

## How to Register MORE THAN ONE Person or Group for HCAOA's Annual Leadership Conference

\*\*Please note that **only the primary contact** for your company can register guests or a group of people for the conference\*\*

- 1) Please visit: <http://www.hcaoa.org>
- 2) Click Login, and enter in your information. If you are not a current member, please create a new account.

Make sure your username is your work email address.

You will then see your name at the top of the screen.

- 3) Click on "Event Registration" on the top of the screen.

The screenshot shows the top navigation bar of the Home Care Association of America website. The logo on the left features three stylized human figures in blue and green, followed by the text "Home Care Association of America". The navigation menu includes links for "Welcome, Laura Smothers", "Logout", "Contact", "JOIN NOW", "[My Profile]", "Make A Payment", and "Event Registration" (which is circled in yellow). Below the navigation bar are buttons for "Find a Provider", "About", "Membership", "Events", and "S". The main banner area features a large image of the United States Capitol dome. To the right of the image, there is text that reads "HCAOA is Voice of the Care Industry" and "HCAOA serves the care industry's needs in Washington, D.C. and governments across the country." Below this text is a "Read More" button. Navigation arrows are visible on the left and right sides of the banner image.

- 3) Under "Upcoming Events," select the event you would like to register for.

|                        |
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| <b>Upcoming Events</b> |
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## UPCOMING EVENTS

A list of upcoming events is presented below:

[View event Speakers](#) [View event Calendar](#)

[Advanced Search](#)

| Dates                  | Times                   | Event                                                   | Register                                                                                                                                                                | Add to Calendar                                                                     |
|------------------------|-------------------------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 6/15/2017 - 6/15/2017  | 10:00am - 12:00pm       | HCAOA Georgia Chapter Summer Meeting                    |   |  |
| 6/20/2017 - 6/20/2017  | 09:30am - 11:00am       | HCAOA Illinois June Monthly Meeting                     |                                                                                      |  |
| 6/21/2017 - 6/21/2017  | 10:30am - 12:00pm       | HCAOA Connecticut Meeting                               |   |  |
| 6/27/2017 - 6/27/2017  | 01:00pm - 02:30pm       | HCAOA Alabama Town Hall Meeting                         |   |  |
| 6/27/2017 - 6/27/2017  | 02:00pm - 04:00pm       | HCAOA Massachusetts Town Hall                           |                                                                                      |  |
| 10/8/2017 - 10/11/2017 | 05:00pm - 12:00pm (...) | 2017 Annual Leadership Conference - Vendor Registration |                                                                                      |  |
| 10/8/2017 - 10/11/2017 | 05:00pm - 12:30pm (...) | 2017 HCAOA Annual Leadership Conference: Attendee Re... |   |  |

5) Please note that **only the primary contact** can register more than one person (guests, etc) for an event. Find the 2017 HCAOA Annual Leadership Conference: **Attendee** Registration option. **You'll see the button with the green circle is where you register more than one person.**

If you are only registering one person for the conference, choose the button with the picture of one individual (yellow circle).

6) In the drop down menu, you must choose your **Company Name**. **\*\*\* If you choose your individual name, your name badge will be incorrect at the event.\*\*\***

2017 HCAOA Annual Leadership Conference: Attendee Registration

### Select Registrant

Our records indicate that you are the primary contact of one or more organizations.  
Please select using the drop down arrow if you are purchasing this registration for yourself or for your organization.

Event registration on behalf of:

R Registrant: Smothers Laura  
Home Care Association of America

« Previous   Cancel   Next »

7) Next, you'll see a screen listing the Registration fee. Select "Next"

Contact [JOIN NOW](#)

[Home Care Association of America](#) [Find a Provider](#) [About](#) [Membership](#) [Associate Members](#) [Events](#) [Store](#) [My HCAOA](#)

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Event Registration Wizard

Test Event

### Select Registration Fee

Please select the appropriate registration fee.  
Once the fee is selected, click the NEXT button at the bottom of the page to continue.

Select a registration fee for Laura Smothers

| Name        | HEMBER | NON HEMBER | Select                           |
|-------------|--------|------------|----------------------------------|
| HCAOA Staff | \$0.00 | \$0.00     | <input checked="" type="radio"/> |

8) Then, you'll come to the Event Registration Wizard. Enter in your information for your name badge.

|                        |
|------------------------|
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## Event Registration Wizard

## Test Event

**Enter Registration Information**

Please enter your registration and badge information.  
Click the NEXT button at the bottom of the page to continue.

**Enter registration information for Laura Smothers**

First Name:   Badge Name:   
 Last Name:   Registration Date:

[« Previous](#)[Cancel](#)[Next »](#)

9) To add guests, you will select the number of guests from the drop down menu.

Test Event

**Select Guests**

This event allows you to register guests. Please select if and how many guests will be attending the event as part of your registration.

**Number of guests (optional):**

Number of Guests (optional):

[« Previous](#) [Cancel](#) [Next »](#)

10) You're almost done! The next screen is to confirm your registration. Please review, check the email address where the receipt will be sent, add another email address if you'd like to get a copy of the receipt, and then click "Register Now."

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### Event Registration Wizard

**Test Event**

**Confirm & Submit Registration**

Please confirm the selected information below and click the REGISTER NOW button. To change registration information below, click the PREVIOUS button to go back.

[Printer Friendly Version](#)

■ Event: **Test Event** 5/1/2017 10:00am - 6/3/2017 05:00pm

**Main Registration - Laura Smothers**

|                          |      |
|--------------------------|------|
| Badge Name: <b>Laura</b> | FREE |
| <b>Subtotal: FREE</b>    |      |

E-mail Confirmation

Send an event confirmation e-mail to my primary e-mail address: laura@hcaoa.org

Send a copy of the event confirmation e-mail to an additional e-mail address:

[« Previous](#)
[Cancel](#)
[Register Now](#)

tra.com/eweb/StartPage.aspx?Site=HCAOA&WebCode=HomePage

11) Finally, you'll see your registration confirmation, which is the same information which will be emailed to you shortly.

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### Event Registration Wizard

**Test Event**

**Registration Confirmation**

Thank you for your registration. We look forward to seeing you at the event.

[Printer Friendly Version](#)

**You successfully registered for the following event.**

■ Event: **Test Event** 5/1/2017 10:00am - 6/3/2017 05:00pm

**Main Registration - Laura Smothers**

|                          |        |
|--------------------------|--------|
| Badge Name: <b>Laura</b> | \$0.00 |
| <b>Subtotal: \$0.00</b>  |        |

[Go To Online Store](#)

12) To add guests after you register for the event, you can log in, go to “Event Registration”, then click on “My Events” on the gray menu to the left, and then click on “Add Guest” for the event you are attending.

Thank you for reading these instructions and we look forward to seeing you at this HCAOA event! If you have any other questions, please contact [info@hcaoa.org](mailto:info@hcaoa.org)