

ADHA 24 Group Registration Instructions

To Begin a New Group Registration:

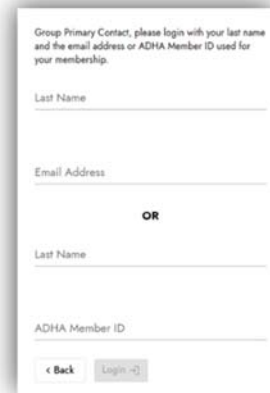
Step 1: Designate a Group Lead/Primary Contact. This individual will handle the registration process and payment on behalf of the group.

Step 2: Select **Group Registration**



Step 3: Begin registration. The Group Leader/Primary Contact will register themselves first by logging in with either their Last Name, Email Address or ADHA Member ID.

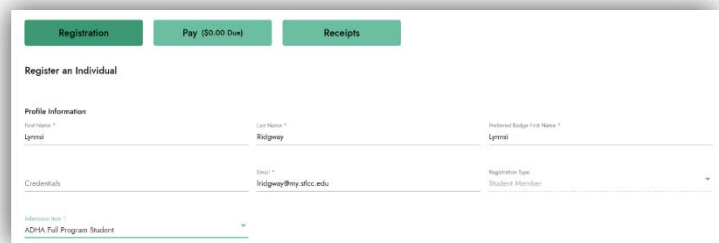
If you are a current ADHA member (professional or student), please use the email address associated with your membership account.



A login form titled 'Group Primary Contact, please login with your last name and the email address or ADHA Member ID used for your membership.' It has three input fields: 'Last Name', 'Email Address', and 'ADHA Member ID'. There is an 'OR' separator between the 'Email Address' and 'ADHA Member ID' fields. At the bottom, there are 'Back' and 'Login' buttons.

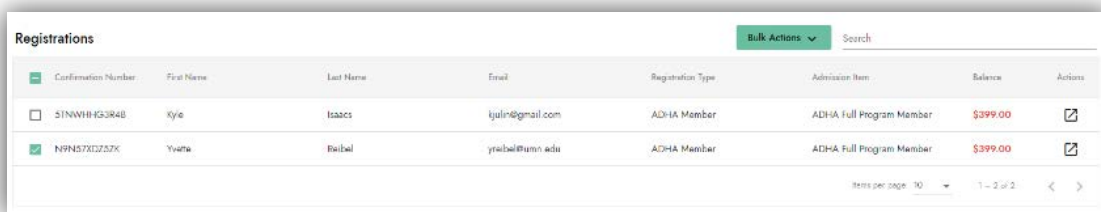
Step 4: Once logged in, the contact information will be pre-populated, except the **Phone Number** and **Company/Organization**. Please complete those fields.

Step 5: Next, verify the contact information, select payment type (credit card or check) and click **SAVE** (See screenshot below).



A registration form titled 'Register an Individual'. It has three tabs: 'Registration', 'Pay (\$0.00 Due)', and 'Receipts'. The form contains several fields: 'First Name' (Lynell), 'Last Name' (Ridgway), 'Preferred Badge First Name' (Lynell), 'Email' (lridgway@my.afcc.edu), 'Registration Type' (Student Member), and 'Admission Item' (ADHA Full Program Student).

Step 6: The registration for the Group Lead is now complete! The new registrant's name will appear at the bottom of the screen with the registration fee appearing on the right side in RED.



Confirmation Number	First Name	Last Name	Email	Registration Type	Admission Item	Balance	Actions
<input type="checkbox"/> STNWH#5384B	Kyle	Isaacs	kjulin@gmail.com	ADHA Member	ADHA Full Program Member	\$399.00	✕
<input checked="" type="checkbox"/> NPN57XJ2357K	Yvette	Baibai	yrbai@turn.edu	ADHA Member	ADHA Full Program Member	\$399.00	✕

Items per page: 10 1 - 2 of 2

Step 7: To register the next group member, scroll to the top of your screen and input their last name and email address **OR** ADHA Member ID. Repeat steps 4-6. A confirmation email will be sent to the registrant's email once complete.

Step 8: Repeat this step until you have added all five members of your group. An individual confirmation email will be sent to each registrant.

Step 9: The Free Registration discount will appear with the final added registrant.

<input type="checkbox"/>	HKNDG3TH2KT	Kyle	Lockwood	klockwood@ewu.edu	Student Member	ADHA Full Program Student	\$0.00
<input type="checkbox"/>	SRNMSKYNG7P	Caitlin	Todd	ctodd1822@gmail.com	Student Member	ADHA Full Program Student	\$150.00
<input type="checkbox"/>	B3ND84MMZQL	Rachel	Neher	rneher@ewu.edu	Student Member	ADHA Full Program Student	\$150.00
<input type="checkbox"/>	YQN3JPHVY9R	Yaqoob	Al Munshedi	yalmunshedi@gmail.com	Student Member	ADHA Full Program Student	\$150.00
<input type="checkbox"/>	TNN5BYGQJH5	Kayah	Symon	kayah.symon@icloud.com	Student Member	ADHA Full Program Student	\$150.00

Step 10-a: Click **PAY** at the top of the screen. If you want to pay for the entire group together in one payment, check all boxes next to the group member names. The whole balance will be reflected at the top of the page (See screenshot below.)

Confirmation Number	First Name	Last Name	Email	Registration Type	Admission Item	Balance	
<input checked="" type="checkbox"/>	TNN5BYGQJH5	Kayah	Symon	kayah.symon@icloud.com	Student Member	ADHA Full Program Student	\$150.00
<input checked="" type="checkbox"/>	YQN3JPHVY9R	Yaqoob	Al Munshedi	yalmunshedi@gmail.com	Student Member	ADHA Full Program Student	\$150.00
<input checked="" type="checkbox"/>	B3ND84MMZQL	Rachel	Neher	rneher@ewu.edu	Student Member	ADHA Full Program Student	\$150.00
<input checked="" type="checkbox"/>	SRNMSKYNG7P	Caitlin	Todd	ctodd1822@gmail.com	Student Member	ADHA Full Program Student	\$150.00

Step 10-b: If you want to pay individually or only a few, uncheck the appropriate boxes to the left until you reach the number of individuals you want to pay for. The new balance will appear at the top of the screen. You can use a single credit card or multiple credit cards for the transaction(s).

Confirmation Number	First Name	Last Name	Email	Registration Type	Admission Item	Balance	
<input checked="" type="checkbox"/>	TNN5BYGQJH5	Kayah	Symon	kayah.symon@icloud.com	Student Member	ADHA Full Program Student	\$150.00
<input checked="" type="checkbox"/>	YQN3JPHVY9R	Yaqoob	Al Munshedi	yalmunshedi@gmail.com	Student Member	ADHA Full Program Student	\$150.00
<input type="checkbox"/>	B3ND84MMZQL	Rachel	Neher	rneher@ewu.edu	Student Member	ADHA Full Program Student	\$150.00
<input type="checkbox"/>	SRNMSKYNG7P	Caitlin	Todd	ctodd1822@gmail.com	Student Member	ADHA Full Program Student	\$150.00

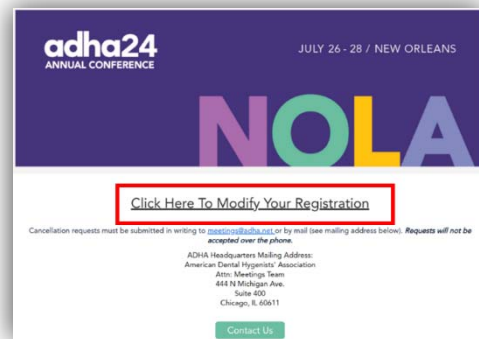
Modify Group Registration

Each group member will receive their own confirmation number, which can be found in the confirmation email. Each group member can individually log in to their registration to complete the attendee survey and select sessions/evening events. View Instructions below.

Step 1. Access the Registration Site: Click www.mcievents.com/adha2024/attendee.cfm then select **MODIFY AN EXISTING REGISTRATION**



Step 2. Select **CLICK HERE TO MODIFY YOUR REGISTRATION**



Step 3. Enter Your Email and Confirmation Number, located in your registration confirmation.

Step 4. Follow the prompts to make your modifications: After logging in you'll have the option to select or add additional ticketed events, networking opportunities, educational sessions, and even ADHA24 swag.

Step 5. Payment Process: The last page of the modification process will be the payment page. If sessions/events with an additional fee are selected, a new balance will appear on the registration record and can be paid via credit card or check.

NOTE: If you modify your registration **type**, the group discount will become voided, and the complimentary registrant will incur a new balance.

***Contact ADHA for Assistance - Should you encounter any issues or require assistance during the modification process, please don't hesitate to email us at meetings@adha.net. Our team is here to help ensure a smooth and hassle-free experience for you!*