

Navigating through Your Profile on the IRHA Website

Logging into to Your Profile

You do not have to be a member to login or create a profile.

If you are a past or present IRHA member, or you have participated in an IRHA event in the past, your information is in our system ready for you to log in.

- Go to the IRHA website www.indianaruralhealth.org
- Click on the 'Access your profile Sign in' link at the top left

If you have previously logged in, the password you set is still in effect.

If you have never logged into your profile, your default password is **Password1** (with a capital P and the number 1). When logging in be sure you do not type a blank space at the end of your email, the system will regard the email as invalid.

The site will force you to change your password the first time you log in, please retain your new password for future access.

If you click on the "*Forgot my Password*" and nothing is sent to your email concerning a password, it is because you have never logged into your profile and the default password is still in effect with your profile; you have not set up a password for the system to send you. Please use the default password to login.

If you are new to IRHA click on the "New visitor Registration" found on the login page to create a profile.

If you are having difficulty logging in please contact Laura Carlson at lcarlson@indianarha.org

After Logging In

Update Your Personal Contact Information

Go to:

- "My Information" tab on the left
- Click the "Edit/View Information"
- Update as needed and then "save"

To Be Linked to an Existing Organization, or to Add Your Organization to the Database

Go to:

- "My Information" tab on the left
- Scroll down to the 'Organization Information'
- Click on the link "Would you like to request to add your organization?"
- Email the required information to info@indianarha.org

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Adding Your Organization's Information to Your Profile

You can only add your organization's information when you create a profile under the "New Visitor Registration" link found on the login page. Your organization may already be in the IRHA online database; if your organization is in the database, when you click "Create Account & Enter Your Organization Info" in the new visitor registration, the system recognizes the domain name in your email address and will ask if you are part of this organization. If your organization is not listed, choose "*not listed here*" and continue to add your organization's information.

Only complete the "new visitor registration" if your profile is **not** already in the database. If you create a second profile you will have trouble logging into your profile in the future because the system will only allow one email address per profile (two profiles cannot share the same email address).

If you already have a profile in the system and would like to be linked to an organization, please request to be linked to your organization (instructions above, *To Be Linked to an Existing Organization or to Add your Organization to the Database*).

View if You are Registered for an IRHA Event

Click on the "**My Events**" link on the left.

A list of events you have registered for in the past two years will be listed, along with the date you registered for the event.

Register for an IRHA Event

Click on the "**Upcoming Events**" link on the left. A list of current events will be listed.

Click on the event you are interested in; the registration link is on the bottom of the 'event description' page.

Each event has tabs below the event name with additional information (Description, Location, Sponsors, Speakers, & Registration information).

Pay An Open Invoice/Order With a Credit Card on the IRHA Website:

- Go to the "**My Transactions**" link on the left
- The invoice will show in the "**Open Orders & Invoices**" dropdown.
- Click the link "**Pay Open Orders**" and continue to the shopping cart to pay

Please note: It is important that the billing address shown in the shopping cart is the address listed with the credit card you are using. If the billing address is not correct you can update it in the shopping cart by clicking on the "Change" button below the billing address.

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Purchase a Membership

- Go to the **“Purchase a Membership”** link on the left
- Choose the membership you would like to join.
 - * Only the primary contact of an organization can purchase an organizational membership. Information about the “Primary Contact” is below.

Organizational Directory

Only IRHA members can view the organizational directory; the link is not visible to non-members.

Members can search the directory of all organizations in the IRHA database. You can filter the search to view organizational and/or InSRHN members only.

Social Community

IRHA has a “Social Community” page. This page is a benefit to members only; most of the information on this page will not be visible to non-members. The *“Social Community”* link is on the bottom left. If this is the first time accessing the social community, you may have to login using the same login information you used to login to your profile.

While on the dashboard of the Social Community home page you will see community groups, feeds, calendar of events and more.

Some individuals are part of a group, and some of the groups are private with only group members having access to the group. For example, the Indiana Statewide Rural Health Network (InSRHN) members have a CEO Roundtable; only the CEOs who are a member of InSRHN have access to this group.

All of the Groups you have access to will be listed when you click on the *‘Group & Roundtable’* link at the top of the page.

View Who is the Primary Contact of Your Organization

To view whom is listed as the Primary Contact of your organization, go to:

- **“My Information”** link on the left
- Scroll down to **‘Organization Information’** and click on your organization’s name. The Primary Contact of your organization will be listed.

More information about the “Primary Contact” is below.

Welcome to your profile on the IRHA’s website; login, explore & engage!

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Primary Contact

Each organization in the database has one 'Primary Contact' assigned to it. This individual is usually the individual who updates contact information or registers individuals for an event. The primary contact has the ability to update the contact information of individuals within your organization, add new individuals to the organization, complete group registrations and purchase on behalf of the organization. Only the primary contact of an organization can purchase an organizational membership.

To view who is listed as the primary contact of your organization, login to the IRHA website (login instructions above), go to "My Information", scroll down to 'Organization Information' and click on your organization's name. The primary contact of your organization will be listed.

If you would like to change who is listed as the primary contact for your organization, please contact Laura Carlson at lcarlson@indianarha.org.

Abilities of the Primary Contact After Logging In

Update Or Add Contact Information Of Individuals In Your Organization:

Please update or add individuals from your organization whenever there is a change in their contact information. After logging in:

- Go to the "**My Information**" tab to the left
- Scroll down to "**Organization Information**" and click on the organization
- Click on the "**Manage Org Individuals**" and add or updated information of individuals as needed.

Register individual(s) for an IRHA event:

When registering individual(s) from your organization, whether it is one individual or a group, you must choose the **Group Registration** link to start the registration.

You have to be the "primary contact" of an organization to have the ability to register someone other than yourself. When registering someone else, do not register yourself and change the badge name to the person you are trying to register, doing so does not register the individual, it changes your profile and provides incorrect information of the individual you are trying to register.

Once on the page that lists individuals within your organization, check the box to the left of the name of the individual you want to register. If their name is grayed out, it means they are already registered.

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Individual fees within a group registration

Some individuals within your organization may be entitled to a lower registration fee; once you have check marked the individual(s) you would like to register on the “*select attendees*” page there is a link on the right of each checked individual that says “*Change Rate*”, this link will have the drop down of prices each individual is eligible for.

Purchase an IRHA organizational membership:

Only the primary contact of an organization can purchase an organizational membership.

- Go to the “**Purchase a Membership**” tab on the left and choose “**Organizational Membership**”.
- When on the screen that states “**Shop For**” with a drop down to choose yourself or your organization, **choose your organization**. Only organizations can purchase an organizational membership.
- When on the screen that states “**Select from the available dues rates for this membership**”, please choose the number of full time employees within your organization from the drop down. Additional information is required, please scroll down the webpage.
- Add to the cart, follow the onscreen instructions

Purchase an exhibit:

- Go to the “Exhibit Opportunities” tab on the left. Exhibit opportunities, including pricing and instructions, for each event can be viewed in the popup menu while hovering over the 'Exhibit Opportunities' tab on the left.
- Follow the link to the registration.