Navigating through Your Profile on the IRHA Website

Logging into to Your Profile

You do not have to be a member to login or create a profile.

If you are a past or present IRHA member, or you have participated in an IRHA event in the past, your information is in our system ready for you to log in.
  ➢ Go to the IRHA website www.indianaruralhealth.org
  ➢ Click on the '*Access your profile Sign in*' link at the top left

If you have previously logged in, the password you set is still in effect.

If you have never logged into your profile, your default password is **Password1** (with a capital P and the number 1). When logging in be sure you do not type a blank space at the end of your email, the system will regard the email as invalid.
The site will force you to change your password the first time you log in, please retain your new password for future access.

If you click on the "*Forgot my Password*" and nothing is sent to your email concerning a password, it is because you have never logged into your profile and the default password is still in effect with your profile; you have not set up a password for the system to send you**.** Please use the default password to login.

If you are new to IRHA click on the "New visitor Registration" found on the login page to create a profile.

If you are having difficulty logging in please contact Laura Carlson at lcarlson@indianarha.org

After Logging In

Update Your Personal Contact Information
Go to:
  ➢ "**My Information**" tab on the left
  ➢ Click the "**Edit/View Information**"
  ➢ Update as needed and then "**save**"

To Be Linked to an Existing Organization,
or to Add Your Organization to the Database
Go to:
  ➢ "**My Information**" tab on the left
  ➢ Scroll down to the 'Organization Information'
  ➢ Click on the link "Would you like to request to add your organization?"
  ➢ Email the required information to info@indianarha.org

Navigating through Your Profile on the IRHA Website

Adding Your Organization's Information to Your Profile

You can add your organization's information when you create a profile under the "New V*isitor Registration*" link found on the login page. Your organization may already be in the IRHA online database; if your organization is in the database, when you click "*Create Account & Enter Your Organization Info*" in the new visitor registration, the system may recognizes the domain name in your email address and ask if you are part of this organization. If your organization is not listed, choose "*not listed here*" and continue to add your organization's information.

Only complete the "new visitor registration" if your profile is **not** already in the database. If you create a second profile you will have trouble logging into your profile in the future, the system will only allow one email address per profile (**two profiles cannot share the same email address**).

If you already have a profile in the system and would like to be linked to an organization, please request to be linked to your organization (instructions above, *To Be Linked to an Existing Organization or to Add your Organization to the Database*).

If you your organization is <u>not</u> in the database and you want to add it and be
linked as the Primary Contact, go to the "*My Information*" link on the left. Then scroll down to the "*Linked Organization Information*" and click on the "*Are you the primary contact for an organization that is not listed above?*"

View if you are registered for an IRHA Event
Click on the "***My Events***" link on the left.
A list of events you have registered for in the past two years will be listed, along with the date you registered for the event. If the event is not listed you are not registered for it.

Register for an IRHA Event
Click on the "***Upcoming Events***" link on the left. A list of current events will be listed.
Click on the event you are interested in; the registration link is on the bottom of the '*event description*' page.
Each event has tabs below the event name with additional information (Description, Location, Sponsors, Speakers, & Registration information).

Pay An Open Invoice/Order With a Credit Card on the IRHA Website:

➢ Go to the "**My Transactions**" link on the left
➢ The invoice will show in the "**Open Orders & Invoices**" dropdown.
➢ Click the link "**Pay Open Orders**" and continue to the shopping cart to pay

Please note: It is important that the billing address shown in the shopping cart is the address listed with the credit card you are using. If the billing address is not correct, you can update it in the shopping cart by clicking on the "Change" button below the billing address.

Navigating through Your Profile on the IRHA Website

Purchase a Membership

- ➢ Go to the "**Purchase a Membership**" link on the left
- ➢ Choose the membership you would like to join.
  * Only the primary contact of an organization can purchase an organizational membership. Information about the "Primary Contact" is below.

Organizational Directory

Only IRHA members, or individuals receiving member benefits through their organization's membership, can view the organizational directory; the link is not visible to non-members. Members can search the directory of all organizations in the IRHA database. You can filter the search to view organizational and/or InSRHN members only. Using the % symbol in a search will list all organizations in the database.

Social Community

IRHA has a "Social Community" page. This page is a benefit to members only; most of the information on this page will not be visible to non-members. The "*Social Community*" link is on the bottom left. If this is the first time accessing the social community, you may have to login using the same login information you used to login to your profile.

While on the dashboard of the Social Community home page, you will see community groups, feeds, calendar of events and more.

Some individuals are part of a group, and some of the groups are private with only group members having access to the group. For example, the Indiana Statewide Rural Health Network (InSRHN) members have a CEO Roundtable; only the CEOs who are a member of InSRHN have access to this group.

All of the Groups you have access to will be listed when you click on the '*Group & Roundtable*' link at the top of the page.

View Who is the Primary Contact of Your Organization

To view whom is listed as the Primary Contact of your organization, go to:

- ➢ "**My Information**" link on the left
- ➢ Scroll down to '**Organization Information**' and click on your organization's name. The Primary Contact of your organization will be listed.

  More information about the "Primary Contact" is below.

Welcome to your profile on the IRHA's website; login, explore & engage!

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Primary Contact

Each organization in the database has one individual assigned as the 'Primary Contact'. This individual is the individual within the organization who usually keeps information up-to-date or registers other individuals for an event. The primary contact has the ability to update the contact information of individuals within their organization, add new individuals to the organization, complete group registrations and purchase on behalf of the organization. Only the primary contact of an organization can purchase an organizational membership.

To view who is listed as the primary contact of your organization, login to the IRHA website (login instructions above), go to "*My Information*", scroll down to '*Organization Information*' and click on your organization's name. The primary contact of your organization will be listed at the bottom.

If you would like to change who is listed as the primary contact for your organization, please contact Laura Carlson at lcarlson@indianarha.org.

Abilities of the Primary Contact After Logging In

Update or Add Contact Information of Individuals In Your Organization:
Please update or add individuals from your organization whenever there is a change in their contact information. After logging in:

➢ Go to the "***My Information***" tab to the left

➢ Scroll down to "***Organization Information***" and click on the name of the organization

➢ Click on the "***Manage Org Individuals***", scroll down to view a list of individuals in the database linked to your organization.

      o Update the contact information of an individual by double clicking on their name in the list at the bottom of the page, then clicking on the "***edit Information***".

      o Add individuals as needed by clicking on the "***add Individuals***" link at the top.

Navigating through Your Profile on the IRHA Website

Register Individual(s) for an IRHA event:
<u>Do not register yourself and change the badge name to the person you are trying to register</u>, doing so does not register the individual, it changes your profile and provides incorrect information of the individual you are trying to register.

- ➢ After signing into your profile, go to the '**_Upcoming Events_**' link on the left.

- ➢ Choose the event you would like to register. When registering individual(s) from your organization, whether it is one individual or yourself with a group of others, you must choose the "**Group Registration"** link found below the "Self Registration" to start the registration.

- ➢ After clicking _Group Registration_, the system will ask "**_Shop Group Registration For_**" if you are the primary contact for more than one organization. **Choose your organization from the dropdown.**

- ➢ The next page will ask for a fee type (price), chose the fee type from the drop down. You can change an individual's fee in the next window (see _Individual fees within a group registration_ below).

- ➢ Once on the page that lists individuals within your organization, check the box to the left of the name of the individual you want to register. If their name is grayed out, it means they are already registered. Click "next'

- ➢ Complete the registration information for each individual. Click next
  Most of the individual's information will auto populate, if your name auto populates in the name section you are registering yourself and not the individuals you intend to. Stop and go back, DO NOT change the name in the name section to register someone else, this does not register others it registers you and will change your information in the database.

- ➢ You will come to the 'Confirm & Register Now' window. If the information is correct click "**Register Now**"

- ➢ The next window is the "Select Customer" window that asks "**_Shop for_:"** with a drop down of your name and your organization. **<u>Choose your name, NOT your organization</u>**. At this point if you choose your organization from the dropdown you will be stuck in a loop. Click the "Shop Now" after choosing your name in the dropdown. Continue on to the shopping cart.

Individual fees within a group registration
Some individuals within your organization may be entitled to a lower registration fee. Once you have checked the individual(s) you would like to register on the "_select attendees_" page there is a link on the right of each checked individual that says "**_Change Rate_**", this link will have the drop down of prices each individual is eligible.

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Purchase an IRHA organizational membership:
 Only the primary contact of an organization can purchase an organizational membership.

- ➤ Go to the "***Purchase a Membership***" tab on the left.
- ➤ When on the screen that states "**Shop For**" with a drop down to choose yourself or your organization, **choose your organization**. Only organizations can purchase an organizational membership.
- ➤ Choose the Organizational Membership or, if you would like to join InSRHN choose the Indianan Statewide Rural health Network Membership.
- ➤ When on the screen that states, "**Select from the available dues rates for this membership**", please choose the number of full time employees within your organization from the drop down. Additional information is required, please scroll down the webpage.
- ➤ Add to the cart, follow the onscreen instructions

Purchase an exhibit:
- ➤ Go to the "Exhibit Opportunities" tab on the left. Exhibit opportunities, including pricing and instructions, for each event can be viewed in the popup menu while hovering over the 'Exhibit Opportunities' tab on the left.
- ➤ Follow the link to the registration.