

## How to register for the Annual Meeting

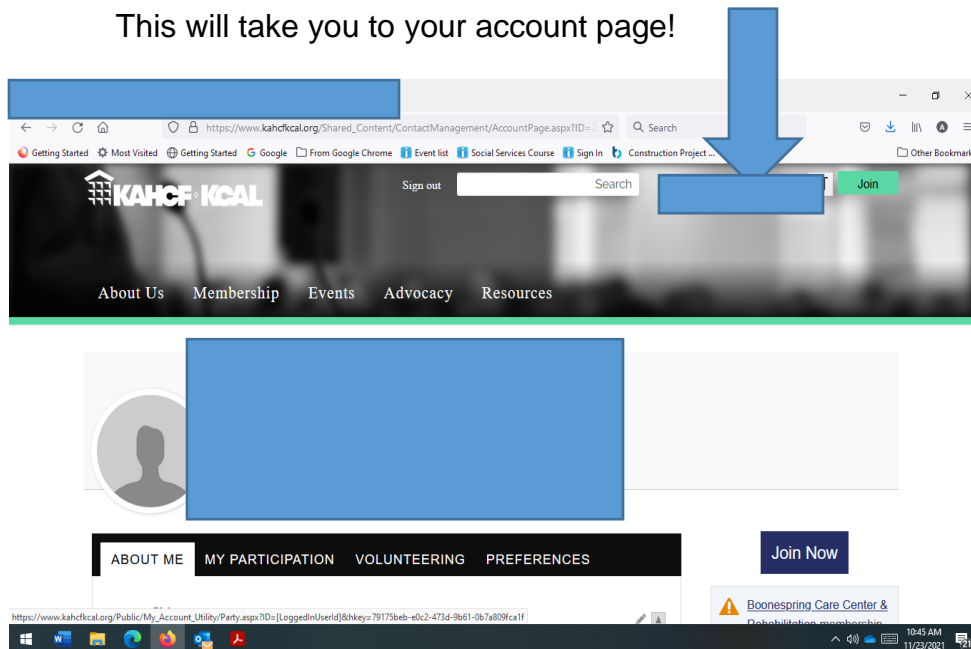
Website: [www.kahcfkcal.org](http://www.kahcfkcal.org)

### Steps to register:

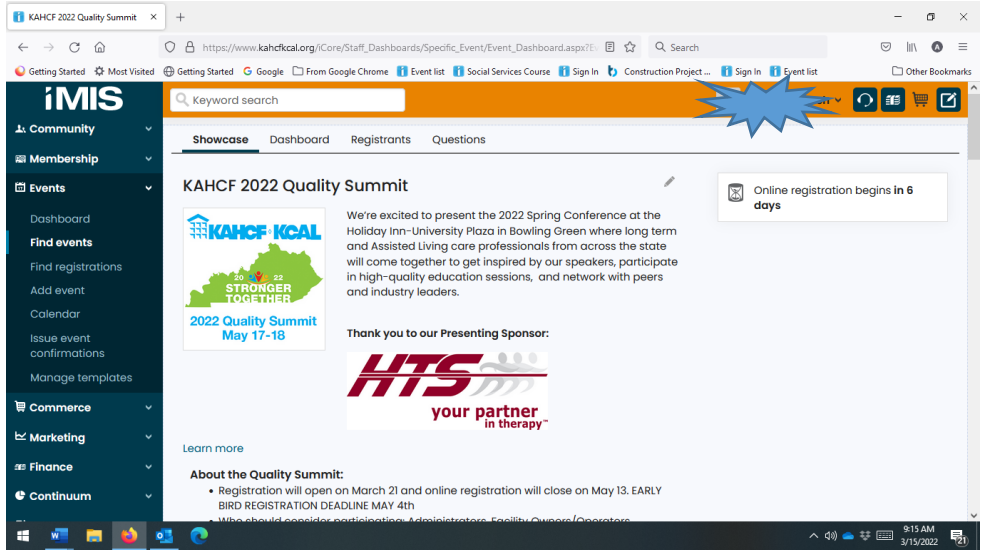
NOTE: You MUST have a login

1. Click "Sign in" on top right corner of homepage.
2. Use your email as the username.
3. If you forgot your password, please email Karen Bass ([kbass@kahcf.org](mailto:kbass@kahcf.org)) for her to set up a password for you.
4. **Please review the list of contacts for your facility prior to registering. If there is a staff member not in the system, PLEASE EMAIL KAREN BASS ([kbass@kahcf.org](mailto:kbass@kahcf.org)) WITH NAME, TITLE & EMAIL ADDRESS FOR ANY NEW EMPLOYEES IN ORDER TO RECEIVE THE KAHCF MEMBER PRICING.**
5. Once you are logged in, click on your name at the top right corner of the screen.

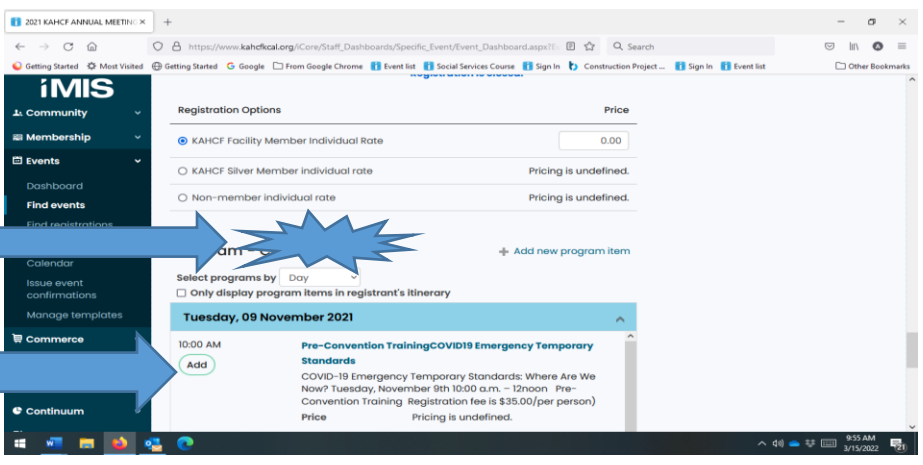
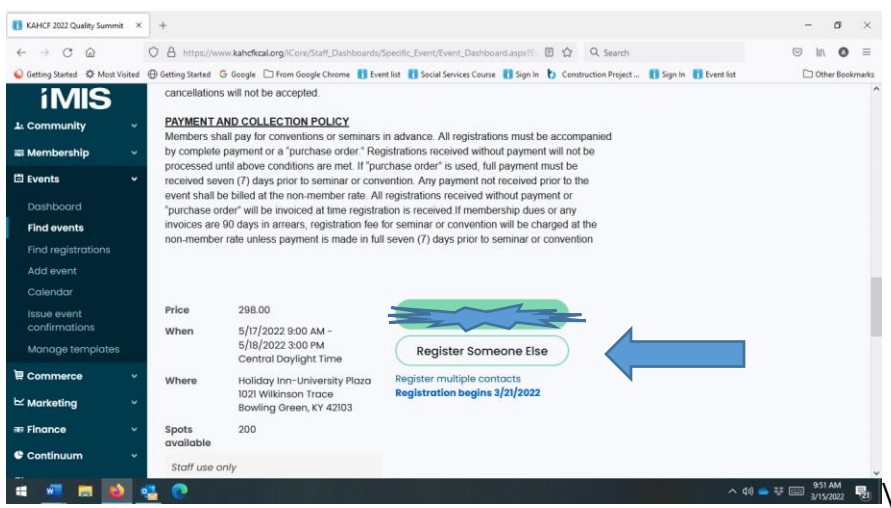
This will take you to your account page!



1. Click on Events
2. Click on Annual Meeting
3. Scroll down



Select "Register Myself"  
Or  
"Register Someone Else"



1. Choose the **Program** you/others will attend for each day (Click on “add” to select the sessions you would like to attend for each day.) If you choose to add these at a later time, please skip the section and remember to go back in and add these. The instructions on how to add these at a later time are below.

Program Add

Select programs by   Only display program items in registrant's itinerary

**Tuesday, 19 November 2019**

1:00 PM	<a href="#">Session 1</a> Is Your Triple Check PDPM Ready? Examining the Financial Risks Associated with Clean Claims Submission Price 0.00 Time 1:00 PM - 2:30 PM Spots available 98
1:00 PM	<a href="#">Session 2</a> Survey Readiness for Dining Services Price 0.00 Time 1:00 PM - 2:30 PM Spots available 99
1:00 PM	<a href="#">Session 3</a> Whole Person = Their World + Their Lens© Price 0.00 Time 1:00 PM - 2:30 PM Spots available 100
1:00 PM	<a href="#">Session 4</a> Creating a Recovery Friendly Workplace while Upholding Zero Tolerance Policies – An HR Leader's Technical Assistance Workshop for Battling Today's Addiction Epidemic Price 0.00 Time 1:00 PM - 2:30 PM Spots available 99

2. To purchase separate **banquet tickets**, please add the Banquet on the Thursday drop down menu. The price is \$75 per person.

3:00 PM	<a href="#">2. Rapid-Fire Retention: 25 Ways to Reduce Employee Turnover</a> <input type="button" value="Add"/> Price 0.00 Time 3:00 PM - 4:30 PM Spots available 73
3:00 PM	<a href="#">3. How to Use LTC Trend Tracker</a> <b>1 In Itinerary</b> <input type="button" value="Remove"/> Session 3 Price <input type="text" value="0.00"/> Time 3:00 PM - 4:30 PM Spots available 75
3:00 PM	<a href="#">4. Understanding CMI and Medicaid Reimbursement</a> <input type="button" value="Add"/> Price 0.00

**Wednesday, 06 May 2020**



**Click the Proceed to Checkout button**

3. Select Pay Later and add in a number to the **PO number field** if you would like your facility to be invoiced
4. The Order Confirmation page will appear. You can choose to also email this confirmation to someone else by entering in the email in the email field.

## How to add programs at a later time:

5. Go to your profile page by clicking your name at the top right corner.
6. Click the “My Participation” tab



The screenshot shows a user profile page with a navigation bar at the top containing four tabs: "ABOUT ME", "MY PARTICIPATION", "VOLUNTEERING", and "PREFERENCES". The "MY PARTICIPATION" tab is currently selected. Below the navigation bar, there are two main sections. The left section is titled "Engagement score" and features a large circular gauge with the number "0" in the center. Below this gauge is the text "Open invoices". The right section is titled "Engagement history" and contains a yellow rectangular box with the text "No data found".

7. Scroll down to the Upcoming Events section. Click on the Annual Meeting link.
8. This will take you back to the Annual Meeting page where you can add the programs needed. Once you are done, click “Proceed to Checkout” again where the invoice will be \$0. Remember to hit the Submit Order button. Like before, you can email this confirmation again.