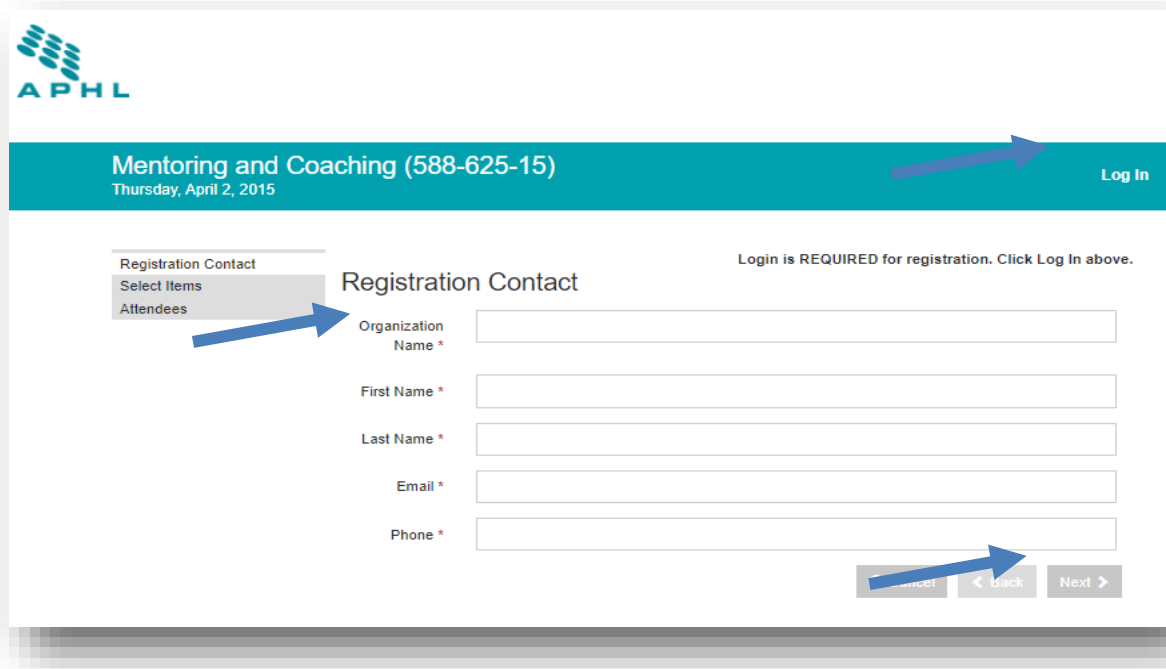


Registering for an APHL Event

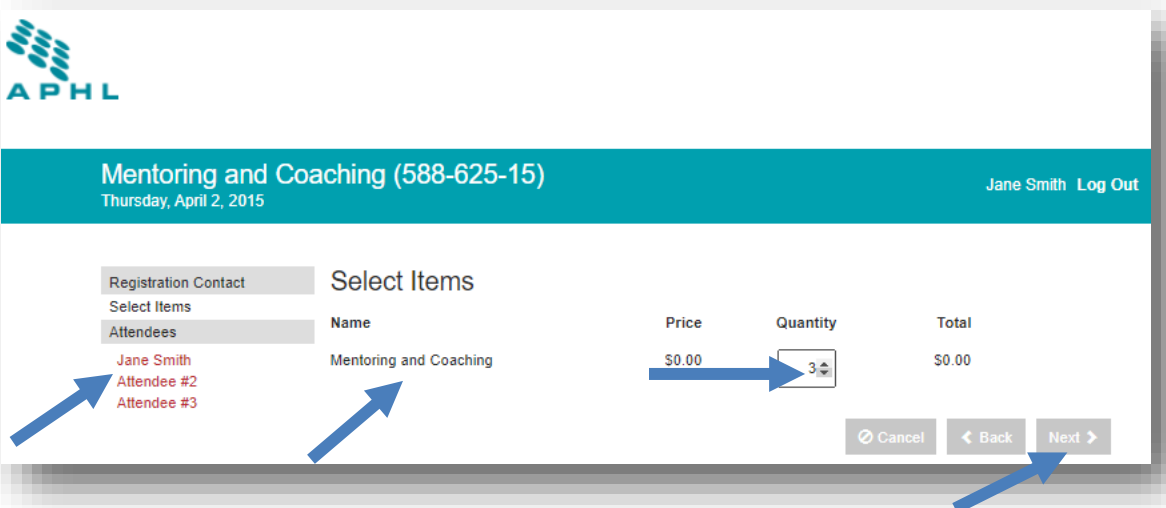
The registration process begins by identifying the Registration Contact. This may be the same as the person attending the event or it may be someone who is responsible for registering colleagues for an event.

1. The Registration contact will login which will pre-populate the fields with information from their account. Then click the Next button.



The screenshot shows the APHL logo at the top left. Below it is a teal header bar with the text "Mentoring and Coaching (588-625-15)" and "Thursday, April 2, 2015". On the right side of the header bar is a "Log In" button. Below the header bar, there is a navigation menu with three options: "Registration Contact", "Select Items", and "Attendees". The "Registration Contact" option is selected, and a blue arrow points to it. To the right of the menu is the title "Registration Contact" and a note: "Login is REQUIRED for registration. Click Log In above." Below this, there are five input fields: "Organization Name *", "First Name *", "Last Name *", "Email *", and "Phone *". At the bottom right, there are three buttons: "Cancel", "Back", and "Next". A blue arrow points to the "Next" button.

2. The registration items available are then displayed. The registration contact has the ability to select the number of items needed for registration of the event. Member pricing will only be available for members who have logged into the registration system. Click next to continue.



The screenshot shows the APHL logo at the top left. Below it is a teal header bar with the text "Mentoring and Coaching (588-625-15)" and "Thursday, April 2, 2015". On the right side of the header bar is the text "Jane Smith Log Out". Below the header bar, there is a navigation menu with three options: "Registration Contact", "Select Items", and "Attendees". The "Select Items" option is selected, and a blue arrow points to it. To the right of the menu is the title "Select Items". Below this, there is a table with three columns: "Name", "Price", and "Quantity". The "Name" column contains "Mentoring and Coaching". The "Price" column contains "\$0.00". The "Quantity" column contains a dropdown menu with the number "3" selected. The "Total" column contains "\$0.00". At the bottom right, there are three buttons: "Cancel", "Back", and "Next". A blue arrow points to the "Next" button.

3. For each registration item selected, the registrant contact will identify the attendee which will be associated with the registration item and enter the attendee's contact information. Repeat this process for each attendee. ***Please be sure to enter the email address of the attendee to help ensure the attendee receives the proper correspondence.** Again, the attendee could be the same as the registration contact or it could be a colleague. Click Next to continue to payment.

Registration Contact
Select Items
Attendees
Jane Smith
Attendee #2
Fred Martin
Payment Info

Phone *

Fred Martin

Organization Name * ABC Laboratory

Prefix

First Name * Fred

Last Name * Martin

Title * Laboratory Directory

Name For Badge Fred Martin

Email * Fred.Martin@noemail.edu

Phone * 123-321-7894

Address * 123 Main st

City * Spr

State / Province * MD

Zip / Postal Code * 12345

Assign Items

Coronavirus Disease (COVID-19): Laboratory Risk Assessments and Lessons Learned

4. This screen will contain a summary of the event registration and the amount owed. The registrant contact is able to select the payment method and enter in the required payment information. Click Submit Registration to complete the registration process.

Registration Contact
Select Items
Attendees
Jane Smith
Attendee #2
Fred Martin
Payment Info

Payment Info

Coronavirus Disease (COVID-19): Laboratory Risk Assessments and Lessons Learned: 3 x \$100.00

Amount	\$300.00
Tax Amount	\$0.00
Total Amount	\$300.00

Payment Option: Credit Card

Name On Card: Jane Smith

Card Num: []

Security Code: []

Expires: 5 / 2020

Address: []

City: [] State / Province: [] Zip / Postal Code: []

Country: []

Cancel Back **Submit Registration**

5. A confirmation screen will display which includes a printable receipt. An email will also be sent to the registrant contact and attendees with confirmation and receipt information.

Coronavirus Disease (COVID-19): Laboratory Risk Assessments and Lessons Learned (588-602-20)

Print

APHL ASSOCIATION OF PUBLIC HEALTH LABORATORIES

Thank you for registering for Coronavirus Disease (COVID-19): Laboratory Risk Assessments and Lessons Learned (588-602-20)

Instructions	
Program	3/12/2020 - 3/12/2021
Availability	

Need additional support? Contact registrar@aphl.org with questions on the registration process.