

## How to Register Online for the Safety+ National Symposium for Members

1. **Click here** to open up the registration page in a new tab.
2. On the right hand side of the page there is a log in box.

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Tuesday, 08/27/19 - Friday, 08/30/19

**New User**  
If you are not sure if you are a new user, please enter your email in the [Access VPPPA Account?](#) section on this page and click the [Need/Forgot my password](#) link to receive an email to adjust your password to continue registration.

If you are sure you have never register for a regional or national event and never received communication from VPPPA, you are welcome to Sign Up for an account.

[Sign Up](#)

**Access VPPPA Account? Sign In Below**  
**\*\*EXHIBITORS\*\***: If you are attempting to register as an exhibit booth personnel, **DO NOT PROCEED** on this page. Please email [Expo@vpppa.org](mailto:Expo@vpppa.org) for further instructions to register.

If you registered for a regional or national VPPPA event or received communication from VPPPA, you may already have an account in the VPPPA database. To check or get a new password, please enter your email and click the [Need/Forgot my password](#) link below to receive an email to adjust your password to continue with registration.

If your email is not in the VPPPA database, you will be notified immediately on this page and click Sign Up under the the [New User](#) section on this page.

By logging in and submitting your registration, you agree to adhere to the [Code of Conduct](#) for this event.

Email Address / Username

Password

Remember me on this computer

[Need/Forgot my password? Click here](#)

[Sign In](#)

3. If you have an account with us, please enter your credentials on the right-hand side.
4. If you don't have an account with us or are unsure, type your email address into the email box and click the "Need/Forgot my password" link.
5. If you do have an account with us you will be emailed a temporary password. Once you receive your temporary password enter your information into the log in screen. **\*\*\*If you do not have an account an error message will be displayed "An account was not found with that email address."** Please contact [registration@vpppa.org](mailto:registration@vpppa.org) to have an account created for you. Include your name, company, company address and title in the email.
6. If you are **only** registering yourself, continue through the prompts at the bottom of the screen. If you are registering additional people please see below.

### Registering yourself and others

1. **Click here** to open up the registration page in a new tab.
2. On the right hand side of the page there is a log in box.
3. If you have an account with us, please enter your credentials on the right hand side.
4. If you don't have an account with us or are unsure, type your email address into the email box and click the "Need/Forgot my password" link.
5. If you do have an account with us you will be emailed a temporary password. Once you receive your temporary password enter your information into the log in screen. **\*\*\*If you do not have an account an error message will be displayed "An account was not found with that email address."** Please contact [registration@vpppa.org](mailto:registration@vpppa.org) to have an account created for you. Include your name, company, company address and title in the email.

- Continue through the prompts until **Step Three** where you are asked what your **Site's Membership Number** is.

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✓ Step 1 ✓ Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

\*Indicates a required field.

Registration Options\*

Please select your registration option below. **Note:** If you select the MEMBER type and are not sure of your membership ID number, please email [membership@vpppa.org](mailto:membership@vpppa.org) to review your VPPPA membership status and provide your membership ID number.

Non-Member Pre-Symposium/Skill Builder Workshop ONLY Registration

Non-Member Registration

VPPPA **MEMBER** Pre-Symposium/Skill Builder Workshop ONLY Registration

VPPPA **MEMBER** Registration

Site's Membership Number\*

Next Back

If you do not know your Site's Membership Number is, please contact [membership@vpppa.org](mailto:membership@vpppa.org) to receive the appropriate number.

- Continue through the registration until you land on the checkout page. At the top of the page there will be a button that says **“Add another registrant or Done? If done, enter payment below then click ‘Submit’”**

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✓ Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 Step 7

\*Indicates a required field.

Add Another Registrant or Done? If done, enter payment below then click "Submit"

- Select the “Add another Registrant” button and a dialogue box will pop up. Select “Search a list of possible registrants.”
- You will see another question underneath the additional registrant option, . Select “No, do not copy items from an existing registrant.”

HEALTH MANAGEMENT SYSTEMS SYMPOSIUM

Who is the additional registrant?

This person has never registered

Search a list of possible registrants

Do you want to copy items from an existing registrant?

Yes, copy the items from the following registrant

No, do not copy items from an existing registrant

OK Cancel

10. Next, a search screen will appear.
11. Type the registrant's information into the search fields and click the search button. **\*For the most accurate search we recommend searching by the registrant's last name and/or email address.**
12. Select your registrant **\*If your registrant doesn't show up in the search OR there are multiple accounts for your selection** please contact [registration@vpppa.org](mailto:registration@vpppa.org) with the following information: Registrant name, Company, Company Address and job title.

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Search Criteria	Results
First Name <input type="text" value="Test"/>	<input type="button" value="Select"/> Name: <b>Record, Test</b>
Last Name <input type="text" value="Record"/>	
Title <input type="text"/>	
Company Name <input type="text"/>	
<input type="button" value="Search"/>	

13. Once a registrant is selected, you will be brought back to step 1 of the registration process. The registrant's information will be auto-populated into the form. \*\* You are able to edit the registrant's personal information if needed. Follow the prompts until the checkout screen is reached.
14. Repeat process to add additional registrants.
15. Check out and a receipt will be emailed.

## Registering others but not yourself

1. Once logged into your account you will see an option to check a box that says “Who is Registering? Are registering yourself for this event?” Select “No, I am only registering others.”
2. Next to “Registrant Details” there will be a yellow link saying “**Search Accounts**” . Click the Search Accounts link to search accounts for a list of potential registrants.

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Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

\*Indicates a required field.

Who is Registering?

Are you registering yourself for this event?

Yes

No, I am only registering others

Your Details

Please enter YOUR details below

Email\*

First Name\*

Last Name\*

Registrant Details

**Search Accounts:** If you are registering others, click **Search Accounts** to do a search for the account first. If the person's account is not in our systems, fill in the details below.

3. Type the registrant’s information into the search fields and click the search button. \*For the most accurate search we recommend searching by the registrant’s last name and/or email address. \*\*\* **If your registrant doesn’t show up in the search OR there are multiple accounts for your selection** please contact [registration@vpppa.org](mailto:registration@vpppa.org) with the person’s first name, last name, company, address and title.

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Search Criteria

First Name  
Test

Last Name  
Record

Title

Company Name

Search

Results

Select

Name:  
Record, Test

4. Select the registrant.
5. Once a registrant is selected, you will be brought back to step 1 of the registration process. The registrant’s information will be auto-populated. \*\*You are able to edit the registrant’s personal information if needed. Follow the prompts through until the checkout screen is reached.
6. Check out.
7. You will be emailed a receipt.