

## PMG Registration How-To Guide & Frequently Asked Questions

### Registration Questions

#### Q: [How do I register for a Personal Membership Group?](#)

A: There are a few steps to registering for a PMG.

First, please login on our website. If you have not created an account before, please see the following question for how to setup an account.

Upon logging in, you will see your name in the upper right-hand corner; this indicates you are logged in.

From the home page, click on "Members & Groups" under the scrolling banner. Then click on "Personal Membership Groups." Click on the desired PMG. Here you will have some information regarding the group like officers and district chairs. Scroll down to the "Join" section and click on "Click here to join online." This gives you a listing of all of our PMGs. Click on the desired PMG you would like to join. You will be brought to a new page, where you can click the blue "Add to cart." You will be brought to a new page, where you can click the blue "Proceed to checkout." Confirm your billing and shipping information. Click "Process payment" to complete the process. PMG membership is free, so there is no charge. Upon completion, you will be brought to a page with invoice details and you will also receive a confirmation email.

#### Q: [Do I need to have an account on IHA's website to register for an event?](#)

A: Yes! You do need to have an account on our website to be able to register for an event. You will create an account via the "Create an Account" button at the very top of the website. Here you will enter your name, job title, phone, email address & organization. The organization box is very important as this is how we will know what pricing you should receive based on your organization's IHA membership. You can start typing in this field for results to populate; for example, upon typing "Mercy", you get a listing of any organizations that have the word "Mercy" in the title. Please select your organization or if it is not listed, please type it in the next box. You will also need to create a password that you will use to login to our website.

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Q: [Can I register a colleague for a PMG?](#)

A: Unfortunately, you cannot register other individuals for a PMG. The individual will need to do that under their login.

Q: [I've joined the PMG and now would like to register for the PMG conference. How do I register for the conference?](#)

A: There are a few steps to registering for the event.

First, please login on our website. If you just completed joining the PMG, you are likely still logged in. You do need to wait approximately 5 minutes after joining the PMG to register for the conference, to receive the PMG pricing for the event.

Upon logging in, you will see your name in the upper right-hand corner; this indicates you are logged in.

Next, you will want to find the event you are interested in. Click on Education in the blue header near the top, then All Events on the left-hand side, this will bring you to a listing of all events currently open for registration, in chronological order. Click on the name of the event to open that event. Next, you will be brought to a page that will ask if you want to register yourself or a colleague. Click "Myself" if you are registering yourself. Click "Next-Select Options." Add any additional sessions if applicable. Click "Next-Review." Click "Add to Cart." Click "View Cart & Checkout." Once you proceed to the shopping cart, there will be a line item for the event as well as each additional session you selected, if applicable. Then "Proceed to Checkout." You can either pay with a credit card online or you can select "bill organization." Upon completion, you should receive an email confirmation with conference details. You are now registered for that event!

### Pricing Questions

Q: [My hospital is an IHA member, does that mean I'm an IHA member?](#)

A: Yes! Employees of IHA member organizations can attend IHA events at the IHA member price as a benefit of your organization being a member!

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Q: I am a member of a PMG (Personal Membership Group) but I am not receiving the correct pricing. Why?

A: There could be a couple reasons why you are not receiving proper pricing. There is a wait time of approximately 5 minutes from registering for the PMG before you will receive correct pricing for the PMG conference. Please contact IHA at 515-288-1955 and we can check on your PMG status. There could be something incorrect in our setup of the event that is causing this problem for yourself and others. We can make sure to get you registered for the event at the correct pricing.

### Other Questions

Q: I have information to change on my account. How can I update my information?

A: You can make many changes to your profile online at [www.ihaonline.org](http://www.ihaonline.org)

Please login on our website with your email and password you created. Once logged in, click on your name in the upper right-hand corner. This will bring you to the "My Account" page. From here you can update: name, title, organization, phone, email address, physical address, nursing license number, dietary restrictions. Once complete, click "Save" at the bottom.

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