2023 ASHA Convention
A Step-by-Step Guide to the Registration Site
# Table of Contents

2023 ASHA Registration (Let’s get started!) .................................................. 3
Complete Your Profile .................................................................................. 4
Emergency Contact Information ................................................................... 5
Convention Registration Type (Member Example) ......................................... 6
Convention Badge Mailing ........................................................................... 7
One-Day Registration Choices/Virtual Registration ...................................... 8
Guest Registration ....................................................................................... 9
Special Events/Add-Ons/Tickets ................................................................. 10
Adding Additional Tickets ........................................................................... 11
ASHA Eats Cards ....................................................................................... 12
ASHA 2023 Convention T-Shirt .................................................................. 13
Pre-Convention Workshops ....................................................................... 14
Master Classes ............................................................................................ 15
Donations .................................................................................................... 16
Demographic/Convention Questions ........................................................... 17
Review and Check Out ................................................................................ 18
Profile & Badge Review Example ................................................................ 19
Demographic Questions Review Example ................................................... 20
Review Added Guest .................................................................................... 21
Registering Another Attendee or Group ....................................................... 22
Group Registration Summary ..................................................................... 23
Registration Payments (Credit Card or Check) .......................................... 24
Submitting Your Payment & Registration ................................................... 26
Example Email Confirmation ....................................................................... 27
Registration Self-Service Center ................................................................. 28
Customer Service ....................................................................................... 29
2023 ASHA Registration (Let’s get started!)

To begin the registration or housing process please visit the following web page ASHA Convention: Registration and Housing

Upon clicking on the Registration link, you will be prompted to LOGIN to your ASHA account. Should you not have an online ASHA profile, please contact the Action Center at 301-889-9836 to have one created.

After logging in, you will be taken to the profile page to register for the 2023 ASHA Convention.

You will then enter your username and password to access your ASHA account using the email associated with your ASHA account and password.

If you do not have an ASHA ID, or can not remember your password or login information you can contact the Action Center at 301-889-9836.
Complete Your Profile

Your information from your ASHA account will be automatically populated into your profile page.

Here you will be able to make changes to your information for your 2023 ASHA Convention registration only. **Please note, changes made here in the registration profile will not update your ASHA Account. Should you choose to edit your email address on this profile page, it will not change your ASHA.org log-in information.**

On your profile page you have the option/opportunity to add your pronouns, and a nickname to be printed on your badge, apply promo codes (if applicable), and share how you would like to receive on-site 2023 convention information in the event of an emergency, or other major news.

Helpful links are listed here. The links provide important information and can answer questions on hotels, registration pricing, schedule, and the link to the ASHA 2023 Convention Website.
Emergency Contact Information

At the bottom of your profile page, it will ask you to enter your emergency contact information. You may list a fellow registrant as a contact, if applicable.

**Please note:** Emergency contact information will not be shared, and only used in the case of an emergency on-site.

Once you have completed your selections you will click the **Next** button at the bottom of the page.
Convention Registration Type (Member Example)

After filling out your profile information your member type will be pre-populated. This will allow you to select registration categories specific to the member type. Registration categories include Full Convention Registration, One Day Registration, or the Virtual Extra Only Registration.

If your membership type is incorrect, please contact the Action Center at (301) 889-9836 to update your membership type.

To select a registration category, click on the small circle to the left of the option. A small green check mark will confirm your selection.

**Please note:** If you select Full Convention Registration your access to the Convention Virtual Extra is included, and you will be able to claim ASHA CEUS for any of those. The Virtual Extra on demand/virtual extra sessions can be viewed from November 9-29.
Convention Badge Mailing

Attendees can choose to have their badge and tickets mailed to them prior to the Convention if you register before October 13. (does not apply for one-day and international badges). If a mailed badge does not arrive in time or you forget to bring it with you, badges can be reprinted, up to one additional time at no charge, at on-site any Scan and Go station.

Alternatively, attendees can also select on-site pick up by selecting I will print in Boston, MA. At the Convention, you can simply scan in at any scan and go station using the bar code on your badge and pick up your badge and lanyard on-site.

After reviewing your badge for any reason, you notice a problem with a misprint or spelling error, attendees can go back to the service center through the registration site to update and then reprint or go to the main registration desk for assistance.

If registering before October 13 badges and tickets can be mailed in advance.*

Alternatively badges can be printed and picked up on-site by selecting here.
One-Day Registration Choices/Virtual Registration

If you will not be attending the full convention you have a choice to choose a one-day registration.

**Please note:** The Virtual Registration is not included in the one-day registration and can be added by clicking on the small circle to the left.

One Day registrants may pick up their badges after 3 pm the prior day, or the morning of the day. One Day registrants will only be able to claim ASHA CEUs/PDH for the day that you choose. Virtual registration will allow you to only claim ASHA CEU/PDH from the Virtual offerings.

If you would like to attend only one day, you will have the choice to register for Wednesday, Thursday, Friday, or Saturday by clicking on the small circles to the left it will turn green with a check mark once added.

If you do not have a full convention registration you have the option to choose the “Virtual Extra” registration by clicking the small circle to the left it will turn green with a check mark once added.

Once you have completed your selections you will click the **Next** button at the bottom of the page.
Guest Registration

Adding guests to your registration is available within the registration system for Full registration attendees only.

A guest is an accompanying person who is neither an ASHA member (and not eligible to be), nor a related professional, and is attending the ASHA Convention in a social capacity only.

Please note:

- A guest registration may not be used for presenters.
- If you require a personal aide for your access and participation in the convention, you will note this in the accommodation questions in a future step, and do not need to register them as a guest. If you do not have any guests to register, you may skip this section and proceed to the next step.

Once you have completed your selections you will click the button at the bottom of the page.
Special Events/Add-Ons/Tickets

Once you have selected your registration category, and added any necessary guests, you will have the option to add additional items and tickets to your registration. Follow the steps below to add one or more of these items to your cart.

Please Note:

- Some items will not require a physical ticket to be presented onsite and are used for a registration count only. (i.e. Opening Session, Awards Ceremony, First-Timers Reception, etc)
- One Day & Virtual only attendees will have a limited view of options respective to their registration type.
- Master Class & Pre-Convention Workshop tickets are included in this section.

Here you will be able to add any of these options by clicking the “Add” button next to the item.

Click on each item to learn more.
Adding Additional Tickets

You may purchase additional tickets to any event by clicking on the “Add” button and then increasing the number of tickets needed to be purchased. Some items do have a limit on how many tickets can be purchased, or eligibility may change based on your membership type.

For easier navigating, use the filter options at the top of the Special Events/Tickets and Special Sessions pages to see tickets or special ticket Sessions by day.
ASHA Eats Cards

ASHA Eats cards are intended to offer you a discounted option for your meals on site. You will pay $30 per card that has a $50 value that can be applied to food or drinks at any eatery, concession stand at the convention center or hotels.

Each registrant can purchase up to (2) ASHA Eats Cards. Attendees who purchase ASHA Eats cards, will receive a ticket that must be exchanged on-site to obtain the physical card(s). ASHA Eats cards will not be mailed in advance.

If you do not purchase an Asha Eats Card with your registration, you can return to the service center and add one, while supplies last. A limited number will be available on site for purchase.

When you click the “Add” button a small box will pop up. Here you can increase the number of cards to purchase limit 2.
ASHA 2023 Convention T-Shirt

While supplies last, attendees have the option of purchasing 2023 ASHA Convention T-Shirts. This item is non-refundable after September 11 and will be shipped to the attendee in advance.

Select your T-Shirt
The 2023 ASHA Convention T-shirt is here! Ignite Innovation with this 100% cotton, unisex, T-shirt. The shirt features the 2023 Convention theme with a lightbulb design to inspire innovation. The back highlights Convention dates and location. (Ships in mid-October; non-refundable after September 11, 2023.)

When you click the “Add” button a small box will pop up. Here you can increase the number of shirts in that size to purchase.

Once you have completed your selections you will click the button at the bottom of the page.
Pre-Convention Workshops

There are 3 pre-convention workshops, offered for ASHA continuing education units that can be added to the cart for purchase. **Wednesday One-day registrants must select one of the pre-convention workshops to be added to their cart (for a fee).**

The Massachusetts Speech-Language Hearing Association (MSHA) has developed three pre-convention workshops, offered for ASHA continuing education units (ASHA CEUs) or professional development hours (PDHs).

Choose from one of the optional sessions offered below and extend your learning at the Convention.

**WEDNESDAY, NOVEMBER 15, 2023 1:30 PM - 4:30 PM**

**PC01-DEI throughout the Professional Pipeline in Speech, Language, and Hearing Sciences**

$80.00

**PC02-Implementation Science: The Power of Research-Practice Partnerships to Drive Evidence-Based Practice**

$80.00

**PC03-Innovative Practices and Perspectives in AAC**

$80.00

The ASHA Convention offers more than 40 Master Classes. Master Classes are optional 2-hour ticketed sessions that provide in-depth interaction at the advanced level.

Special Interest Group members receive a $15 savings on all SIG-sponsored master classes.
Master Classes

The ASHA Convention offers more than 40 Master Classes. Master Classes are optional 2-hour ticketed sessions that provide in-depth interaction at the advanced level. A ticket purchase is a guaranteed seat.

Members of Special Interest Groups (SIGs) receive half-priced tickets for all SIG-sponsored Master Classes. These savings will automatically be discounted when you register.

Here you are able to add up to (1) Master Class per timeslot, if interested, by clicking the “Add” button.

Clicking this button at then end of the list will load more Master Classes to review for purchase.

Once you have completed your selections you will click the button at the bottom of the page.
Donations

In addition to special events/add-ons/tickets, attendees can choose to make donations. Donation selections can be made by selecting the circle next to the level amount or by selecting “other” and typing in a dollar amount.

All donations will be added to the cart for check out. Should you need to remove a donation prior to check-out, click on the delete icon within your cart before you check out or select “Remove Donation” from the Donations section.
Demographic/Convention Questions

To finalize your registration, attendees will be prompted to answer a series of questions related to the Convention participation. Please fill out all fields by clicking on the circle next to your answer.

Questions with red asterisks* are required fields and must be completed in to finalize registration. Though others are optional, the data and information gathered here helps us plan more effectively, communicate with you more effectively about some things based on your specific interest, and serve you better.

Once you have clicked on your answer to the question it will show a green check mark at the top left corner.

If you answer yes that you need accommodations, an ASHA Staff member will follow up directly, using the contact information your provided in your profile.
Review and Check Out

The Review and Check Out sections are a summary of your individual registration selections, prior to entering your payment information.

On this page attendees have the option to review/edit badge and profile information, demographic questions/answers, selected tickets, donations, and any guests.

This page also allows attendees to register additional people for the ASHA 2023 Convention. See below for step-by-step instructions and what information will be needed. This option is also available at a later date via your Registration Self-Service Center.

An option to create a Group Registration is also available. This specific option is for creating a group of registrants all from the same workplace/institution to qualify for a discount. If 7 or registrants from the same workplace/institution are registered together, the lowest priced registration will apply and the 8th registration is free. See more below for specific instructions.
Profile & Badge Review Example

By clicking on the Profile & Badge button in the review and check out summary you will be able to see the details and edit your profile and badge. Selecting Edit Profile here will jump you back to this section of the registration process.

Click “Edit Profile” to return to the profile page and make any changes prior to paying/finalizing registration.

Should your printed badge have errors, please visit the main registration desk to have it corrected and reprinted on-site.
Demographic Questions Review Example

If you click on the **Demographic Questions** button in the review and check out summary you will be able to see the answers and edit any of the demographic questions.

Clicking on the Demographic Bar will allow you to review your answers to the questions.

Click on “Edit Demographic Questions” to jump back to this section of the registration process and make changes to any previously selected answers.
Review Added Guest

If you click on the **Guests** section in the review and check out summary you will be able to see your added Guest badge(s) and edit if needed.

Clicking on the Guests bar will show you the guest registration that was added.
Registering Another Attendee or Group

To add an additional registrant or register a group please use the icons indicated below.

Please note, in order to add an additional registrant, you must know their ASHA ID and email associated with the ASHA ID.

Upon entering the ASHA ID their profile information will auto-populate to help you finish their registration. Please reach out to your colleagues to obtain their number prior to this step in the process.

When registration is completed, all registrants will receive a unique confirmation email to the email listed in their profile. This confirmation email will also contain a unique link to directly take the registrant to their Registration Self-Service Center.

As the main registrant, you will have access to a group summary at the conclusion of registration within your Registration Self-Service Center. This will allow you to access all individuals confirmation emails as a back-up.

In the following steps we will indicate how each registration can be paid for with a different credit card.

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**To add an additional registrant (less than 7 or from different workplaces click ADD ANOTHER.**

**To register 7 or more individuals from the same workplace click ADD GROUP REGISTRANTS.**
Group Registration Summary

As the main registrant, your **Group Summary page** will keep track of all registrations that you have created. Additional registrants can be added at anytime repeating the registration process above for each group member.

Once complete you will be able to see the **Group Summary** and will then click the **Pay Now** button to complete the registration for your group.

When paying for a group registration you may use more than one credit card to process your registration.

Under **Group Summary** you will be able to view all members of your group.
Registration Payments (Credit Card or Check)

Within the Payment section of the Review & Check Out page, please select how you would like to pay.

VISA, MasterCard, and Discover, as well as checks (made payable to ASHA), are acceptable forms of payment.

**Purchase orders will not be accepted (or generated for check payments).**

Please note, those paying by check: **OUR REGISTRATION PAYMENT ADDRESS HAS CHANGED!**

If you have previously attended the ASHA Convention and our payment information may be stored, please ensure your accounts payable team is aware of the change. Checks mailed to the wrong location will delay confirmation of your registrations. Inform them of the new address below for Convention payments to avoid your check being lost and when sending your check payment, please include a copy of your registration form. Please be advised that ASHA is not responsible for checks or letters lost or delayed in the mail, or fax transmittals that are not received or are illegible.

**ASHA Convention Attn: Accounting**
**PO Box 791807**
**Baltimore, MD 21279-1807**

Full payment must be received in order for registration to be processed.

Registration is confirmed only after your credit card has been approved or your check has cleared. If your payment can not be processed for any reason the registration company Maritz will send an email. ASHA reserves the right to cancel registration if an alternate approved payment is not supplied.
For Registrations with more than one attendee attached, you will have the option to pay with more than one credit card. During the check-out process, select which registrants you will pay for, for each respective credit card, by clicking the checkbox next to their name.

The balance due will be left in the service center for anything left outstanding and can be purchased by going back to the service center to pay with another credit card.

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You can choose which registration you would like to pay for by checking the box next to the name of the person.

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Once you have completed your review of your registration go to the bottom of the page and click the button.
Submitting Your Payment & Registration

For individuals paying by credit card, please enter your credit card information and then click on the Submit button.
Example Email Confirmation

Once a registration has been processed, an email will be automatically sent to the email address that was noted in the profile page, for each registrant.

This confirmation email should be saved for future reference, to quickly access your Registration Self-Service Center, and to review all purchases.

**Please note:** Email confirmations will come from email_confirm@confmail.experient-inc.com. You may want to add this to your safe sender’s list to avoid losing key information.

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Thank you for registering for the 2023 ASHA Convention. Your registration is confirmed. Be sure to save this email!

**Dates/Location:**
2023 ASHA Convention  
Boston Convention and Exhibition Center  
415 Summer Street  
Boston, Massachusetts 02210  
November 16–18, 2023

Need to access or modify your registration? Use the Registration Self-Service Center.

**REGISTRATION SELF-SERVICE CENTER**

Click on this link from your confirmation email to access your unique Registration Self-Service Center at anytime.
Registration Self-Service Center

After your registration is complete, you will have the capability to revisit your Registration Self-Service Center to add tickets, modify your profile, resend your confirmation email, and access important information. Please note that credit card information is not stored in the system.

Any changes to your registration that will require a refund please email customer service at ASHA@martiz.com please give at least 24 hours for a response.

You can access your Registration Self-Service Center two ways: through your confirmation email (unique link for you) or by visiting the Convention Registration site and clicking on the Registration links:
Customer Service

Have additional registration questions or need help? Contact Customer service at 864-541-0744 or ASHA@maritz.com (Monday – Friday 9:00 a.m. – 5:00 p.m. ET).