



ONLINE CONFERENCE REGISTRATION USER GUIDE

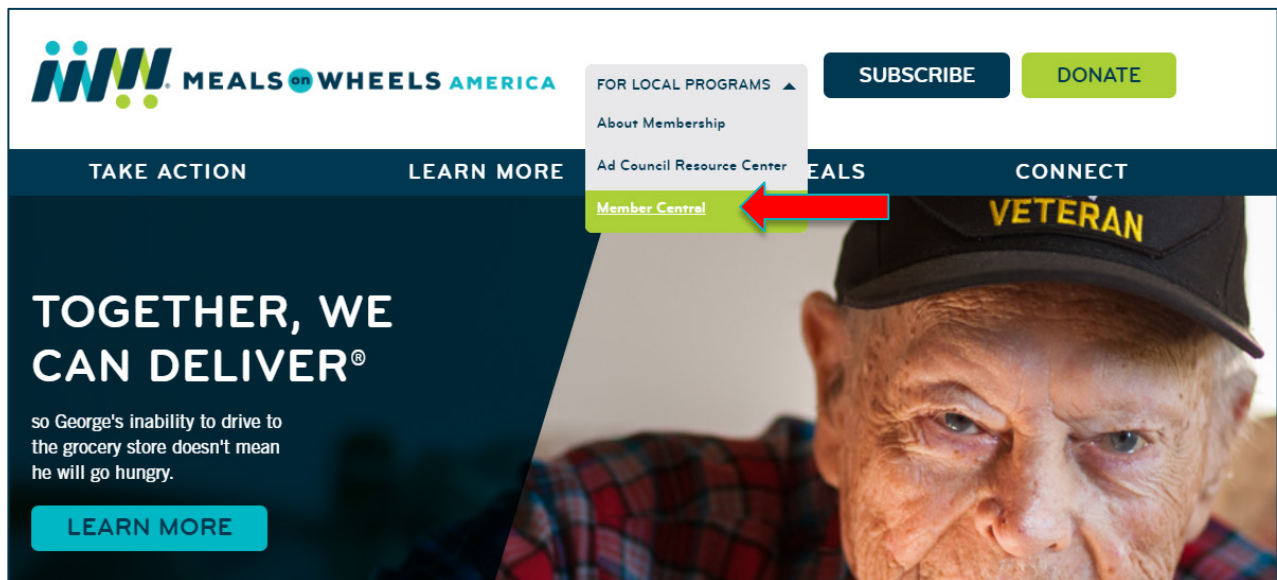
UPDATED APRIL 26, 2019

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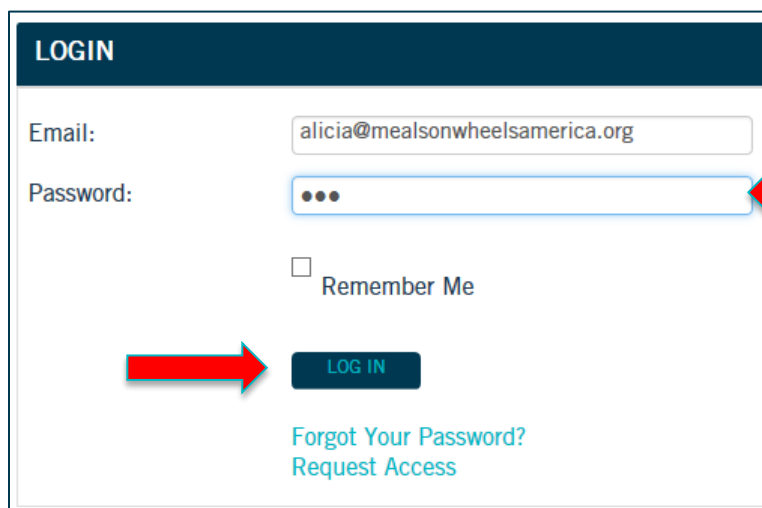
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LOGGING IN TO MEMBER CENTRAL

- To register for an event, you must first log in to our Member Central online platform. If you have not yet logged in, please view our [Member Central Login Guide](#) for assistance.
- Once you've unlocked your account for the first time, go to www.mealsonwheelsamerica.org/member-central or click the Member Central option in the **FOR LOCAL PROGRAMS** dropdown menu on any page within www.mealsonwheelsamerica.org.



- Input your email address at which you receive our communications and your password, then click **LOG IN**.

A screenshot of the Member Central login form. The form has a dark blue header with the word 'LOGIN'. Below the header are two input fields: 'Email:' with the value 'alicia@mealsonwheelsamerica.org' and 'Password:' with three dots indicating a masked password. A red arrow points to the password field. Below the password field is a checkbox labeled 'Remember Me'. At the bottom of the form is a blue 'LOG IN' button with a red arrow pointing to it. Below the button are two links: 'Forgot Your Password?' and 'Request Access'.

REGISTERING FOR CONFERENCE

Individuals who want to register for Conference **BY CREDIT CARD** must be logged in to their own Member Central account. Member-only pricing will automatically be applied once you've logged in. To register for Conference **BY CHECK**, please complete and mail the [registration form](#) online with payment to Meals on Wheels America.

For Full Registration, there is an option to register as an individual or a group (two or more individuals from the same organization) to receive additional discounts. To proceed with individual registration, please read below. To proceed with group registration, please skip to page six (6).

- Once you've logged in to Member Central, click **MY MEMBERSHIP** in the top navigation bar. Then click **ALL EVENTS** in the left navigation bar to view all open events.



The screenshot shows the Member Central website interface. At the top, there is a navigation bar with links: HOME, MY MEMBERSHIP, RESOURCES, NEWS, and CONTACT US. Below this is a green header for the 'EVENTS' section. On the left side, there is a vertical menu with links: MY PROFILE, ORGANIZATION INFO, RENEW MEMBERSHIP, MEMBER BADGE, INVOICES, and ALL EVENTS. The main content area displays the '2019 MEALS ON WHEELS ANNUAL CONFERENCE AND EXPO' event, including the dates (August 27 - 29, 2019), the location (Sheraton Dallas Hotel), and a descriptive paragraph about the conference.

FULL CONFERENCE REGISTRATION – INDIVIDUAL

- Click the **2019 MEALS ON WHEELS ANNUAL CONFERENCE AND EXPO** link.
- Here, you can also view descriptions for **ADDITIONAL SESSIONS AND EVENTS**. These Pre-Conference events are designed to kick-start learning and enhance your Conference experience. Descriptions are available by clicking on the session hyperlink. Add these sessions after selecting your main event fee on the **EVENT REGISTRATION** page. Additional event registrations are only available to Full Conference attendees.
- Click **INDIVIDUAL REGISTRATION** in the upper right corner of the page to begin.

EVENT PROFILE


2019 MEALS ON WHEELS ANNUAL CONFERENCE AND EXPO

Date(s): August 27 - 29, 2019

Venue: Sheraton Dallas Hotel

Website: www.mealsonwheelsamerica.org/conference


Description: Join Meals on Wheels America for the premier gathering of the most innovative industry experts and the most passionate senior nutrition leaders from across the country. Together as a network, we'll focus

INDIVIDUAL REGISTRATION 

GROUP REGISTRATION

- Most of your information should auto-populate on this page. To change any of your registrant information, you must first update your Member Central profile. See *UPDATING YOUR INDIVIDUAL PROFILE* in the [Member Central User Guide](#) for assistance.
- Select **ATTENDEE** from the **REGISTRANT TYPE** drop down box.

REGISTRANT INFORMATION

	Registrant type:	Please select Attendee Attendee Group
	Registrant name:	Ms. Nicole Grooms
	Organization name:	Meals on Wheels Lorton

- Be sure your **BADGE INFORMATION** is correct. This information will be printed on your Conference badge. Please make any necessary corrections.


BADGE INFORMATION

First Name/Nickname:	Emily
Organization:	Meals on Wheels America
City:	Annandale
State:	Virginia 

- If applicable, enter your special dietary restrictions in the **DIETARY RESTRICTIONS & SPECIAL NEEDS** section. For assistance with special needs or accommodations, please contact us directly at membership@mealsonwheelsamerica.org.


DIETARY RESTRICTIONS & SPECIAL NEEDS


Please indicate if you have any special dietary restrictions or food allergies.


Special Dietary Needs: 

If you have any special needs or require accommodations, please contact us directly at membership@mealsonwheelsamerica.org.

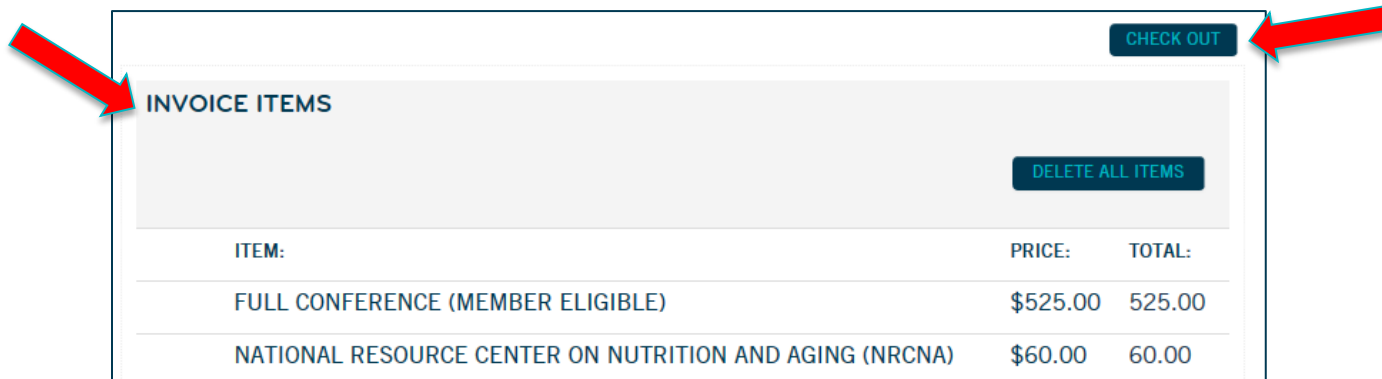
- Select the appropriate **EVENT FEE**. Also, take advantage of the option to add **ADDITIONAL EVENTS** to your registration, here. These Pre-Conference events are designed to kick-start learning and enhance your Conference experience. Descriptions are available by clicking on the session hyperlink. Please note: additional event registrations are only available to Full Conference attendees.
- After you have selected your appropriate **EVENT FEE** and optional **ADDITIONAL EVENTS**, click **ADD TO CART**.

EVENT FEES		
	PRODUCT	PRICE
	<input checked="" type="checkbox"/> FULL CONFERENCE REGISTRATION (MEMBER)	525.00
	<input type="checkbox"/> SINGLE DAY REGISTRATION (MEMBER) - 8/27/19 TUESDAY	225.00
	<input type="checkbox"/> SINGLE DAY REGISTRATION (MEMBER) - 8/28/19 WEDNESDAY	225.00
	<input type="checkbox"/> SINGLE DAY REGISTRATION (MEMBER) - 8/29/19 THURSDAY	225.00

ADDITIONAL EVENTS				
	PRODUCT	PRICE	STARTS	ENDS
	<input type="checkbox"/> HEALTHCARE 101: AN INTRODUCTION TO PARTNERSHIPS AND POSSIBILITIES	35.00	08/26/2019 10:00 AM	08/26/2019 12:00 PM
	<input type="checkbox"/> INTENSIVE WORKSHOP: SOCIAL ENTERPRISE FUNDAMENTALS	60.00	08/26/2019 1:30 PM	08/26/2019 4:30 PM
	<input type="checkbox"/> NRCNA INTENSIVE WORKSHOP: IMAGINING AN INNOVATIVE AND SUSTAINABLE FUTURE THROUGH CREATIVE THINKING	60.00	08/26/2019 1:30 PM	08/26/2019 4:30 PM

UPDATE TOTAL 525.00
CANCEL ADD TO CART 

- You'll be taken to the **PAYMENT** page to review your order. If all of your **INVOICE ITEMS** are correct, click **CHECK OUT**.



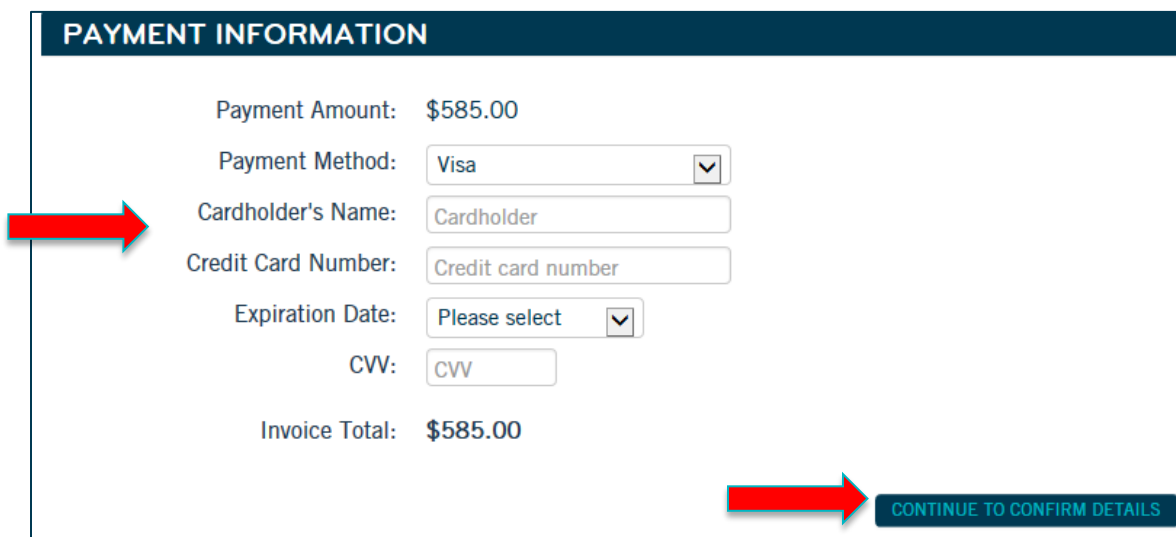
CHECK OUT

INVOICE ITEMS

DELETE ALL ITEMS

ITEM:	PRICE:	TOTAL:
FULL CONFERENCE (MEMBER ELIGIBLE)	\$525.00	525.00
NATIONAL RESOURCE CENTER ON NUTRITION AND AGING (NRCNA)	\$60.00	60.00

- Select the appropriate credit card option from the **PAYMENT METHOD** drop down box. Then enter your information and click **CONTINUE TO CONFIRM DETAILS**.



PAYMENT INFORMATION

Payment Amount: \$585.00

Payment Method: ▼

Cardholder's Name:

Credit Card Number:

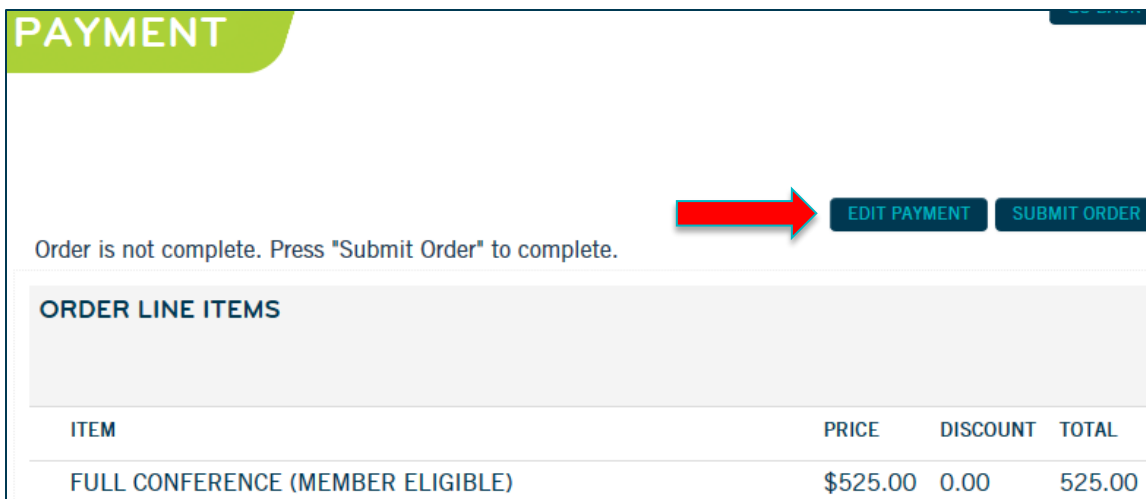
Expiration Date: ▼

CVV:

Invoice Total: \$585.00

CONTINUE TO CONFIRM DETAILS

- Confirm your registration details and payment information are correct. If you do not need to make changes, click **SUBMIT ORDER**. If you need to make changes to your payment information, click **EDIT PAYMENT** and make the necessary corrections. Click **CONTINUE TO CONFIRM DETAILS**, then click **SUBMIT ORDER**.



PAYMENT

Order is not complete. Press "Submit Order" to complete.

ORDER LINE ITEMS

ITEM	PRICE	DISCOUNT	TOTAL
FULL CONFERENCE (MEMBER ELIGIBLE)	\$525.00	0.00	525.00

- Once your order has been submitted, you will receive a confirmation message on the screen, as well as an email in your inbox.
- Click **MY EVENTS** to view your event registration details at any time. Here you can also register for **ADDITIONAL EVENTS** and view and print your payment receipt, at any time. Click **EVENTS** to return to the Events homepage.

For the most up-to-date information regarding sessions, speakers and accommodations, please visit www.mealsonwheelsamerica.org/conference. For additional assistance, contact us at membership@mealsonwheelsamerica.org or 888-998-6325.

FULL CONFERENCE REGISTRATION – GROUP

For Full Registration, there is an option to register as a group (two or more individuals from the same organization) to receive additional discounts. Any individual within your organization can complete your group registration once they've logged in to Member Central. **In order to add any individuals to the group registration other than yourself, they must already be included on your Organization Roster** – meaning, they have their own Member Central login account. You can view your organization roster in the **MY PROFILE** or **ORGANIZATION INFO** section under **MY MEMBERSHIP**. To add staff to the roster, they can either [request access](#) or your organization's Principal Member can log in and add them to the roster. View *UPDATING YOUR ORGANIZATION ROSTER* in the [Member Central User Guide](#) for additional assistance.

Note: If you've already registered as an individual, you can still complete a group registration if other staff decide they want to attend by following the directions below. Contact us at membership@mealsonwheelsamerica.org or 888-998-6325 for additional assistance.

- To register multiple individuals from your organization at once to receive the group rate, first click the **2019 MEALS ON WHEELS ANNUAL CONFERENCE AND EXPO** link on the **ALL EVENTS** page.
- To get started, click the **GROUP REGISTRATION** button in the upper right corner of the page.

EVENT PROFILE

2019 MEALS ON WHEELS ANNUAL CONFERENCE AND EXPO

Date(s): August 27 - 29, 2019

Venue: [Sheraton Dallas Hotel](#)

Website: www.mealsonwheelsamerica.org/conference

Description: Join Meals on Wheels America for the premier gathering of the most innovative industry experts and the most passionate senior nutrition leaders from across the country. Together as a network, we'll focus

[INDIVIDUAL REGISTRATION](#)

[GROUP REGISTRATION](#) 

- Select **ATTENDEE GROUP** from the **REGISTRANT TYPE** drop down box, then click the **ADD A GROUP REGISTRANT** button.

REGISTRANT INFORMATION

Event: 2019 MEALS ON WHEELS ANNUAL CONFERENCE AND EXPO

Start date: 8/27/2019

End date: 8/29/2019

Organization: Sar Sopha


Registrant type: 

[ADD A GROUP REGISTRANT](#) 

- A new window will pop up to begin adding your group registrant details. Make sure **ATTENDEE GROUP** is selected in the **REGISTRANT TYPE** drop down box. Then, select the staff member you would like to register from the **REGISTRANT NAME** drop down box. Registrant address, phone, and email will auto-populate with information included in the Member Central profile.

REGISTRANT INFORMATION

You can only register staff members listed on your [Organization Roster](#). Only Principal Members can add additional staff or make edits on their behalf via the [Organization Roster](#).

Registrant type: 

Registrant name:

Registrant address:

Phone:

- Be sure the registrant **BADGE INFORMATION** is correct. This information will be printed on Conference badges. Please make any necessary corrections.

BADGE INFORMATION

First Name/Nickname:

Organization:

State:

City:

- If applicable, enter any special dietary restrictions in the **DIETARY RESTRICTIONS & SPECIAL NEEDS** section. For assistance with special needs or accommodations, please contact us directly at membership@mealsonwheelsamerica.org.

DIETARY RESTRICTIONS & SPECIAL NEEDS

Please indicate if you have any special dietary restrictions or food allergies.

Special Dietary Needs:

If you have any special needs or require accommodations, please contact us directly at membership@mealsonwheelsamerica.org.



- Select the appropriate **EVENT FEE** and click **ADD ANOTHER REGISTRANT**.


EVENT FEES

	PRODUCT	PRICE
<input checked="" type="checkbox"/>	FULL CONFERENCE GROUP REGISTRATION (MEMBER)	\$475.00
<input type="checkbox"/>	SINGLE DAY REGISTRATION (MEMBER) - 8/27/19 TUESDAY	\$225.00
<input type="checkbox"/>	SINGLE DAY REGISTRATION (MEMBER) - 8/28/19 WEDNESDAY	\$225.00
<input type="checkbox"/>	SINGLE DAY REGISTRATION (MEMBER) - 8/29/19 THURSDAY	\$225.00

CANCEL
ADD ANOTHER REGISTRANT
SAVE


- Complete the steps above for each registrant in your group. After adding your last registrant, click the **SAVE** button.
- Be sure all of your organization's registrants appear under **GROUP REGISTRANTS** and you are ready to proceed. Click **SAVE AND ADD TO CART**.

GROUP REGISTRANTS					
ORG. NAME:	REGISTRANT:	BADGE NAME:	TOTAL (WITH DISC)	REG. TYPE:	TOTAL:
 Meals on Wheels America	Sar Sopha	Sopha	475.00	Attendee Group	475.00
 Meals On Wheels America	Palazio Christopher	Christopher	475.00	Attendee Group	475.00


[SAVE AND ADD TO CART](#) 

- If all **INVOICE ITEMS** are correct, click **CHECK OUT** to proceed with payment.

INVOICE ITEMS		
ITEM:	PRICE:	TOTAL:
FULL CONFERENCE (MEMBER ELIGIBLE)	\$475.00	475.00
FULL CONFERENCE (MEMBER ELIGIBLE)	\$475.00	475.00

[CHECK OUT](#) 
[DELETE ALL ITEMS](#)

- Select the appropriate credit card option from the **PAYMENT METHOD** drop down box, then enter your information and click **CONTINUE TO CONFIRM DETAILS**.

PAYMENT INFORMATION	
Payment Amount:	\$950.00
Payment Method:	<input type="text" value="Visa"/> 
Cardholder's Name:	<input type="text" value="Sopha Sar"/>

[CONTINUE TO CONFIRM DETAILS](#)

- Confirm your registration order and payment information are correct. If you do not need to make changes, click **SUBMIT ORDER**.
- On the next screen, if you do not need to make changes to the payment information, be sure the registration details are correct, then click **SUBMIT ORDER**. If you need to make any changes to the payment information, click **EDIT PAYMENT** and make the necessary corrections. Click **CONTINUE TO CONFIRM DETAILS**, then click **SUBMIT ORDER**.



- Once your order has been submitted, you will receive a confirmation message on the screen, as well as an email in your inbox.
- Click **MY EVENTS** to view your event registration details at any time. Here you can also register for **ADDITIONAL EVENTS** and view and print your payment receipt, at any time. Click **EVENTS** to return to the Events homepage.

For the most up-to-date information regarding sessions, speakers and accommodations, please visit www.mealsonwheelsamerica.org/conference. For additional, contact us at membership@mealsonwheelsamerica.org or 888-998-6325.

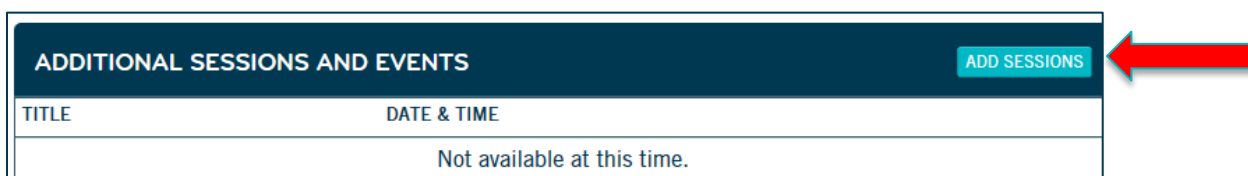
REGISTERING FOR A PRE-CONFERENCE SESSION

Full conference attendees have the option of attending Pre-Conference sessions and events designed to kick-start learning and enhance your Conference experience. Descriptions are available at www.mealsonwheelsamerica.org/conference.

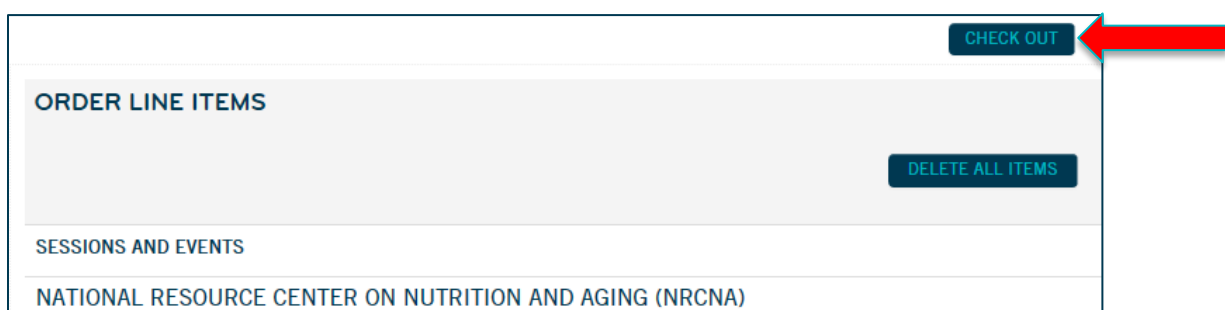
- If you have already registered and would like to add an additional session to your Full Conference registration, you can do so at any time. To get started, you must be logged in to [Member Central](#). When logged in, click **MY MEMBERSHIP** in the top navigation bar, then click **MY EVENTS** in the left navigation bar to view all events you have registered for.
- Then click the **2019 MEALS ON WHEELS ANNUAL CONFERENCE AND EXPO** hyperlink.



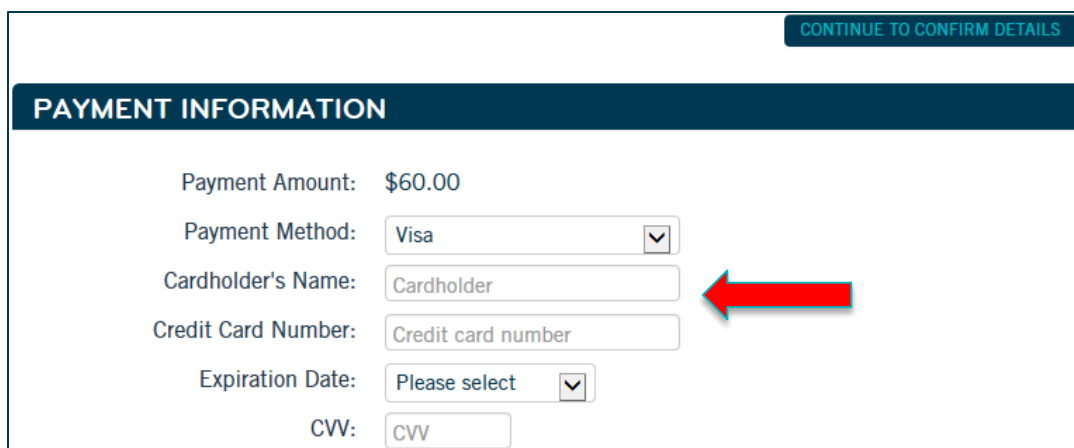
- Click **ADD SESSIONS** in the **ADDITIONAL SESSIONS AND EVENTS** box.



- Select the additional session you would like to attend, then click **SAVE** at the bottom of the page. Keep in mind two of the sessions occur at the same time.
- On the **CONFIRMATION** page, be sure you have selected the correct session, then click **CHECKOUT**. To make changes, click **GO BACK**.



- Select the appropriate option from the **PAYMENT METHOD** drop down box and enter your payment information. Then click **CONTINUE TO CONFIRM DETAILS**.




CONTINUE TO CONFIRM DETAILS

PAYMENT INFORMATION

Payment Amount: \$60.00

Payment Method:

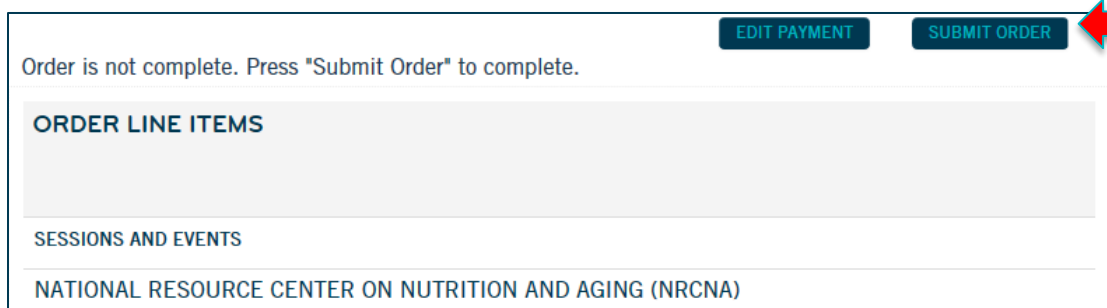
Cardholder's Name: 


Credit Card Number:

Expiration Date:

CVV:

- If you do not need to make changes to the payment information, click **SUBMIT ORDER**. If you need to make any changes to the payment information, click **EDIT PAYMENT** and make the necessary corrections. Click **CONTINUE TO CONFIRM DETAILS**, then click **SUBMIT ORDER**.



EDIT PAYMENT SUBMIT ORDER 

Order is not complete. Press "Submit Order" to complete.

ORDER LINE ITEMS

SESSIONS AND EVENTS

NATIONAL RESOURCE CENTER ON NUTRITION AND AGING (NRCNA)

- Once your order has been submitted, you will receive a confirmation message on the screen.

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