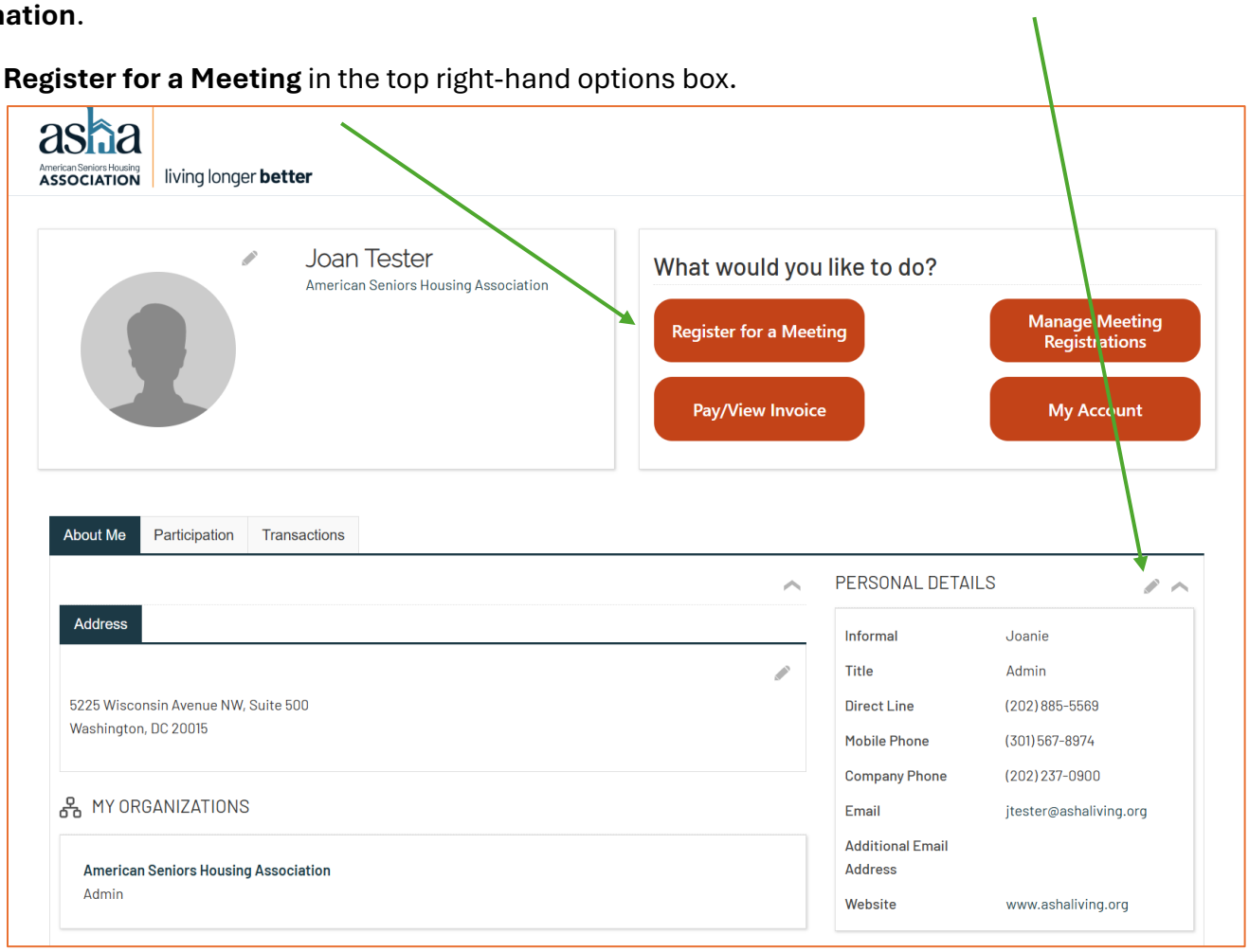
NEW REGISTRATION INSTRUCTIONS: 2027 ASHA Annual Meeting

Once logged into the new "My Account" -

Review your PERSONAL DETAILS and make any necessary revisions. *Click on the pencil to **Edit Information**.

Select **Register for a Meeting** in the top right-hand options box.



Scroll to the **2027 ASHA Annual Meeting** – select **Register Now.**

If registering **yourself**:

In the Registration box at the top right-hand corner, select **Register.**

On the next screen, scroll down to the **Schedule of Events** in the left-hand column and select individual functions by clicking the down arrow on each day, Tuesday, Wednesday, Thursday and Friday.

If you are bringing a spouse/social guest to the meeting, under Tuesday, February 2, select **Add**. In the text box, enter his/her first and last name and **Save Response**.

Continue to **Add** functions and **specify the quantity of participants (1 or 2).** When functions are successfully added, Selected will appear.

*For the leisure activities (Golf, Airboat, Culinary Tour, Bike Ride or Pickleball), answer the question of Who will attend (Myself, My Spouse/Guest, or Both Myself and Spouse/Guest). Select **Save Response.**

Selected

Please review your selections and answers. If registered, each function should show

Select either **Confirm Registration**, **Proceed to Checkout** or **Check Out & Confirm Registration.**

If a payment is required, you will see another page to review and confirm your selections again.

Click on the ▸ next to 2027 ASHA Annual Meeting. To make changes, select **Edit.**

Next, enter the information under Payment Details and **Submit Order**. You will receive an order confirmation and registration confirmation email.

To return to **your profile**, click on **My Account** at the top of the screen in the menu bar.

To view or edit the event registration, select **Manage Meeting Registrations.**

Under the **Participation** tab, select **View Registration**. If changes are necessary, select **Edit Registration**.

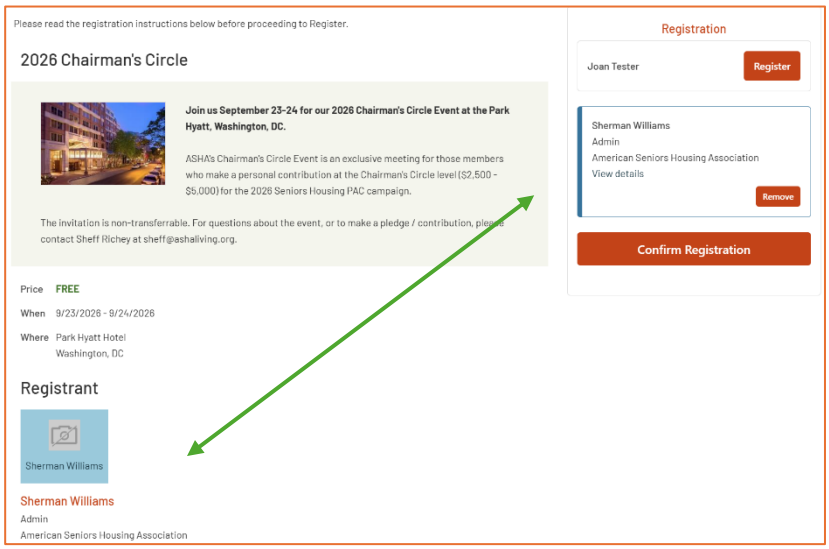
If registering a **colleague**:

In the Registration box at the top right-hand corner, select **Register Someone Else**

For a list of all company contacts, click inside the search box and a company roster will appear.

Highlight the colleague's name and **Save & Close**. *If a name is not found, contact megs@ashaliving.org.

Under **Registrant** in the left-hand column, the colleague's name will be listed.



On the next screen, scroll down to the **Schedule of Events** in the left-hand column and select individual functions by clicking the down arrow on each day, Tuesday, Wednesday, Thursday and Friday.

If the colleague is bringing a spouse/social guest, under Tuesday, February 2, select **Add**. In the text box, enter his/her first and last name and **Save Response**.

Continue to **Add** functions and **specify the quantity of participants (1 or 2).** When functions are successfully added, Selected will appear.

*For the leisure activities (Golf, Airboat, Culinary Tour, Bike Ride or Pickleball), answer the question of Who will attend (Myself, My Spouse/Guest, or Both Myself and Spouse/Guest). Select **Save Response.**

Please review your selections and answers before clicking either **Confirm Registration**, **Proceed to Checkout** or **Check Out & Confirm Registration.**

If a payment is required, you will see another page to review and confirm your selections again.

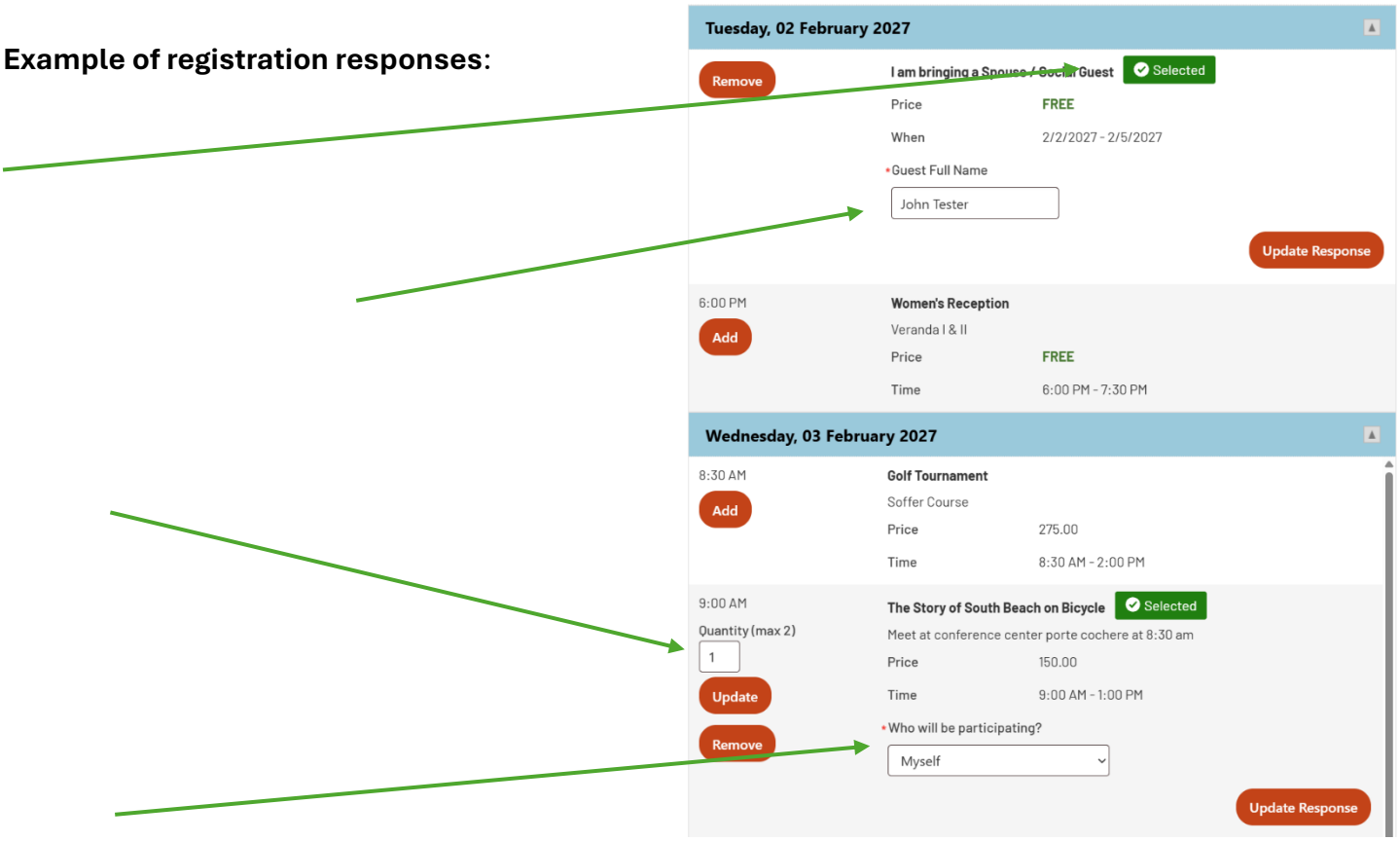
Click on the ▸ next to 2027 ASHA Annual Meeting. To make changes, select **Edit.**

Next, enter the information under Payment Details and **Submit Order**. The registrant will receive an order confirmation and registration confirmation email.

To return to **your profile**, click on **My Account** at the top of the screen in the menu bar.

To make changes to this registration, you or your colleague can log in and make necessary edits.

Example of registration responses:



For assistance, contact megs@ashaliving.org or doris@ashaliving.org.