HOW TO REGISTER ON LHA'S NEW WEBSITE FOR SUMMER CONFERENCE:

The LHA launched a new website at the end of 2022, and your login credentials from the previous website are no longer active.

HOW TO ACCESS YOUR NEW LHA WEBSITE ACCOUNT:

Visit <u>https://lhaonline.org</u>, and select "Sign In/Create Account." (See green arrow below.) Use the three-step process to sign in for the first time.



Login Step 1: Search for Your Login Information

If you have attended an LHA event in the past or if you are part of your hospital's leadership team, you are most likely in our system. To search for your account, select the "Find Me" button. (See green arrow below.)

	ABOUT	ADVOCACY	EDUCATION	GROUPS	Sign In/Create	e Account Affiliates	ヺ <u>Home</u> Q NEWS
Sign In	Please repo	We hope ort any performa	you find our new nce issues to LH	v website us IA's <u>Commu</u> Do I have d	eful. nications De	epartment.	
	Username mdement@thaonline.org Password 		N Si	lot sure if you h ee if you have a	ave an accour an existing acc	nt? Use the simple "Fin count with the LH Find Mo	ption below to
	Create a New Acco	unt					

Login Step 1 Continued:

You will be taken to a webpage that will allow you to search for your account. (See image below.) Enter your entire last name and the first two letters of your first name. If you have ever registered for an event using a nickname versus your formal name, we recommend trying both.

Step 1: Search fo	or Login Information
Not sure if you have a logi	n? Use the search below.
*First Name	pe
∗Last Name	test
Email Equals	
Find	
Please enter your search	criteria to view results

Login Step 2: Reset Your Password

Once you type in your information, the system will list accounts that match your criteria. If you find your account, the email listed is your username. Click on the "Reset Your Password" button and follow the steps provided. If you do not find an account listed, if the email listed is incorrect, or if the email column has "No email on record," continue to the "Create an Account" link at the bottom of the webpage to create an account.



Login Step 3: Create An Account

The "Create an Account" link will bring you to an online form. After completing and submitting the form, you will receive an email from the LHA (no later than 24 business hours but usually much sooner) with the subject "LHA Web Access Notification." The email will include your membership type and username. Once you receive this email, you can login and register for the event.



HOW TO REGISTER FOR SUMMER CONFERENCE:

Visit the Summer Conference webpage at <u>https://lhaonline.org/Event.aspx?EventKey=M234831</u>, and sign into the website (see green arrow below) to view your member-specific pricing and program items.



Registration Step 1: Select the "Register Myself" button to add registration to your cart. (See green arrow below.)



Registration Step 2: If you are bringing a guest to any of the Summer Conference functions, please complete the "Questions" section. Once you add your information, select "Save Response." (See red arrow below.)

Questions		
List the name of your spouse/partner and/o and last name, separated by a comma. Inclt tickets for in the list. Badges will be include	r children who will be attending as ide any person(s) you are purchas d in your registration packet.	is your guest(s). Provide first ising Casino Night Guest
	_h	Save Response

Registration Step 3: Scroll down to view optional add-on events and excursions.

Select additional add-on events and excursions for you and your guest(s). For add-on items you are either purchasing or want included in your itinerary, select the "Add" button. If a quantity is shown, please enter the total number of items in the field for yourself and/or guest(s) and select "Add." (See green arrows in images below.)



Some activities require additional information. Once you "add" an activity to your order, a comment box may appear for you to enter the names of your guests. (See orange arrow below.) You must select "Save Responses" before moving to the next item. When all items are added to your cart, you can select "Proceed to Checkout." (See red arrows below.)

7/25/2023 12:30 PM	Cypress Bend	Golf Excursion - SELECT QUANTITY AS APPLICABLE
Quantity (max 2)	1 In Itinerary	
1 Update Remove	Cypress Bend at Digest. This arch bunkers, top qua provided at the g SELECT QUAN is per person; to	t The Craft Farms Golf Resort boasts a 4½ star rating by Golf nitectural masterpiece features staggered tee boxes, sprawling ality putting surfaces, and year-round lush conditions. Lunch is golf course at 12:30 p.m. with a shotgun start at 1:00 p.m. TITY for the number of tickets to be purchased. Price reflected tal price will be shown in your cart at checkout.
States - B THE AT	Price	105.00
and a start of the	Time	12:30 PM - 5:30 PM
	Provide the FIR person include time of registra prior to July 14	IST and LAST NAME along with the HANDICAP for EACH d in your golf purchase. If handicaps are unknown at the tion, email marthur@lhaonline.or with that information , 2023. Separate each name/for cap with a comma.
		Save Response
7/25/2023 12:30 PM	<u>Deep Sea Fishi</u>	ng Excursion - SELECT QUANTITY AS APPLICABLE
		Proceed to Checkout

Registration Step 4: Review Your Order Review all the items included with your summer conference purchase. If the items do not appear, click on the expand arrow. (See red arrow below.)

		Quantity	Price	Total	
•	2023 Annual Meeting & Summer Conference	1	550.00	550.00	<u>Remov</u>
	Item	Quantity	Price	Total	
	Registration	1	445.00	445.00	
	Welcome Reception and Networking Event	1	0.00	0.00	
	Registrant Casino Night Ticket - Included in Registration	1	0.00	0.00	
	Cypress Bend Golf Excursion - SELECT QUANTITY AS APPLICABLE	1	105.00	105.00	
	Sips & Shade at the Beach - SELECT QUANTITY AS APPLICABLE	1	0.00	0.00	
					Update

TRANSACTION GRAND TOTAL

0.00

550.00

Apply

Promotional code

Handling

Registration Step 5: Make an Online Payment:

Important Note: If the billing address at the bottom of the cart page is not correct or is missing, select "Choose another address" to update the information **BEFORE** filling in your credit card information. Then fill in the payment details and select the "Submit Order" button. (See red arrows below.)

Cart Charges

Item total	550.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	550.00

Promotional code	Apply

Payment Details

Payment method Visa Name on card People Member Test *Card Card number MM/YY Card number MM/YY CSC Postal code This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply. Billing address	550.00				
Visa Visa	Payment method				
Name on card People Member Test Card Card number MM/YY CSC Postal code This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply. Billing address	Visa	\sim			
People Member Test Card Card number MM/YY CSC Postal code This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply. Billing address	Name on card				
Card Card number MM/YY CSC Postal code This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply. Billing address	People Member T	est			
Card number MM/YY CSC Postal code This site is protected by reCAPTCHA and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply. Billing address	Card				
This site is protected by reCAPTCHA and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply. Billing address				Destal and	
Choose enother address	Card number	MM/YY	CSC	Postal Cour	e
	Card number	d by reCAPTCH/	CSC	Google Priv	e r <u>acy Policy</u> and
	Card number This site is protected Terms of Service a Billing address Choose another ad	MM/YY d by reCAPTCH/ oply.	CSC	Google Priv	and

Event Order Notifications:

Order Confirmation: You will receive a webpage confirmation after submitting your online order. In addition, our system is set to automatically send you an email confirmation. If you do not receive the email confirmation, contact LHA Education Coordinator Melissa Arthur at <u>marthur@lhaonline.org.</u>

Itinerary Changes: After your initial registration has been processed, you can visit the Summer Conference event page to purchase additional tickets or to edit your itinerary if necessary. You should receive an event order update email after any changes are made. If you do not receive the email, contact LHA Education Coordinator Melissa Arthur at <u>marthur@lhaonline.org.</u>