

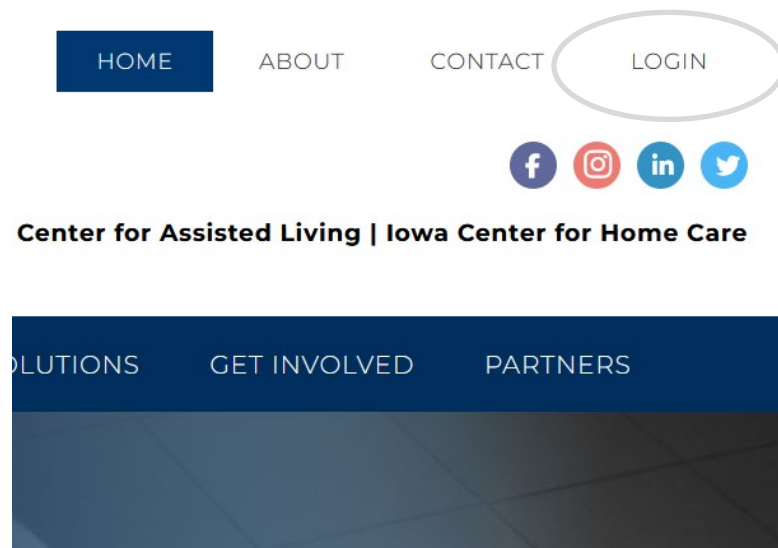
How to Register for an On-Demand Education

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

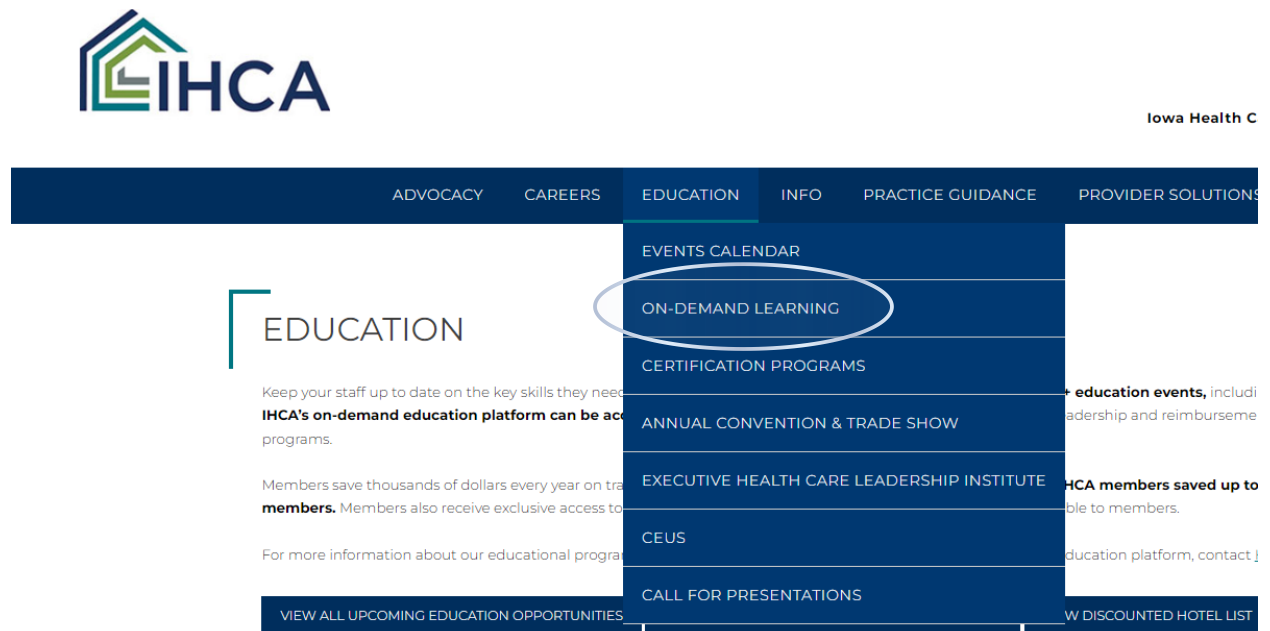
Your profile needs to be connected to an organization in order to register for an event.

- 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: On the IHCA website, hover over the “Education” header in the top-line navigation at the top of your screen. Then, select the “On-Demand Learning” button.

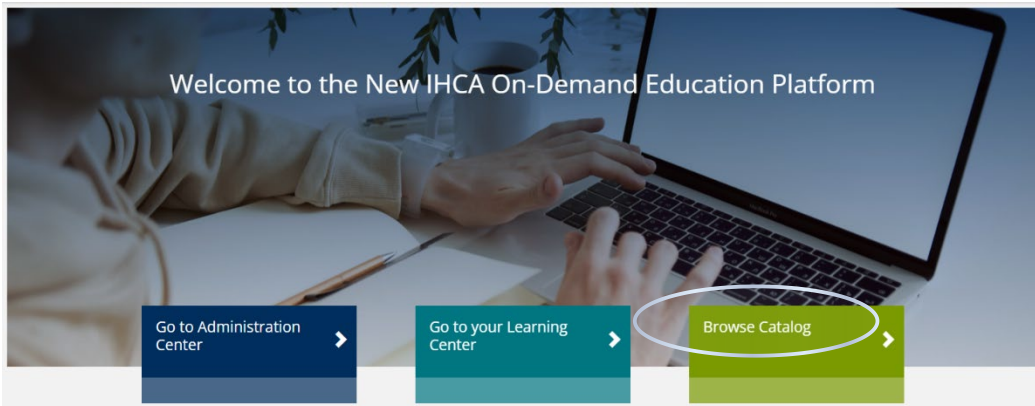


The screenshot shows the IHCA website header and a navigation menu. The IHCA logo is in the top left, and the text "Iowa Health Care Association" is in the top right. The navigation bar includes links for ADVOCACY, CAREERS, EDUCATION, INFO, PRACTICE GUIDANCE, and PROVIDER SOLUTIONS. The EDUCATION menu is open, showing options: EVENTS CALENDAR, ON-DEMAND LEARNING (circled in white), CERTIFICATION PROGRAMS, ANNUAL CONVENTION & TRADE SHOW, EXECUTIVE HEALTH CARE LEADERSHIP INSTITUTE, CEUS, and CALL FOR PRESENTATIONS. Below the menu, there is a section titled "EDUCATION" with introductory text and a button that says "VIEW ALL UPCOMING EDUCATION OPPORTUNITIES".



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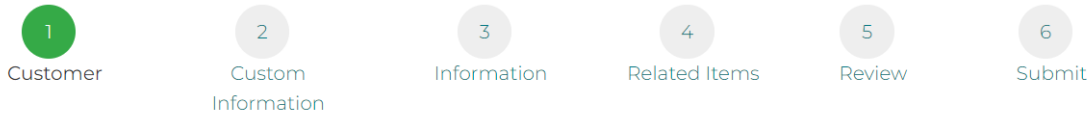
This button will take you to the IHCA on-demand portal. To view on-demand education opportunities, click on the “**Browse Catalog**” button.



Step 3: Once you find an on-demand course you would like, click on the name of the course to get more information regarding the on-demand education, including CEUS available, a link to enroll, speaker information and more. You may also simply click “**Enroll**” to automatically enroll right from the catalog.



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

Purchase for: *

Search for Record

Step 4: 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: *




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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.



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Step 5: 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



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01 2022

[Confirmation Email](#)

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

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



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