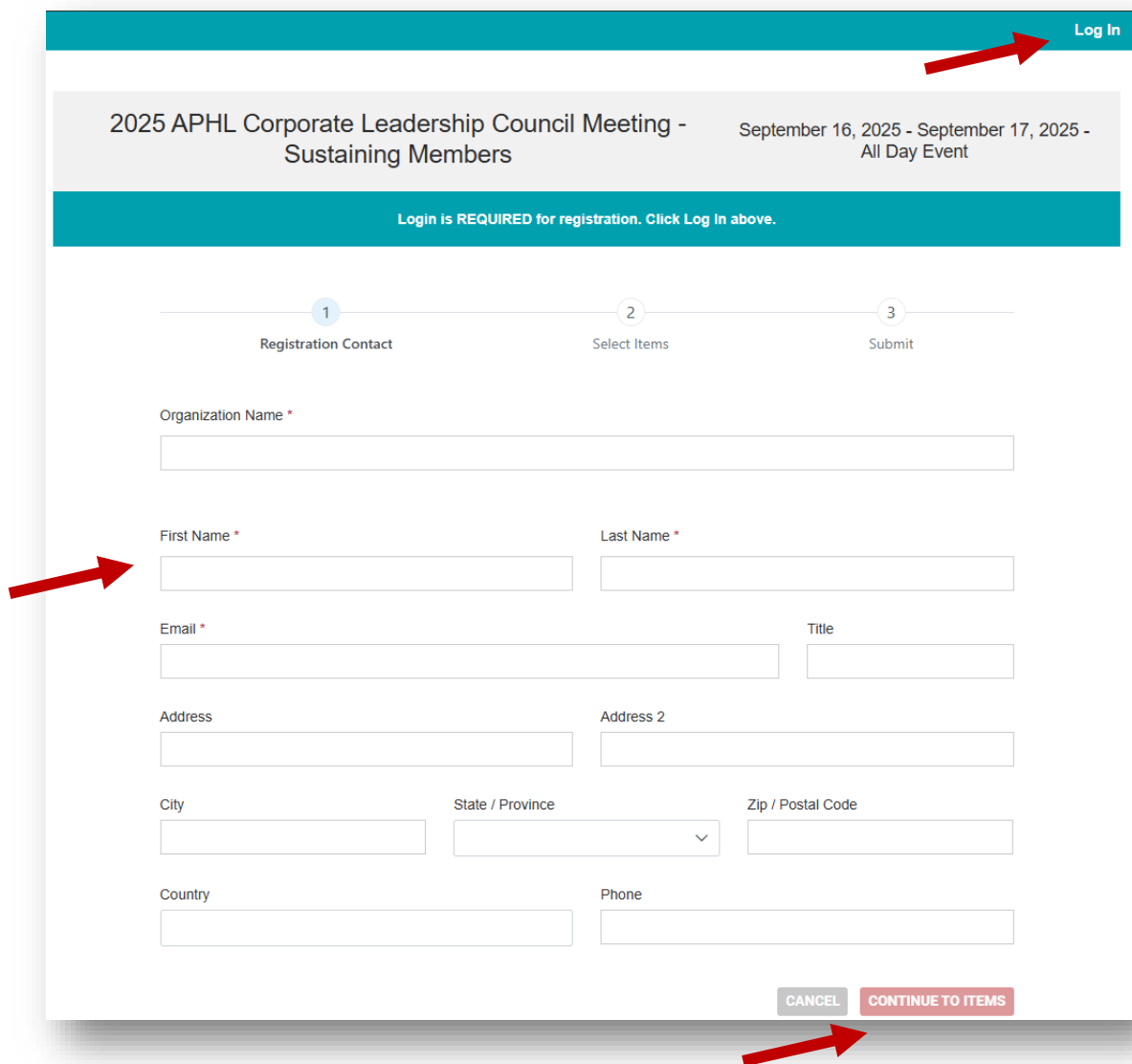


Registering for an APHL Event

The registration process begins by identifying the Registration Contact. This may be the same as the person attending the event or it may be someone who is responsible for registering colleagues for an event.

1. The registration contact will **Log In**, which will pre-populate the fields with information from their account. Then click the **Continue to Items** button.



The screenshot shows the registration form for the 2025 APHL Corporate Leadership Council Meeting - Sustaining Members, held from September 16, 2025, to September 17, 2025. A teal banner at the top indicates that login is required for registration. The form is divided into three steps: 1. Registration Contact, 2. Select Items, and 3. Submit. The first step is active, showing fields for Organization Name, First Name, Last Name, Email, Title, Address, Address 2, City, State/Province, Zip/Postal Code, Country, and Phone. Red arrows highlight the 'Log In' button in the top right corner, the 'First Name' field, and the 'CONTINUE TO ITEMS' button at the bottom right.

2025 APHL Corporate Leadership Council Meeting - Sustaining Members September 16, 2025 - September 17, 2025 - All Day Event

Login is REQUIRED for registration. Click Log In above.

1 Registration Contact 2 Select Items 3 Submit

Organization Name *

First Name * Last Name *

Email * Title

Address Address 2

City State / Province Zip / Postal Code

Country Phone

CANCEL CONTINUE TO ITEMS

2. The registration items available are then displayed. The registration contact has the ability to select the number of items needed for registration of the event. Member pricing will only be available for members who have

logged into the registration system. Click **Continue to Attendees** to continue.

Hi Melissa! You're currently viewing your personal profile [Change Password](#) [Log Out](#)

2025 APHL Corporate Leadership Council Meeting - Sustaining Members

September 16, 2025 - September 17, 2025 - All Day Event

1

Registration Contact

2

Select Items

3

Attendees

4

Submit And Pay

[CANCEL](#) [BACK](#) [CONTINUE TO ATTENDEES](#)

- For each registration item selected, the registrant contact will identify the attendee who will be associated with the event item by selecting the appropriate **event items** and entering the attendee's contact information. Repeat this process for each attendee. ***Please be sure to enter the email address of the attendee to help ensure the attendee receives the proper correspondence.** Again, the attendee could be the same as the

registration contact or it could be a colleague. Click **Continue to Payment**.

The screenshot displays a registration interface for two attendees, numbered 1 and 2. Each attendee has a form with the following fields:

- First Name** and **Last Name** (text inputs)
- Organization Name** (text input)
- Email** (text input)
- Title** (text input)
- Event Items** (checkboxes for "CLC Reception - Sept 16, 2025 5:30 - 7:30 pm" and "CLC Meeting - Sept 17, 2025 8 am - 3 pm")
- Additional Selections** (text input for "List your credentials. *")
- Sustaining Membership Level** (dropdown menu)
- Special accommodations and accessibility needs** (text input)
- Dietary restrictions/preferences** (text input)

At the bottom of the form, there are three buttons: "CLEAR ALL", "ADD ANOTHER ATTENDEE", and "REMOVE ATTENDEE". At the bottom right, there are three buttons: "CANCEL", "BACK", and "CONTINUE TO PAYMENT". Red arrows point to the email fields, the event selection checkboxes, and the "CONTINUE TO PAYMENT" button.

- This screen will contain a summary of the event registration and the amount owed. The registrant contact is able to select the payment method and enter in the required payment information. Click **Submit Registration** to

complete the registration process.

The screenshot shows a registration payment form. At the top is a table with two columns: description and amount. The first row is 'CLC Reception - Sept 16, 2025 5:30 - 7:30 pm' for \$950.00. The second row is 'CLC Meeting - Sept 17, 2025 8 am - 3 pm' for \$0.00. The third row is 'Subtotal' for \$950.00. The fourth row is 'Tax amount' for \$0.00. The fifth row is 'Total' for \$950.00. Below the table is the 'Payment Option' section with a radio button for 'Credit Card'. The 'Name On Card' field contains 'Joe Smith'. The 'Card Number' field contains '4111111111111111'. The 'Security Code' field contains '123', the 'Month' dropdown is '7', and the 'Year' dropdown is '2025'. The 'Address' section has two lines: '7700 Wisconsin Ave.' and 'Suite 1000'. The 'City' field contains 'Bethesda', the 'State' dropdown is 'MD', and the 'Zip / Postal Code' field contains '20814'. The 'Country' field is empty. At the bottom right is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. Below the reCAPTCHA are three buttons: 'CANCEL', 'Back', and 'Submit Registration'.

CLC Reception - Sept 16, 2025 5:30 - 7:30 pm 1 x \$950.00	\$950.00
CLC Meeting - Sept 17, 2025 8 am - 3 pm 1 x FREE	\$0.00
Subtotal	\$950.00
Tax amount	\$0.00
Total	\$950.00

Payment Option

☒ Credit Card

Name On Card
Joe Smith

Card Number
4111111111111111

Security Code **Month** **Year**
123 7 2025

Address
7700 Wisconsin Ave.
Suite 1000

City **State** **Zip / Postal Code**
Bethesda MD 20814

Country

☒ I'm not a robot

[reCAPTCHA](#)
Privacy Terms

[CANCEL](#) [Back](#) [Submit Registration](#)

5. A confirmation screen will display, which includes a printable receipt. An email will also be sent to the registrant contact and attendees with confirmation and receipt information.

Need additional support? Contact corporate.relations@aphl.org with questions on the registration process.