

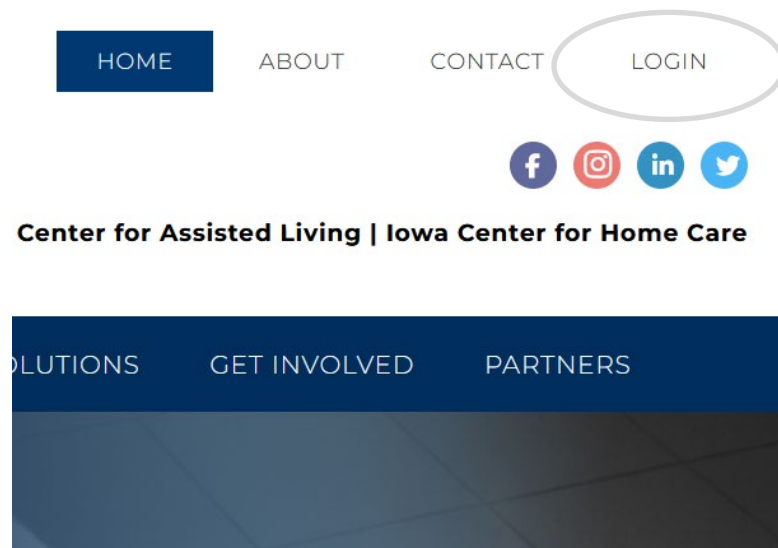
How to Register for an Event

This training identifies how to register for an event on the IHCA member portal.

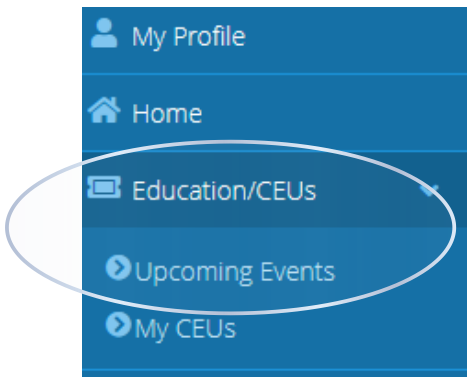
Your profile needs to be connected to an organization in order to register for an event.

- If you update your organization, please log out and log back in before registering for an event.
- If you are not associated with an organization, please call the IHCA Office (515) 978-2204 to process your registration. Credit card information will be needed.

Step 1: Visit <https://members.iowahealthcare.org/> and login. This can be found on the IHCA website in the top-right corner of the screen (Please see below).



Step 2: View the side bar (pictured below). Then, click on **“Education/CEUs”** and select the **“Upcoming Events”** button.



This button will take you to a page that lists the upcoming events. To learn more about an event, click on the title. To register to attend an event, select the **“Register Here”** button.

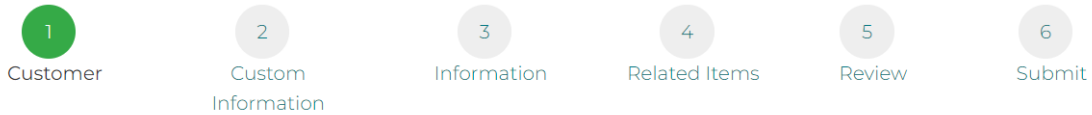
EVENTS CALENDAR

LIST MONTH GRID All Categories

March 2024

| | | |
|-----|----|---|
| MAR | 12 | Adverse Drug Events and High-Risk Drugs 3/12/2024 1pm – 2pm Virtual REGISTER HERE |
|-----|----|---|





Purchasing for "Natalie Tryon (Communications Specialist)" [Shop for Another Customer](#)

Purchase for: *

Search for Record

Step 3: In the dropdown box, search and select the profile of who you are purchasing the course for. You may add registrants to the group registration by selecting **"Shop for another customer"** button. Individuals may search for records related to the organization and add them to your cart. Make sure to select the box indicating you have read the IHCA cancellation policy (pictured below). Once you are done adding records, select the green **"Next"** button.

Registration Questions

Please verify and complete the following questions to help us prepare this event for you.

Cancellations/Refunds: Refunds will only be granted to those who cancel their registration by 4:00 p.m. three business days prior to the event start date. Cancellations after this date and time, no-shows due to weather, acts of God or illness, will be charged the full registration fee. IHCA reserves the right to cancel any education program; in the event of such a cancellation, all fees will be refunded.

I confirm I have read and understand the cancellation policy: *




Iowa Health Care Association
Iowa Center for Assisted Living
Iowa Center for Home Care

This will bring you to the standard checkout screen that shows your subtotal. To continue checking out, select the green **“Checkout”** button.



Purchasing for “Natalie Tryon (Communications Specialist)”

You can click or tap on each item to go back and make changes.

| ITEM | QUANTITY | ITEM PRICE |
|---|----------|------------|
|  Adverse Drug Events and High-Risk Drugs Event | 1 | \$ 35.00 |
| EDUCATION CREDIT(S): Adverse Drug Events and High-Risk Drugs: 1.00 | | |

Promo Code

Promo Code

Subtotal \$35.00

Subtotal does not include applicable taxes or shipping costs, if any.



Iowa Health Care Association
Iowa Center for Assisted Living
Iowa Center for Home Care


Step 4: Once you click “Checkout” you will be sent to the standard payment screen where you may enter billing address information and payment information.

[Billing Address](#) [+ add new billing address](#)

1204 Linden St Dallas Center, Iowa 50063-1052 United States

[Payment Options](#)

Credit Card ACH Bill Me



?

01 2022

[Confirmation Email](#)

[Previous](#) [Submit Your Order ✓](#)

If you have questions about the Member Portal, please email info@iowahealthcare.org.



Iowa Health Care Association
Iowa Center for Assisted Living
Iowa Center for Home Care