

## How to Register One Person 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\*\* For the directions for registering more than one person for our conference, see "How To Register More than One Person for the HCAOA's Annual Leadership 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 HCAOA website. On the left is the logo for Home Care Association of America. The navigation menu includes links for [My Profile], [Make A Payment], [Event Registration] (highlighted with a yellow circle), Logout, Contact, and a green JOIN NOW button. Below the navigation bar is a blue banner featuring a large image of the U.S. Capitol dome. To the right of the image, the text reads "HCAOA is the Voice of the Home Care Industry" and "HCAOA serves as the home care industry's unified voice in Washington, D.C. and state governments across the country." A green Read More button is located at the bottom right of the banner.

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

<a href="#">Home</a>
<a href="#">Logout</a>
<a href="#">My Information</a>
<a href="#">My Transactions</a>
<a href="#">My Events</a>
<b><a href="#">Upcoming Events</a></b>
<a href="#">Donate Funds</a>
<a href="#">My Subscriptions</a>
<a href="#">My Committees</a>
<a href="#">My Professional Dev</a>
<a href="#">Committees Leadership</a>
<a href="#">Individual Directory</a>
<a href="#">Organization Directory</a>
<a href="#">Articles</a>

### 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	<a href="#">HCAOA Georgia Chapter Summer Meeting</a>		
6/20/2017 - 6/20/2017	09:30am - 11:00am	<a href="#">HCAOA Illinois June Monthly Meeting</a>		
6/21/2017 - 6/21/2017	10:30am - 12:00pm	<a href="#">HCAOA Connecticut Meeting</a>		
6/27/2017 - 6/27/2017	01:00pm - 02:30pm	<a href="#">HCAOA Alabama Town Hall Meeting</a>		
6/27/2017 - 6/27/2017	02:00pm - 04:00pm	<a href="#">HCAOA Massachusetts Town Hall</a>		
10/8/2017 - 10/11/2017	05:00pm - 12:00pm (...)	<a href="#">2017 Annual Leadership Conference - Vendor Registration</a>		
10/8/2017 - 10/11/2017	05:00pm - 12:30pm (...)	<a href="#">2017 HCAOA Annual Leadership Conference: Attendee Re...</a>		

5) Please note that **only the primary contact** can register more than one person (guests, etc) for this 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, click the button with the picture of one individual (yellow circle).

6) If you are the primary contact, you will need to select the registrant. 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.\*\*\**

Event Registration Wizard

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:

Registrant:

« Previous

Cancel

Next »

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



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[About](#)

[Membership](#)

[Associate Members](#)

[Events](#)

[Store](#)

[My HCAOA](#)

- Home
- Logout
- My Information
- My Transactions
- My Events
- Upcoming Events
- Donate Funds
- My Subscriptions
- My Committees
- My Professional Dev

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	\$6.00	\$0.00	<input checked="" type="radio"/>

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



[Find a Provider](#)

[About](#)

[Membership](#)

[Associate Members](#)

[Events](#)

[Store](#)

[My HCAOA](#)

Home
Logout
My Information
My Transactions
My Events
Upcoming Events
Donate Funds
My Subscriptions
My Committees
My Professional Dev
Committees Leadership
Individual Directory
Organization Directory
Articles

### 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

<input type="text" value="R First Name: Laura"/>	<input type="text" value="R Badge Name: Laura"/>
<input type="text" value="R Last Name: Smothers"/>	<input type="text" value="R Registration Date: 6/2/2017"/>

[« Previous](#)

[Cancel](#)

[Next »](#)

9) 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."

- Home
- Logout
- My Information
- My Transactions
- My Events
- Upcoming Events
- Donate Funds
- My Subscriptions
- My Committees
- My Professional Dev
- Committees Leadership
- Individual Directory
- Organization Directory
- Articles

## 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: **Laura** FREE

**Subtotal: FREE**

## 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

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

- Home
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- My Events
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- Donate Funds
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- My Professional Dev
- Committees Leadership
- Individual Directory
- Organization Directory
- Articles

## 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: **Laura** \$0.00

**Subtotal: \$0.00**

[Go To Online Store](#)

Thank you for reading these instructions! If you have any other questions, please contact [info@hcaoa.org](mailto:info@hcaoa.org)