

GROUP RATE

Registration Instructions for the 2017 Preparedness Summit

Using the instructions here, you can register just yourself at the group rate or register a whole group at the same time.

1) Use this link to begin:

<https://eweb.naccho.org/eweb/DynamicPage.aspx?WebCode=LoginRequired&expires=yes&Site=PrepSummit>

2) You will now be on the login page below. If you already have user account for NACCHO, you will enter your email address and password and select "Login". If you are a not yet a user, follow instructions to register to "Create an Account."

PREPAREDNESS
SUMMIT
APRIL 25 - 28, 2017 • ATLANTA GEORGIA

Portal Home Page

Login

Email address

Password

Login

Remember me

[Forgot your password?](#)

Not a registered user yet?

If you are a new visitor and do not already have a username and login, please register and create a new account. It's fast and free.

Create an Account

3) Once you have logged in, the screen below will appear. Select "Register a Group."

Welcome Back, Test!

Thank you for your interest in the 2017 Preparedness Summit!

Register Yourself

Register a Group

Note: Group registration is a \$50 discount per attendee, when three or more individuals from the same organization are registering for the **Full Summit** (discount not applicable for student and presenter rates). Group registration also requires you to be linked to an organization in our database. If you are not currently linked to an organization, you will be taken to an organization search page before beginning the registration process. Please contact summitreg@conferencemanagers.com with questions.

Change Password

4) On the next page, select "Add Registrants".

Registrant Group Information

Event: 2017 Preparedness Summit Registration
start date: 4/25/2017
end date: 4/28/2017
organization: Conference Managers
Registrant type: Full Conference - Group Registration

Registrants

registrant:	reg. type:	org. name:	total:	total (With Disc)
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Add Registrants Proceed to Cart

- 5) An alphabetical list of individuals linked to your organization will appear on the next page. Review the list to ensure all of the individuals you plan to register are on this list, or just you if you are only registering yourself. If any are missing, please email the person's full name, job title and email address to summitreg@conferencemanagers.com, to get them added. Don't forget to click on the numbers at the top (see red circle below) to see more names.

When you are ready, click the orange "Register" button next to the first registrants' name.

Unregistered Members

Can't find the member you're looking for? Email the person's name, job title and email address to the Preparedness Summit Registration Team at summitreg@conferencemanagers.com



Name	Title	Email Address	
Baker Linda	Exhibits Manager	lbaker@conferencemanagers.com	Register
Billock Lisa	Conference Coordinator	lbillock@conferencemanagers.com	Register
Butler Brenynn	Registration Assistant	bbutler@conferencemanagers.com	Register
Campbell Colleen	President	ccampbell@conferencemanagers.com	Register
Carey Maeve		mcarey@conferencemanagers.com	Register
Davis Elizabeth	Conference Manager	edavis@conferencemanagers.com	Register
Epstein Rebecca S.	Conference Coordinator	repstein@conferencemanagers.com	Register
Hachero Linda			Register
Hoover Emma	Reg Assistant	ehoover@conferencemanagers.com	Register
Hume Caitlin	Registration Manager	chume@conferencemanagers.com	Register

Current Registrants

Name	Title	Email Address	Registration Date
Siembieda Corey	test	csiembieda@conferencemanagers.com	02/02/2017

- 6) On the next screen for the first question "Full Conference- Group" should already be selected (see below in yellow).

Registrant Information

registrant type: **Full Conference - Group Reg** Required

[Clear Selection](#)

full name: Mrs. Elizabeth Davis

organization: Conference Managers

title: Conference Manager

email: edavis@conferencemanagei

Emergency Contact Name: Required

Emergency Contact Phone: Required

Continue to complete the Registrant Information section (including the Emergency Contact Name and Phone), Name Badge section, Dietary/Special Needs section (if applicable), Attendee Demographic Survey (required) as well the photography policy and privacy policy.

At the bottom of the page under Event Fees for the Product, please check the applicable see red circle below). Click "Add Individual to Group" to proceed.

Event Fees

Product	Price	Member Type	Category
<input checked="" type="checkbox"/> PREP 2017 Registration: Corporate / Business - Group Early Bird	745.00	[Any]	
<input type="checkbox"/> PREP 2017 Registration: Non-Profit Organization, Federal/State/Local Governmental Agency - Group Early Bird	545.00	[Any]	
<input type="checkbox"/> PREP 2017 Registration: Presenter Individual - Early Bird	495.00	[Any]	

- 7) The next page is confirmation that the attendee was added. Click “Add Registrants” (and follow directions (5-6 above) to add another attendee or “Proceed to Cart” if you are done adding registrants and are ready to check-out.

Registrant Group Information

Event: **2017 Preparedness Summit Registration**
 start date: 4/25/2017
 end date: 4/28/2017
 organization: Conference Managers
 Registrant type: Full Conference - Group Registration

Registrants				
registrant:	reg. type:	org. name:	total:	total (With Disc)
Butler Brenynn	Full Conference - Group Registration	Conference Managers	545.00	545.00
Epstein Rebecca S.	Full Conference - Group Registration	Conference Managers	545.00	545.00

- 8) The next page is a summary of your complete order. At the bottom, select “Check-Out” to continue.

Line Items

Price	Item	Quantity	Net total	Discount:
545.00	PREP 2017 Registration: Non-Profit Organization, Federal/State/Local Governmental Agency (Group)	1.00	545.00	0.00
<i>Required</i>		<i>Required</i>		
545.00	PREP 2017 Registration: Non-Profit Organization, Federal/State/Local Governmental Agency (Group)	1.00	545.00	0.00
<i>Required</i>		<i>Required</i>		
545.00	PREP 2017 Registration: Non-Profit Organization, Federal/State/Local Governmental Agency (Group)	1.00	545.00	0.00
<i>Required</i>		<i>Required</i>		

Cart Total

Subtotal: **1635.00**

Total discount: 0.00

Total tax: 0.00

Total shipping: 0.00

Total: **1635.00**

Discounts

Source Code:

- 9) The following page lists your billing and payment information. If any fields need to be updated, please use either the pencil icon (to edit) or the plus icon (to add).

Customer Information

Customer: **Ms. Corey Siembieda**

Use this phone:

Use this email:

Billing Information

Bill to: Siembieda Corey

Billing contact:

Pick your billing address:

Bill to:

- 10) At the bottom of this same page, the Payment Information section allows you to fill in payment information. To pay by credit card, select your card type from the drop down menu and fill in the information. To pay by check or PO, select the “Bill me later” check box. Information on where to send check and POs can be found on the next page, as well as in your registration confirmation. Select “Continue” to proceed.

Payment Information

Bill me later:

Payment amount: 545.00

Payment method:

Invoice total: 545.00

[Continue](#)

- 11) The next page contains all payment terms and conditions. Select, “I Accept” at the bottom of the screen to continue.
- 12) The final page is a summary of your registration. Scroll down to the bottom and select the “Submit Order” button to finish.
- 13) After submitting your order, a confirmation will appear on the screen, and all registrants will receive a full confirmation via email shortly thereafter.

Questions please contact:

Corey Siembieda, 2017 PHP Summit Registration Manager
summitreg@conferencemanagers.com; 703-964-1240 x 200

Thank you and we look forward to seeing you in Atlanta!