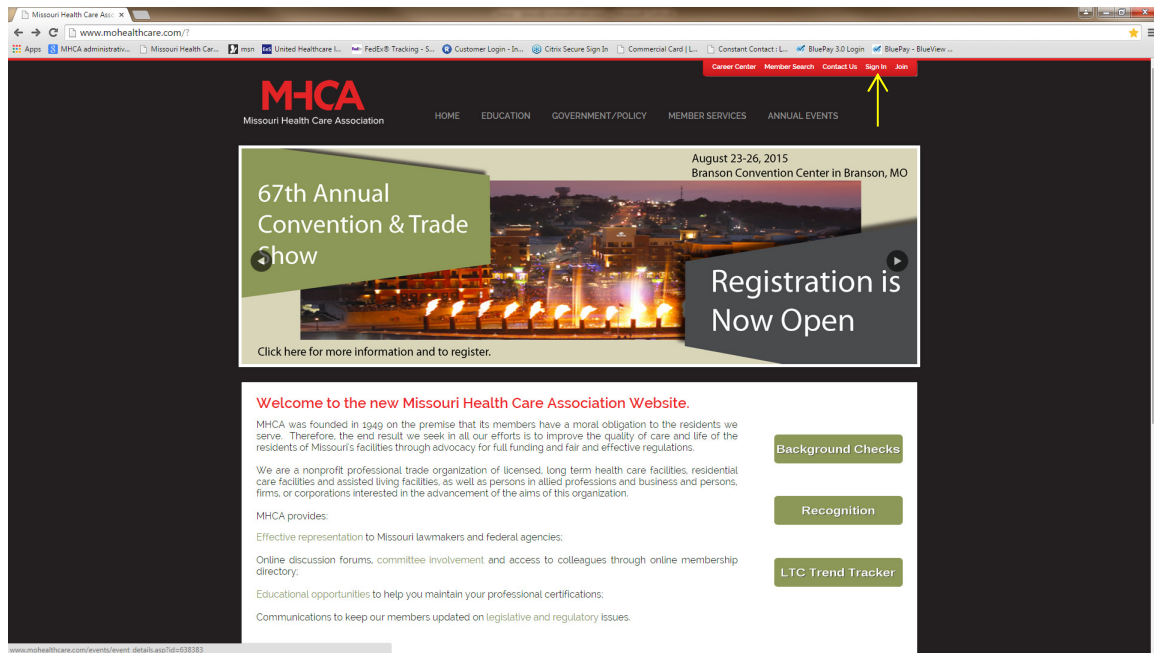
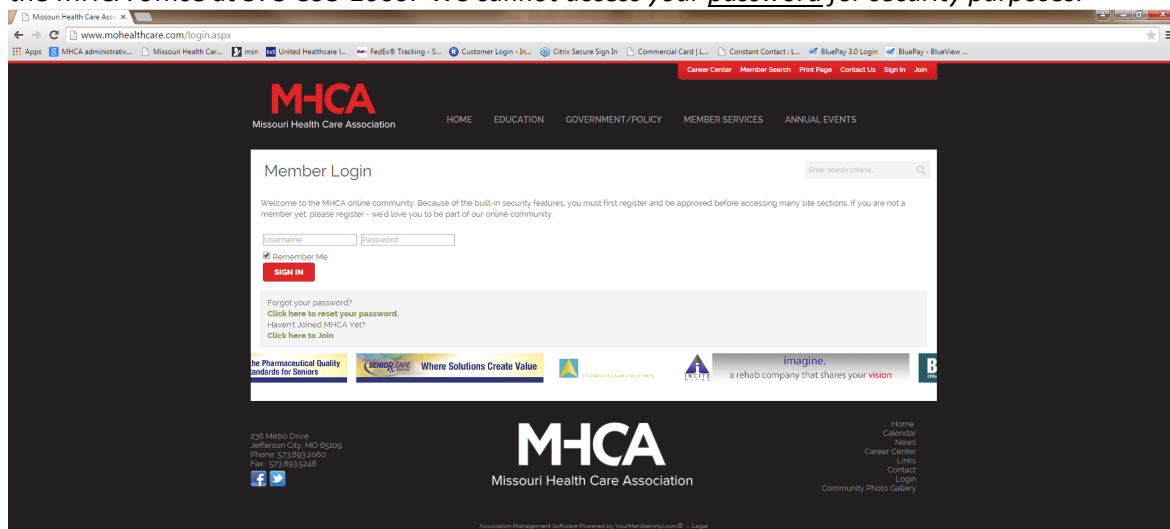


# Managing Your Event Registrations

At any time you may access event registrations that your attendees are pre-registered for. On the MHCA home page ([www.mohealthcare.com](http://www.mohealthcare.com)) click on **Sign-In** as indicated by the yellow arrow in the screen shot below:



Sign In using your MHCA member Username and Password. If you do not remember your password you may reset it using the link below the sign-in button. If you do not remember your Username, please call the MHCA office at 573-893-2060. *We cannot access your password for security purposes.*



Once you've successfully signed in, you should now be on your main profile page (as seen in the screen shot below). Click on **Manage Profile** as indicated by the yellow arrow:

The screenshot shows the MHCAs website with the profile page for 'Test Facility 101'. The top navigation bar includes links for Career Center, Member Search, Print Page, Contact Us, My Profile, Manage Profile (highlighted with a yellow arrow), and Sign Out. The main content area displays the facility's name, address, and contact information. A yellow arrow points to the 'Manage Profile' link in the top navigation bar.

Click on **Event Registrations** as indicated by the yellow arrow below:

The screenshot shows the MHCAs website with the 'Manage Profile' page. The page is divided into several sections: Information & Settings, Invoicing, Payments & History, and Content & Features. A yellow arrow points to the 'Event Registrations' link in the 'Invoicing, Payments & History' section.

You are now viewing all event registrations that persons from your facility/company have pre-registered for (they must have signed in using your MHCA Member Username and Password prior to registering for their registration to be linked to your member account). You may view and/or edit any registrations which are *upcoming* by clicking on the event. You may not edit registrations after the start date of the event has passed.

The screenshot shows a web browser window with the URL [https://mohealthcare.site-ym.com/members/my\\_events.asp](https://mohealthcare.site-ym.com/members/my_events.asp). The page features the MHCA logo and a navigation bar with links: HOME, EDUCATION, GOVERNMENT/POLICY, MEMBER SERVICES, and ANNUAL EVENTS. A red banner at the top contains links: Career Center, Member Search, Print Page, Contact Us, My Profile, Manage Profile, and Sign Out.

### My Event Registrations

Enter search criteria.

UPCOMING EVENTS	EVENT NAME
Sunday, August 23, 2015	67th Annual Convention
Attendee Name (Sessions)	Registration ID
Facility Test id	4092703

PAST EVENTS	EVENT NAME
Tuesday, May 12, 2015	May Webinar
Attendee Name (Sessions)	Registration ID
Facility Test id	439495
Tuesday, April 14, 2015	Webinar - Board of Nursing Home Administrator Update
Attendee Name (Sessions)	Registration ID
Facility Test id	4084774
Facility Test id	4334085
Tuesday, March 03, 2015	2015 Mid-Year Conference Members Only
Attendee Name (Sessions)	Registration ID
Facility Test id	352955
michelle walters - Guest	382957
shauna frank - Guest	382958
alaina volkelt - Guest	382959
Tina Shumpp	384420
Jane Test	396440
Sunday, March 01, 2015	2015 Mid-Year Conference Members Only - delete
Attendee Name (Sessions)	Registration ID
Facility Test id	385202

If you have any questions or concerns please contact the MHCA office at 573-893-2060.