Registering for Advocating for Advocacy: Addressing Challenges and Building Community Partnerships Quick Reference Guide

Step 1:

Click on the "Register Now" button on the event webpage (<u>www.valleychildrens.org/advocacysymposium</u>) or visit the <u>event page on CME Tracker</u>. This link will you to the **Special Events** page. Scroll down to locate the **Advocating for Advocacy Symposium.** Then, click on Sign In to Register.

Children's	:	
About Us	Special Events	
Monthly Calendar	Filter Activities	
Distinguished Scholar Series	JeanUl	
	Community Partnerships	anding
	Event Date: April 06, 2021 Begin Time: 7:30 AM	
	End Time: 5:00 PM Facility: Valley Children's Hospital	
	Room: Virtual Education	
	Speaker: Visiting Protessor: Benjamin Hoffman, MD, FAAP	

Step 2:

Valley Children's staff: Sign in by clicking the Sign In action button at the top of screen. Non Valley Children's attendees: Enter your email address and password and then click Create Account. CME Tracker will verify that your email address is not associated with an existing account and will then request a Secondary Lookup. Click on the Continue action button.

Valley Children's Account:	Secondary Lookup You may have an existing account within the system. Plu enter the information below to activate your account. If y do not have an account, you will be directed to create or	Account Not Found. Click Continue button and create account. Continue Try Again
Non-Valley Children's Account:	Centantez	Last Name
Email Address	Cervaniez	Cervantez
Save Email	Cell Number (209) 123-4567	Cell Number
Password		(209) 123-4567
No Account: This amail address is not associated	Submit	
with an online account.		Account not found
Sign In Forgot Password Create Account		Submit

Step 3:

You will be prompted to create your **Online Profile.** Once you have filled in your information, click Save Profile and then click Continue after the New Account Created! window pops up.

Online Profile					×
You have made changes to your Profile. Click Save Profile.					New Account Created! You have successfully created your online account. PLEASE MAKE NOTE OF YOUR EMAIL ADDRESS AND
Save Profile				le	
Account Information					PASSWORD. You will need your Email Address and Password for future access.
Email *	mcerda1@valleychildren	s.org			Continue
Re-Enter Email *	mcerda1@valleychildren	s.org			
Password *	•••••				Event Date: April 06, 2021 Begin Time: 7:30 AM
Re-enter Password	*				End Time: 5:00 PM Facility: Valley Children's Hospital Room: Virtual Education
					Speaker: Visiting Professor: Benjamin Hoffman, N
Profile Information					
First Name *	Marya	Address *	9300 Valley Children's Place		Register 🗸 🛛 Brochure 🖪
Last Name *	Cerv	Address 2	SC07	111	
Suffix		City *	Madera		
Profession/Degree *	*Other 🔽	State *	CA		
	Other	Zip *	93636		
Organization/Practic Name	VCH	Country	United States		
Specialty	Y	Office Phone	(559) 353-6119		
Dietary Restriction	Y	Mobile Phone *	(559) 353-6115		
	You have made changes to your Profile. Click Save Profile.				
	Sav	e Profile			

Step 4:

After you are directed back to the CME event, click the **Register** action button. Complete and submit the Registration Form. You will receive your Registration Confirmation, as well as an email with the conference link.

Featured Activity	Children's		Registration Confirmation		
Search	About Us	Registration Form	Advocating for Advocacy. Addressing Challenges and Building Community Partnerships		
Advocating for Advocacy: Addressing Challenges a	Monthly Calendar	Event Details	Thank You!		
Community Partnershins	Distinguished Scholar Series	Advocating for Advocacy: Addressing Challenges and Building Community Partnerships 7:30 AM - 6:00 PM	Your registration is complete. An email confirmation will be sent to mcerda1@valleychildrens		
	Grand Rounds	April 06, 2021 - April 07, 2021 Valley Children's Hospital	Please review your confirmation details:		
Event Date: April 06, 2021	Interprofessional Education +	How did you hear about us?			
Begin Time: 7:30 AM	On Demand Learning	" How did you hear about us?	Name: Marya Cerv Activity Name: Advocating for Advocacy; Addressing Challenges and Building Community Partnerships		
End Time: 5:00 PM Facility: Valley Children's Hospital	Pediatric Clinical Symposium	Pyer 🕑	Location: Valley Children's Hospital		
Room: Virtual Education	Outreach Education		Event Date: April 06, 2021		
Speaker: Visiting Professor: Benjamin Hoffman, MD, FAAP	Regularly Scheduled Series •	Secondary Email Address	End Date: April 07, 2021 Time: 7:30 AM		
	Special Events	You will receive an online confirmation email upon completion of registration to your Email address used your Profile. However, if you'd like to CC an additional Email Address, please enter below	End Time: 5:00 PM Confirmation #: UC05-N5434		
Register 🗸 Brochure 🛽	Hy Account +	test@gmail.com x			
	User Guides >	Process Registration			
		To process your registration, please click the "Salamit button below.	B Pant to PDF		
			WebEx/Zoom		
			Add to Calendar 👻		