

ADDING WORKSHOPS TO AN EXISTING INFORMATICS REGISTRATION

1. Visit <https://www.naccho.org/> and click “Sign up or Log In”
2. Login with your myNACCHO username and password.

The screenshot shows the NACCHO website homepage. The browser address bar displays <https://www.naccho.org/>. The navigation menu on the left includes: Programs, Resources, Policy and Advocacy, Communications, About, Membership, and NACCHO Consulting. A green arrow points to the 'SIGN UP OR LOG IN' button located at the bottom of the navigation menu. The main content area features the NACCHO logo and the tagline 'Your Local Health Department'. Below the logo, there is a 'LEARN MORE' button and a section titled 'NACCHO Releases New Strategic Plan' with a 'View NACCHO's new vision and' link.

NACCHO
National Association of County & City Health Officials

Home
Log In
NACCHO Applications
My Information
My Subscriptions
My Transactions
Publications
Toolbox

Login Required

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

Login

Email address
Password

Remember me
Forgot Password? Forgot Username?

New Users

You will need to create an account to complete your request. It's fast and free.

Create an account today to:

- Enjoy unique member benefits and pricing
- Have 24/7 access to your order history
- Customize your preferences

Create Account

3. Click "My Events".

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[My NACCHO](#)

[NACCHO Applications](#)

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[Log Out](#)

4. Click Add Sessions.



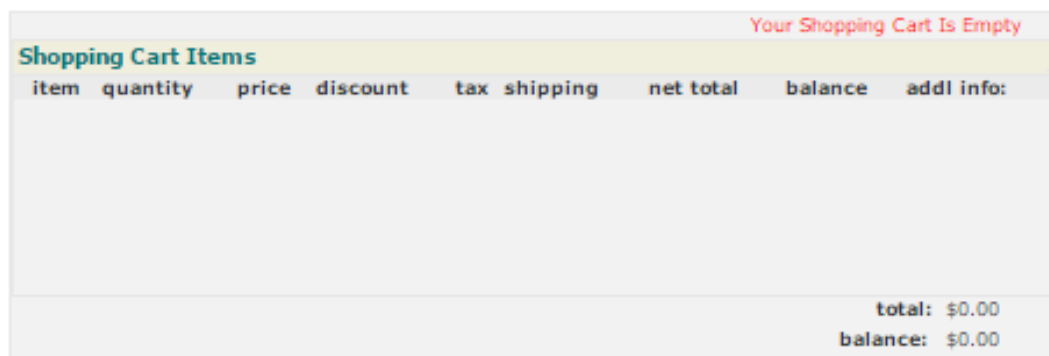
The screenshot shows the NACCHO website's "My Events" page. The header includes the NACCHO logo and navigation links like "Welcome back!", "MY CART", "MY ACCOUNT", and "Log out". A left sidebar contains a menu with "My Events" highlighted. The main content area is titled "My Events" and lists several events in a table. A green arrow points to the "add sessions" button next to the first event.

Event Title	Reg. Type	Reg. Date	
NACCHO Public Health Informatics Conference 2018	Staff	07/16/2018	add sessions
NACCHO Annual 2018	Staff	05/30/2018	
2018 Preparedness Summit Registration	Staff	03/29/2018	
Vector Control Summit - Itching to Improve: Building Local Mosquito Control Capacity		02/15/2018	

5. Scroll to the bottom of the screen and Click the Add Workshops.

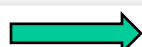
Existing Session Registrations

Description	Quantity	Status
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The screenshot shows the "Shopping Cart Items" section of the website. It displays a table with columns for item, quantity, price, discount, tax, shipping, net total, balance, and addl info. The cart is currently empty, with a total and balance of \$0.00. A green arrow points to the "Add Workshops" button at the bottom.

item	quantity	price	discount	tax	shipping	net total	balance	addl info:
								total: \$0.00
								balance: \$0.00

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

6. Locate the session(s) and Click the check. Once desired sessions are selected, Click Add to Cart button.

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Welcome back | MY CART | MY ACCOUNT | Log out

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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.

Session	Price	Starts	Ends
<input type="checkbox"/> REDCap Workshop: A Hands-on Experience	0.00	08/20/2018 8:00 AM	08/20/2018 5:00 PM
<input type="checkbox"/> National Notifiable Diseases Surveillance System Modernization Initiative Message Mapping Guide: Implementation Technical Assistance Workshop	0.00	08/20/2018 8:00 AM	08/20/2018 12:00PM
<input type="checkbox"/> Use of Open Source Model (District Health Information System 2) for Improving Routine Immunization Data Reporting in Nigeria.	0.00	08/20/2018 8:00 AM	08/20/2018 12:00PM
<input type="checkbox"/> Blockchain Applications to Improve Public Health Procurement	0.00	08/20/2018 8:00 AM	08/20/2018 12:00PM
<input type="checkbox"/> Formulating Public Health Informatics Problems through Shared Mental Models: A Case-Based Workshop	0.00	08/20/2018 1:00 PM	08/20/2018 5:00 PM
<input type="checkbox"/> Deep Dive: Developing Data Visualization Case Studies in Global Health Using Jupyter Notebooks	0.00	08/20/2018 1:00 PM	08/20/2018 5:00 PM
<input type="checkbox"/> Change Management for Public Health Informaticians	0.00	08/20/2018 1:00 PM	08/20/2018 5:00 PM

7. The session(s) should now show in the cart at the bottom of the page. Click Proceed to Checkout.

8. Click Checkout.

9. Click Continue.

10. Enter Payment Method (if Applicable) and Information and click Continue.

11. Verify sessions and Click Submit Order.

12. The user will now be directed to the confirmation/ receipt page.