ll see the blue check-mark icon next to their name.
   - You can search for people in your organization by typing in their name in the “add attendees” field. Search by FIRST name, as the system is set up currently to only search by FIRST name.
   - The only people who will show here are the individuals already attached to your organization. To add new contacts, enter them here and select the “Add Contact” option.

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Add Attendees:
- Emily Berger
- Elizabeth Eichhorn

Org Contacts
- Colin Hebenstreit (Employee)
- Dennis Neary (Employee)
- Elizabeth Eichhorn (Employee)
- Emily Berger (Primary Contact (ADMIN))
- Deeksha Kapoor (Employee)
- Developer Test (Employee)
- Emily Berger (Employee)
- Erin Weliver (Employee)

Add Contacts

<table>
<thead>
<tr>
<th>Add Contact</th>
<th>Email Address</th>
<th>Last Name</th>
<th>First Name</th>
<th>Role</th>
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Already Registered
6. Select the registration elements for each individual you are registering. When you are logged in and affiliated with a member organization, you will automatically receive member pricing.

7. Answer the registration questions for each individual you are registering.
8. Review your selections and select “Add to Cart” in the bottom right of the screen.

9. Select “Checkout” in the bottom right of the screen.
10. Select “New Payment Method” and input your credit card information. If you have already registered for an event in the new system and saved your credit card information, you’ll see that credit card listed as a payment option here.

Also enter any discount or promotion code if you have one. Confirm that your billing address is correct.

Click “Checkout” in the bottom right of the screen.
If you are not able to pay for your registration with a credit card and require an invoice for payment by check, please contact Katie Niehoff at kniehoff@ihca.org or 317-616-9028.

11. You will receive a confirmation notice that your registration is complete.