

HOW TO REGISTER

ALL registrations must be completed online, with the exception of IHA sponsors, exhibitors (two per company), speakers, students, and invited guests. These individuals will receive an email with instructions on how to register. The brochure is posted on IHA's website as a PDF. Printed copies will not be made available.

Step 1: Go to <https://teamiha.org/annual-convention/> to begin the registration process.

NOTE: If you have been issued a 'Coupon Code' group registrations are not allowed. If you question whether you should have been issued a code, please call 208.489.1409 to inquire before completing the registration process.

Step 2: If you do not have a 'Coupon Code' select the quantity of tickets for each event.

NOTE: All registrants are required to enter '1' in the ticket quantity for General Registration.

- General Registration: Sunday and Monday = \$125
- General Registration: Sunday Only = \$75
- General Registration: Monday Only = \$75

Step 4: Once you have entered the ticket quantity for each session you plan to attend, including the General Registration Fee, click on 'Add to cart'.

Step 5: On the Cart page confirm that your order is correct. Once you have confirmed your cart is correct, click on 'Proceed to checkout' and complete attendee information.

Step 6: Click on 'Save Attendee Info' and then click on 'Checkout' to provide payment information and complete the registration.

Step 6: If selecting to pay by check, please include a copy of your order with your check payment and mail to IHA, P.O. Box 1278, Boise, ID 83701-1278.

If you need to make additions or corrections to your registration you must call IHA. Additions/corrections cannot be made online.

Should you experience problems or need additional assistance, please call 208.489.1409.