

2022 ASHA MID-YEAR MEETING

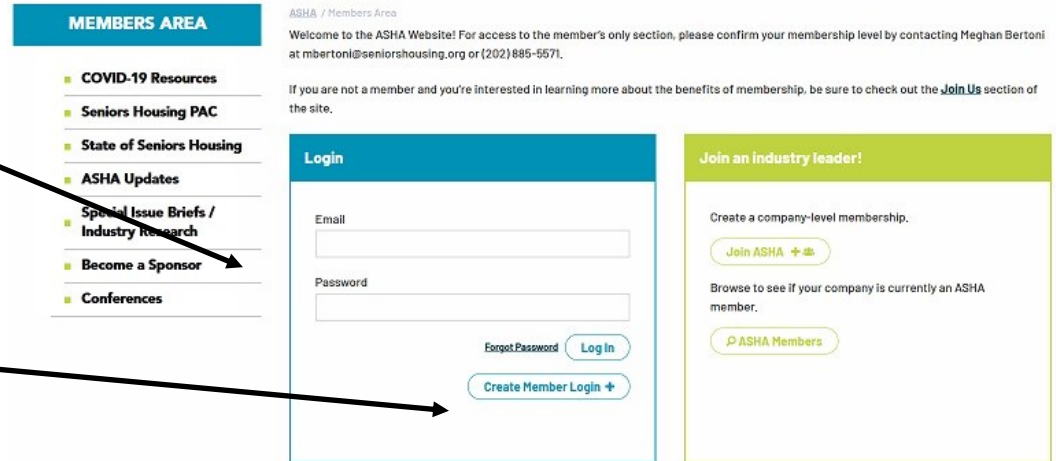
ONLINE REGISTRATION INSTRUCTIONS

To register (by May 13), visit: www.ashaliving.org/members-area/

Login into the **Members Area** using your existing credentials, OR

Select **Forgot Password** if you don't remember your password, OR

Select **Create Member Login +** to create an online account.



Once logged into the Members Area, select **Meetings** from the menu bar on the left navigation.

Find the 2022 Mid-Year Meeting

Select **Details** for step-by-step registration instructions.

Select the **Register Now** button to begin registration.



Indicate if you are registering yourself or a colleague and select **PROCEED**.

Meeting Registration

2022 ASHA Mid-Year Meeting

Welcome, Joan Tester

- Step 1) Registrant Information
- Step 2) Meeting Functions
- Step 3) Badges
- Step 4) Meeting Summary

Who are you registering for this meeting?

☒ Self ☐ Colleague

Important: To register a colleague, he/she must already be in our database.

If you need to add a new colleague or update an existing colleague's contact information, please contact Megs at megs@ashaliving.org if you need assistance.

[PROCEED](#) [CANCEL](#)

[CART](#)

On the next screen, review the contact information and either choose **UPDATE PROFILE** or **PROCEED**.

If you require any assistance with the online registration process, please contact Megs at megs@ashaliving.org

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ONLINE REGISTRATION INSTRUCTIONS

On this screen, confirm the **Registration** function is selected. ***Do not uncheck this box.** If a registration fee applies, it will be displayed.

Indicate if you are bringing a **spouse / social guest**.

Then select each function and specify the **number of attendees** (for the social functions only).

***Make note of the times of the social events and do not register for conflicting activities (golf & hike).**

Meeting Functions (please select)

GUEST INSTRUCTIONS: If you are bringing a spouse/ social guest, select the "I am bringing a spouse/social guest" option below. For each social function (where applicable), select the number of guests attending. On the next page you will identify which guest is participating in each function.

☒ **Registration**
Jun 06, 2022 7:00 - Jun 8, 2022 8:00AM

☒ **I am bringing a spouse/social guest**
Jun 06, 2022 7:00 - Jun 8, 2022 8:00AM

Monday, Jun 6, 2022

☐ **Rising Leaders & 40 for the Future Reception**
Jun 06, 2022 | 7:00PM - 8:00PM

Tuesday, Jun 7, 2022

☐ **Golf Outing**
Jun 07, 2022 | 8:30AM - 2:00PM (\$100.00)

Quantity:

☒ **Group Hike**
Jun 07, 2022 | 8:30AM - 1:30PM (\$50.00)

Quantity:

☒ **Keynote Presentation**
Jun 07, 2022 | 4:30PM - 5:30PM

☒ **Reception**
Jun 07, 2022 | 5:30PM - 6:30PM

☒ **Dinner**
Jun 07, 2022 | 6:30PM - 8:00PM

This section collects badge names for **social** functions (guest, golf & hike).

This default page collects attendee and spouse/social guest badge information. Where applicable, please fill in the name of the participant for each social function (spouse/guest, golf, etc.) **PLEASE NOTE** - the badge is printed with the informal and last name.

If this page is blank, press **SAVE AND PROCEED**.

Enter your spouse / social guest's name (if applicable)

I am bringing a spouse/social guest

First Name	Last Name	Informal Name
Maurice	Tester	Maury

If golfing / hiking, indicate who is participating. For example, if you are golfing, enter your name; if your spouse / social guest will participate in the hike, enter his/her name in the field.

Group Hike

First Name	Last Name	Informal Name
Joan	Tester	Joan
Maurice	Tester	Maury

If you are not bringing a guest, or participating in an activity, this section will be blank. Select **SAVE AND PROCEED**.

PREVIOUS **SAVE AND PROCEED** **CANCEL**

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This screen is a registration summary. Be sure to confirm the names are correct for each social function in the **Badges** section. To make a change, select **Edit** (orange button on the right).

Under the meeting functions, confirm the quantity of attendees and fees. To make a change, select **Edit** (orange button on the right).

If correct, select **PROCEED TO CHECKOUT**.

Registration Type: Executive Board - Complimentary

Badges

Spouse/Social Guest
HIKE
HIKE

Maury Tester
Joan Tester
Maury Tester

Edit

Meeting Functions

Please check that the quantities listed for each function are correct. Click the Edit Button to make any changes needed.

	Registration	1 @ \$ 0	\$ 0
	I am bringing a spouse/social guest	1 @ \$ 0	\$ 0
Tuesday, Jun 7 (8:30 AM- 1:30 PM)	Group Hike	2 @ \$ 50	\$ 100
Tuesday, Jun 7 (4:30 PM- 5:30 PM)	Keynote Presentation	1 @ \$ 0	\$ 0
Tuesday, Jun 7 (5:30 PM- 6:30 PM)	Reception	1 @ \$ 0	\$ 0
Tuesday, Jun 7 (6:30 PM- 8:00 PM)	Dinner	1 @ \$ 0	\$ 0
Wednesday, Jun 8 (9:30 AM- 11:45 AM)	AM General Sessions	1 @ \$ 0	\$ 0
Wednesday, Jun 8 (11:45 AM- 1:15 PM)	Luncheon	1 @ \$ 0	\$ 0
Wednesday, Jun 8 (1:30 PM- 3:30 PM)	PM General Sessions	1 @ \$ 0	\$ 0
Wednesday, Jun 8 (5:30 PM- 6:30 PM)	Reception	1 @ \$ 0	\$ 0

Edit

Next, select **CHECKOUT**.

Check Out

Item #	Type	Description	Qty	Unit Price	Ext. Price
MIDYR-22	CONFERENCE	2022 ASHA Mid-Year Meeting [Registrant: TESTER, JOAN]	1	\$100.00	\$100.00
				Subtotal:	\$100.00
				Shipping:	\$0.00
				Total before tax:	\$100.00
				Estimated tax:	\$0.00
				Order Total:	\$100.00

CLEAR CART

CHECKOUT

WAIT! Your registration is **NOT** complete! Please click **CHECKOUT** to complete your registration.

If a fee applies, enter credit card information and **SUBMIT PAYMENT**. Your credit card will be processed immediately.

A confirmation / receipt will be emailed to you. Please check your spam folder.

Those golfing or hiking will be emailed a separate activity form to complete and return to Megs.

Thank you for registering to attend the 2022 ASHA Mid-Year Meeting.

Check out Process Payment

Payment Details

Card Type *

Card Number *

Note: Do not use spaces, non-numeric characters, or dashes.

Expiration Month *

Expiration Year *

Name on card *

Credit Card Security Code *

Payment Amount **\$230.00***

Please note: by selecting SUBMIT PAYMENT, your credit card will be charged immediately.

Press CANCEL to return to the registration to make any changes.

SUBMIT PAYMENT

CANCEL

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