

Registering yourself or a colleague in Engagifii for the MN Partners in Public Health Conference

Getting to the Event Registration Page

- A. Go to the [event registration page](#).
- B. Enter your email address and click **Proceed**.
- C. If you have an Engagifii account, the system will prompt you to login using your email and password. If you do not already have an account, you will be prompted to create one. **Please create an Engagifii account for yourself.** (Later on, you will be able to create a profile for attendees you wish to register for the conference).
 - **Enter your First Name, Last Name**, and create a **Password**, then click **Sign Up**.
- D. If you have a profile in Engagifii you will be brought directly to the event overview page. If you do not have a profile in Engagifii yet, you are required to put in some information about yourself before you can register yourself or others for the conference.
 - Enter your **Title**
 - Enter your **Organization**:
 - Click **Search Organization**
 - Start typing the name of your organization and select it by checking the box next to its name. ***If you work for MDH, please search and select MN Department of Health***
 - An "**Add Position**" box will appear beneath the organization name—**ignore this**, as your title has already been entered.
 - Enter your **phone number and work address ONLY**.
 - ***NOTE: The above is all the information you need to fill out. Do not fill out additional fields.***
 - Click **SAVE**

You are now on the event [overview](#) page. Read over the event information and then click **Next**

Choose Participants

- A. On the Choose Participants Page, search for the attendee(s) you would like to register and **check the box** next to the name of each person you're registering.
 - *Note: If the attendee(s) you'd like to register is not listed, **click Add Person** to add additional individuals. Please add them as an **AFFILIATE MEMBER** and enter the information as detailed in above for each individual you are adding.*

When all attendees are selected, click **Next**.

Confirm/Update User Information

On the Confirm/Update User Information page, review the contact information for each selected attendee and then click **Next**

- Please make sure that the name, title, and email are all correct for each attendee.
- To make changes, click **Edit**, update the person's information, and click **Save**

Bundles

A. On the Bundles page, choose the correct conference registration bundle. **Choose only one bundle per participant.**

- Note: Only MPPH committee members should choose the "Planning Committee Member Registration" bundle and only one presenter per breakout session should choose the "Breakout Presenter Registration" bundle.

Registration Questions

A. On the Registration Questions page, answer the registration questions for each registrant, click **Next**

Submit Registration

A. Select the **Financial Contact** for the registration.

- Likely, your organization will be pre-populated as the financial contact. If needed, search for and select the appropriate organization or individual to add them.

B. Once the correct organization is listed as the financial contact, a **Billing Contact** must be selected. Use the **drop down** to select the correct billing contact.

- If the appropriate billing contact is not listed, **select yourself** and use **Add Additional Email** to include the correct person.
- If you receive a red message indicating the financial contact address is missing, click **Click Here** and add the required address.

C. When finished, scroll to the bottom of the page, **check the acknowledgment box**, and click **Register**.

D. The registration confirmation page will appear. From here you can:

- Download your registration details.
- Select **Invoice** to view, print, or download your invoice.
- Select **Complete Payment** to pay by credit card

Registration Cancellation Policy:

Cancellation requests must be received in writing, requests can be sent to event registrar [Mary Lyon](#). Requests received by November 2 will receive a refund of the registrant's registration cost MINUS a 3% cancellation processing fee.

After November 2, conference tickets may be transferred to someone else, but no refund will be given if you are not able to attend. There is never a fee to transfer a registration to someone else.

No refunds will be given if inclement weather forces cancellation of the event or a pivot to an online-only format. We will give as much notice as possible to those who are registered should such a circumstance arise.

Have questions or run into registration issues? Please contact event registrars [Alicia Rodriguez](#) or [Mary Lyon](#).