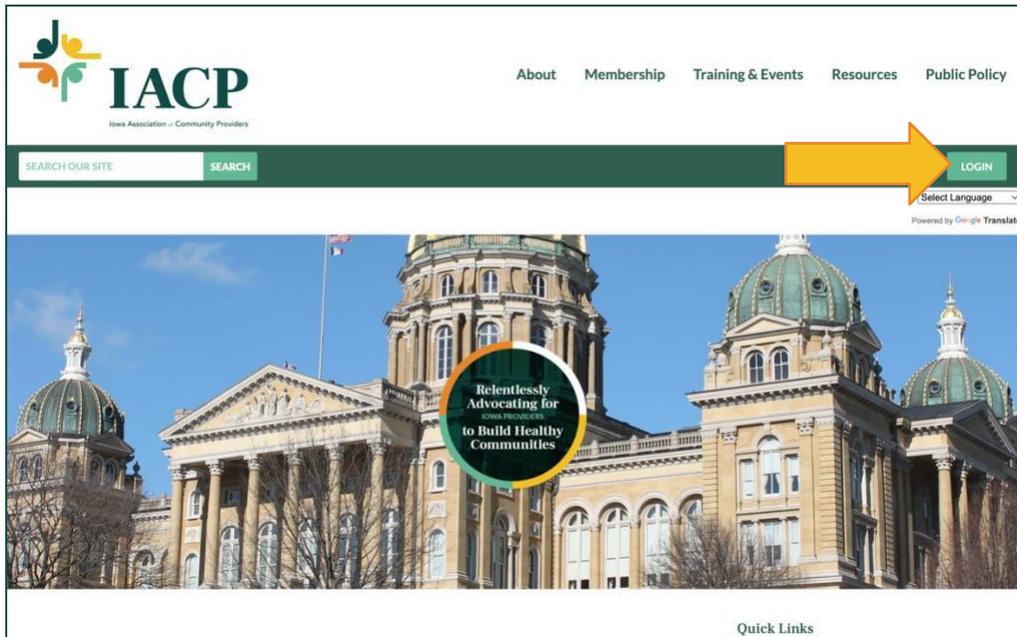
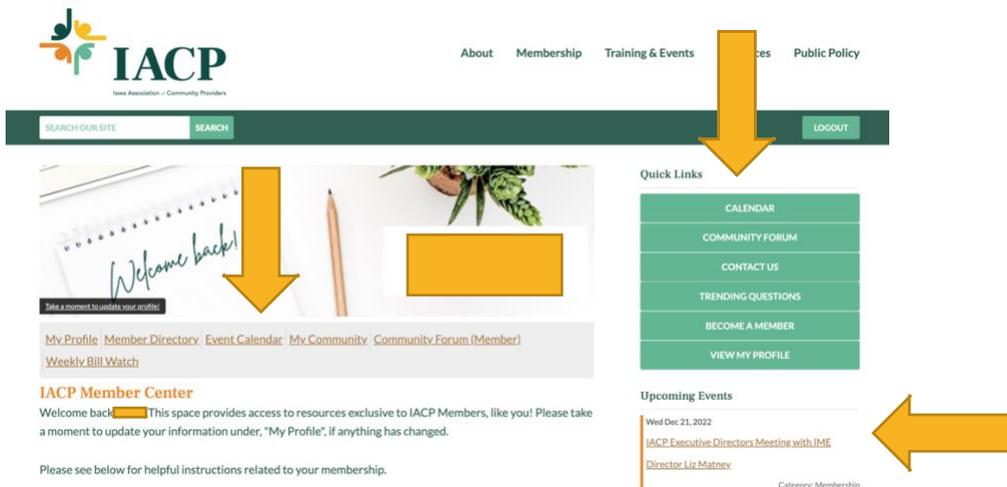


How to Register Myself for an Event

1. First log into the IACP website. <https://www.iowaproviders.org/> (Your user ID is most likely/should be your email address. You can reset your password from the login page. If you have any trouble, reach out to any IACP staff for assistance. If you need to [reset your password](#) follow these directions.



2. Events can be accessed from multiple areas. The Event Calendar can be selected by your profile tab, as well as the Quick Links. Upcoming Events only shows the most recent three events.



- The event calendar you can sort by the categories listed at the top by event type, or you can also scroll through the months if needed. Once you find the event you want to register for click the title to pull up the event information which contains the registration information.

Paid Training Example:

IACP
Iowa Association of Community Providers

About Membership

SEARCH OUR SITE SEARCH

Prev Month View Month Search Go to Month Next month

Board of Directors Committee Meetings **Direct Support Professional** Leadership Development Documentation Deep Dive

Service Excellence Membership Related Industry Events

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Education & Training Committee ...	2	3 IACP Member-Only Policy and In ... Government Relations Committee ...	4
5	6	7 Membership Services Committee	8	9 Iowa Providers PAC Committee M...	10 IACP Member-Only Policy and In ...	11
12	13 2022 Direct Support Profession...	14	15	16	17 IACP Member-Only Policy and In ... IHH Executive Director Meeting ...	18
19	20	21	22	23	24 IACP Member-Only Policy and In ...	25
26	27	28	29	30 Finance Committee Meeting Service Excellence Series: Res...	1	2



4. Once you click into an event there will be a description. Scroll down until you see the registration link and click it.

Registration: Click [HERE](#).

Platform: Zoom - Virtual, the Link with Meeting Passcode will be emailed within two business days prior to the training event date. Handouts/Tools/Materials will be included in this email if they are available at the time the link is sent. If they are unavailable at the time of sending, they will be linked within the training event as well as emailed out following the conclusion. To attend this event an Authenticated Zoom Account is required. If you don't have one - no worries! To create one is free. Make sure to create your Zoom Account with the email address used to register for this event. For more detail - click [HERE](#).

5. This will bring up the registration form (which also has the event description so you know you selected the correct event). Scroll to the bottom and click Register Yourself.

Extra Registration Information: If you are registering multiple people, or another person for your agency and not yourself, you need to be a **key contact** for your organization to be able to see their linked profile. If you do not see the option to register a linked profile, contact [IACP](#) to change you to a key contact: If you type over your information to register another person in a registration form, the system will save their information in your profile.

***Training Costs are non-refundable. If schedules prevent the original registrant from attending, it is permissible to send someone in their place. Please contact [IACP](#) should you need to switch attendees.**

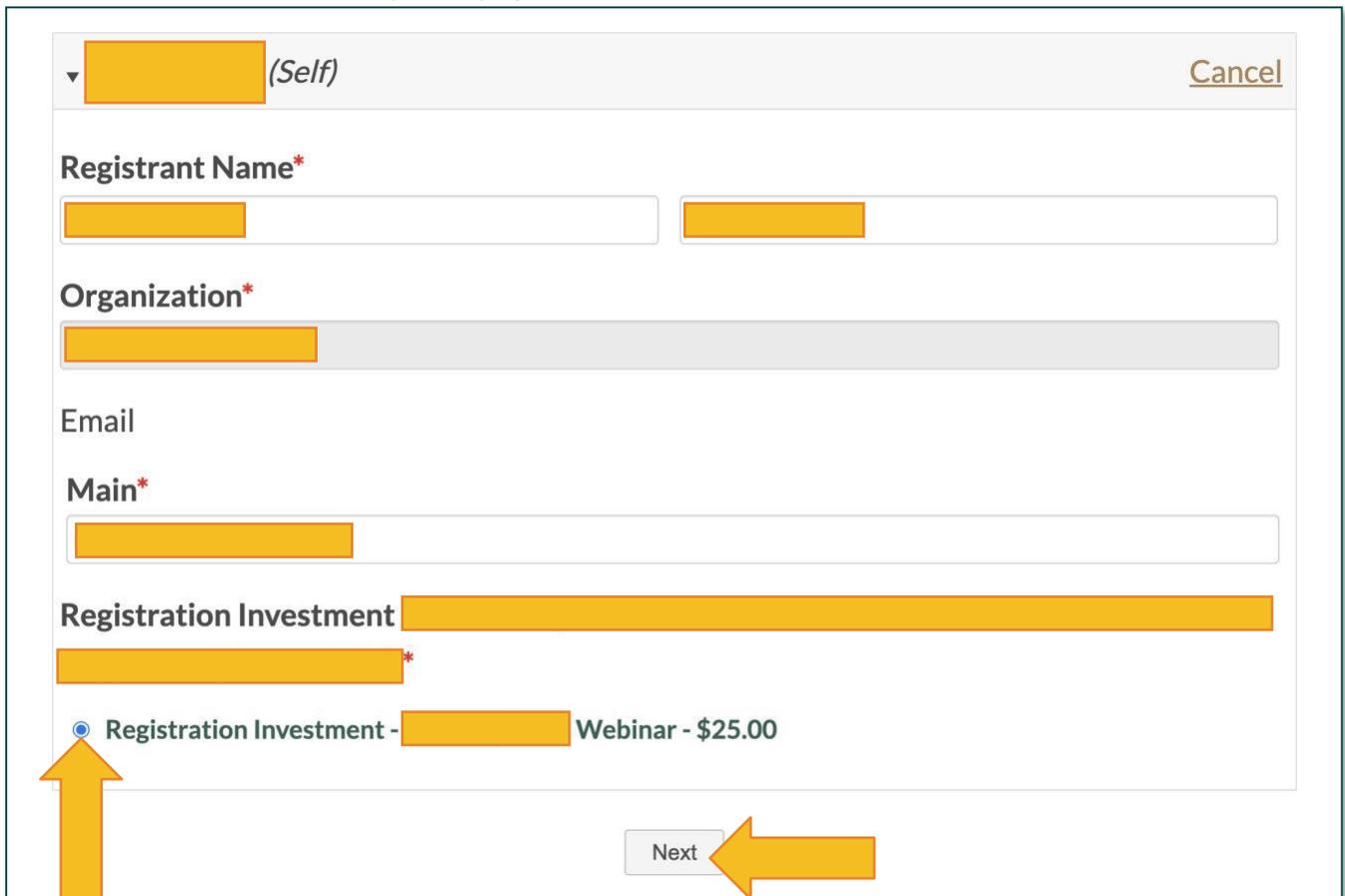
This registration is for one person only. Please note, sharing this presentation, handouts, or recordings with other people is prohibited.

Register Yourself

Next



6. The website will spin a moment to capture your information and you will see a new popup. Click the radio dial button to accept the payment amount and click the Next button.



A screenshot of a registration form with several fields and a radio button. The fields are: Registrant Name* (two input boxes), Organization* (one input box), Email Main* (one input box), and Registration Investment (one input box). Below the Registration Investment field is a radio button selected for "Registration Investment - [redacted] Webinar - \$25.00". A "Next" button is located at the bottom right. A yellow arrow points up to the radio button, and another yellow arrow points left to the "Next" button.

7. This will bring up a Summary Popup, select Next if everything is correct and this will bring up the credit card payment screen. Credit card processing utilizes ReCaptcha for safety and with our website does work best in Google Chrome.



A screenshot of a summary popup titled "Summary". It lists the following information: Service Excellence: [redacted], Organization: [redacted], Email - Main: [redacted], and Registration Investment - [redacted] Webinar \$25.00. The total amount is listed as \$25.00. At the bottom, there are "Previous" and "Next" buttons. A yellow arrow points left to the "Next" button.

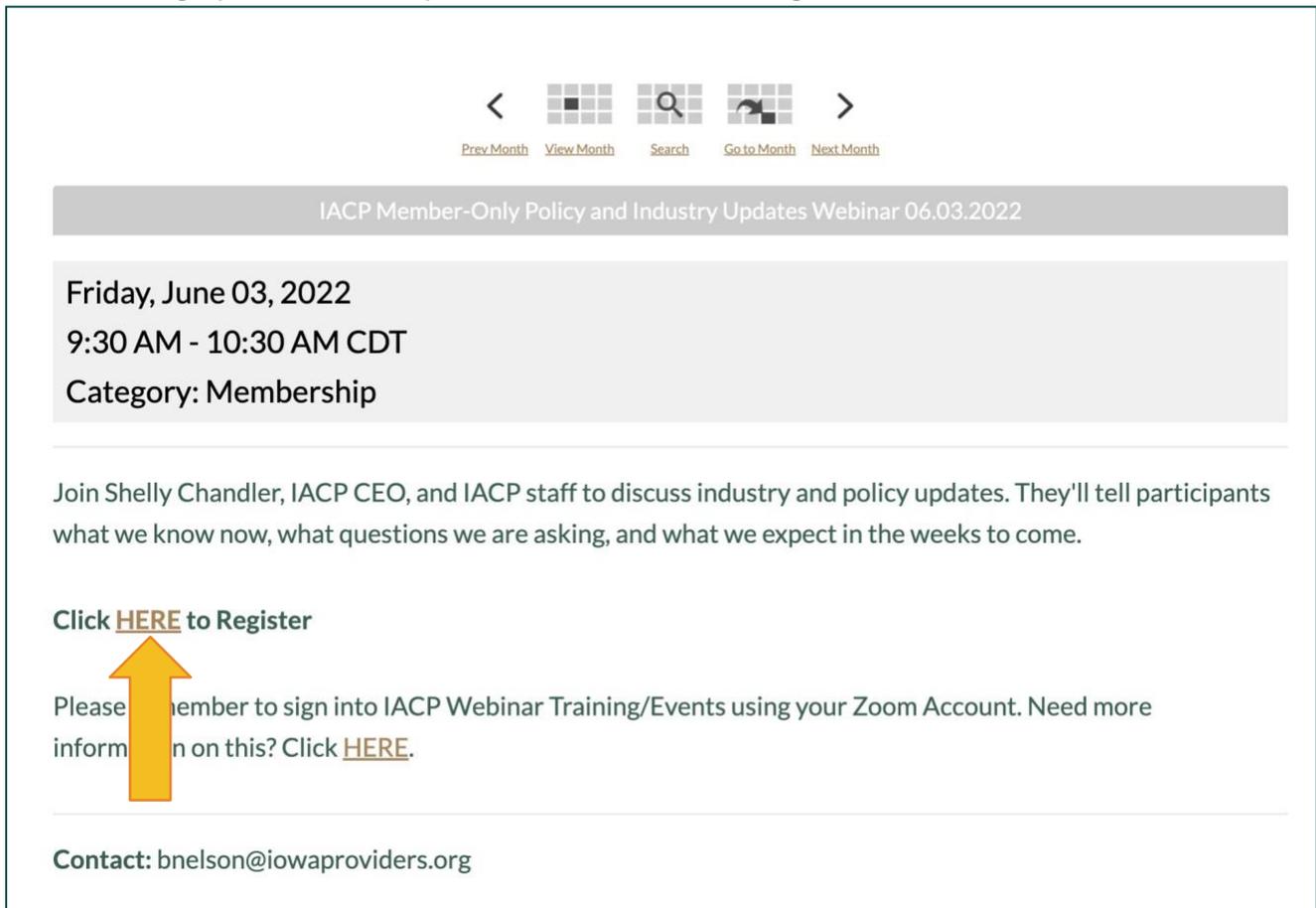


8. Non-Paid Webinar Example (IACP Policy & Industry Webinar – Registration is through Zoom Directly): Click the event in the calendar.

The screenshot shows the IACP website header with the logo and navigation links for 'About' and 'Membership'. Below the header is a search bar with the text 'SEARCH OUR SITE' and a 'SEARCH' button. The main content area features a calendar for June 2022. Above the calendar are navigation icons for 'Prev Month', 'View Month', 'Search', 'Go to Month', and 'Next month'. Below these are several filter buttons: 'Board of Directors', 'Committee Meetings', 'Direct Support Professional', 'Leadership Development', 'Documentation Deep Dive', 'Service Excellence', 'Membership', and 'Related Industry Events'. The calendar grid shows dates from Sunday to Saturday. A yellow arrow points to the event 'IACP Member-Only Policy and In...' on Friday, June 3rd. Other events include 'Education & Training Committee...' on Wednesday, June 1st; 'Membership Services Committee' on Tuesday, June 7th; 'Iowa Providers PAC Committee M...' on Thursday, June 9th; '2022 Direct Support Profession...' on Monday, June 13th; 'IHH Executive Director Meeting...' on Friday, June 17th; and 'Finance Committee Meeting' and 'Service Excellence Series: Res...' on Thursday, June 30th.



9. This will bring up a brief description and the link to the registration in Zoom.



The screenshot shows a Zoom event page with the following details:

- Event Title: IACP Member-Only Policy and Industry Updates Webinar 06.03.2022
- Date: Friday, June 03, 2022
- Time: 9:30 AM - 10:30 AM CDT
- Category: Membership

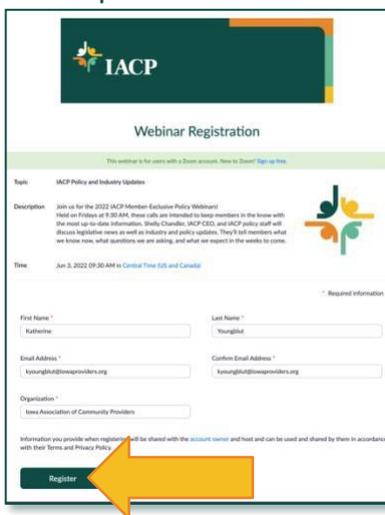
Join Shelly Chandler, IACP CEO, and IACP staff to discuss industry and policy updates. They'll tell participants what we know now, what questions we are asking, and what we expect in the weeks to come.

Click [HERE](#) to Register

Please remember to sign into IACP Webinar Training/Events using your Zoom Account. Need more information on this? Click [HERE](#).

Contact: bnelson@iowaproviders.org

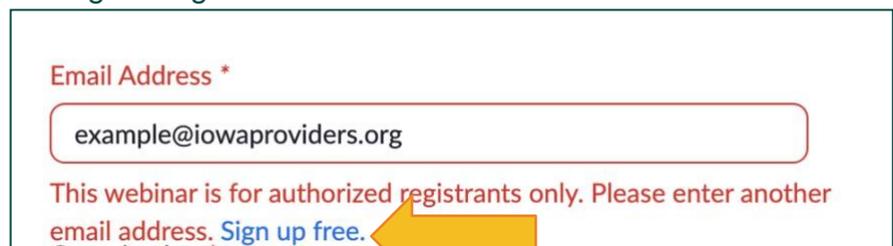
10. IACP requires an Authenticated Zoom account. If you don't know what this means click [HERE](#). Fill out the required fields and click Register. Zoom will send you your calendar file/registration confirmation. If you are registering with an email not connected to a Zoom Account you will receive an error, and will need to create a Zoom Account with the email you are registering with:



The screenshot shows the IACP Webinar Registration form with the following fields:

- First Name *
- Last Name *
- Email Address *
- Confirm Email Address *
- Organization *

A yellow arrow points to the Register button at the bottom of the form.



The screenshot shows an error message from Zoom:

Email Address *

example@iowaproviders.org

This webinar is for authorized registrants only. Please enter another email address. [Sign up free.](#)

A yellow arrow points to the "Sign up free" link.

