How to Register for a SAHMA Event:

Log in to your SAHMA Web account.

When you are logged in to your account, in the upper right hand corner it will say Welcome and your first name. Anytime you want to return to your profile page, click on your name.

From the My Profile page,

On the right hand side under Bookmarks, click on Calendar of Event and select the event you are registering for. Review the event details and then select the blue registration button.

- My information tab, verify that everything is correct, click Next;
- Read Terms & Conditions, click box to agree, click Next;
- Read payment/cancellations, review price, click Next;
- Select all breakout sessions, click Next;
- Associates, if you are registering additional people – click the pencil and add their names from drop down box, repeat above steps for each registrant, if you are only registering yourself skip this step and click Next;
- Summary, a green checkmark will appear between your name(s) and price, proceed to Checkout Now.
- If any errors appear, click Fix Now to resolve errors
- The Checkout Now button will only appear when everything is correct.

Click Complete Registration, option to pay by invoice – **Members** only or pay by credit card, if you choose to pay by credit card it will not invoice for the payment.

If you have question at any point in the registration process, please call the SAHMA office at 800-745-4088.