

1. Go to <https://www.cahf.org/Education-Events/QCHF>.
Click Education & Events – On Demand Courses.

The screenshot shows the CAHF website header with a navigation menu. The 'EDUCATION & EVENTS' menu is open, highlighting 'On Demand Courses'. Below the menu is a banner for the 'Quality Care Health Foundation' featuring a webinar. The banner includes the text 'Register by Apr. 26 and pay only \$299!' and a 'MEDLINE' logo. The left side of the banner has text: 'DS', 'Col', 'PREVIOUSLY THE', 'May 7, 20', 'May 9, 20', and 'QCHF HEALTH FOUNDATION'.



Paul Tunnell Career Climb Scholarship

2. Click “register” next to the on-demand webinar you would like to view.

The screenshot shows the 'ON DEMAND COURSES' page. The left sidebar has a menu with 'On Demand Courses' selected. The main content area is titled 'Event Listing - 17 found' and lists several events with 'REGISTER' buttons next to them. A red arrow points to the first 'REGISTER' button.

Event Title	REGISTER
3.5/2.4 Waiver Submission – Review of the CAHF Waiver Toolkit Original broadcast April 23, 2018	REGISTER
3.5/2.4 Waiver: Latest Information Original broadcast April 2, 2018	REGISTER
3.5/2.4 Waiver: When it Counts Original broadcast May17, 2018	REGISTER
Are You Ready for October MDS Changes? - Webinar Originally Aired September 12, 2018	REGISTER
CNA Training Programs Original broadcast June 13, 2018	REGISTER

3. You will be prompted to login to your account.

The screenshot shows the CAHF website header with navigation tabs: ABOUT, EDUCATION & EVENTS (highlighted), PROGRAMS, RESOURCES, MEMBERSHIP, and DIRECTORIES. A search icon is in the top right. Below the header, the page title is "EVENT INFO" and the breadcrumb is "EDUCATION & EVENTS > EVENT INFO". On the left, there is a sidebar menu with items: Calendar, Events, On Demand Courses, QCHF, Speaker Prospectus, Golf Tournament, and Sponsorships. Below the menu is a section titled "Attendee Search Tips" with text: "When searching for another attendee, add the first part of the last name. To narrow the choices down, also add the first part of the email address." The main content area is titled "Event Info" and features a registration form for a webinar. A modal dialog box is overlaid on the form, containing the text: "Please log in or create an account before registering for this event". Below this text are two buttons: "LOG IN" and "+ CREATE ACCOUNT". A red arrow points to the "+ CREATE ACCOUNT" button. The registration form also includes a "REGISTER" button, a "DETAILS" button, and sections for "PRICING", "SPEAKERS", and "LOCATION". A note states: "Webinar available to CAHF Members Only. After registering for this webinar you will need to access the QCHF Learning Center. To access the QCHF Learning Center, start at this web site <http://www.cahf.org/Education-Events/QCHF>. Simply log in to your account on this website and click on your name, which appears in the upper right hand corner next to the login button. This takes you to your Member Dashboard - select 'Learning Center' listed under events."

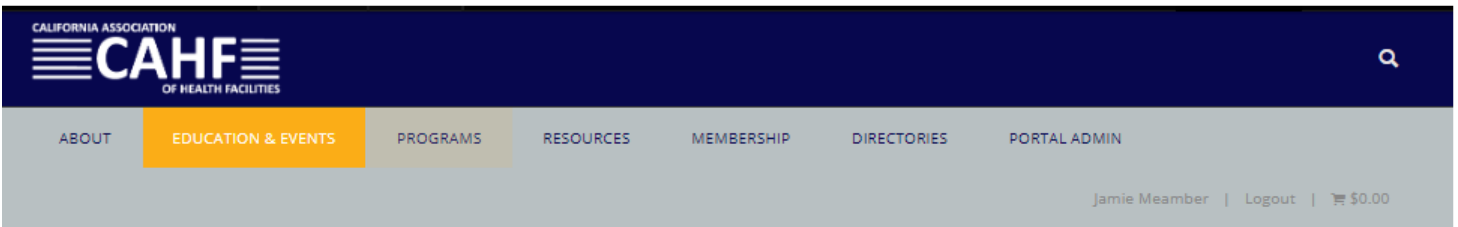
4. Login to your account.

Your user-name is the email address.

If you have forgotten your user name and or password, click "forgot password."

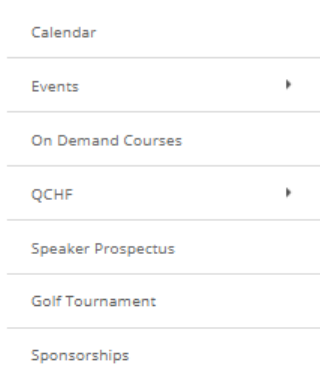
The screenshot shows the CAHF website header with navigation tabs: ABOUT, EDUCATION & EVENTS, PROGRAMS, RESOURCES, MEMBERSHIP, and DIRECTORIES. A search icon is in the top right. Below the header, the page title is "LOGIN". On the left, there is a section titled "For login help, contact member services:" with contact information: "Heath Renouf hrenouf@cahf.org or Leyla Taber ltaber@cahf.org". The main content area is titled "Account Login" and features a login form. A red box highlights the "Account Login" title and the text: "Your username is your email address. If your email address has changed, please contact CAHF at member.services@cahf.org". Below this text are two input fields: "Username:" and "Password:". A red arrow points to the "Password:" input field. Below the input fields are a "Login" button and a "Remember Login" checkbox. A red box highlights the "Forgot Password" and "Create Account" buttons. A red arrow points to the "Forgot Password" button.

5. Click "register."

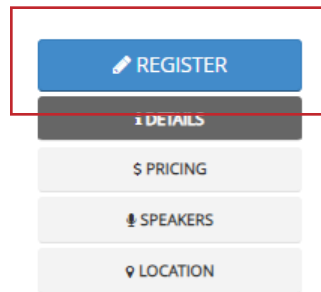


EVENT INFO

EDUCATION & EVENTS > EVENT INFO



Event Info



After registering for this webinar you will need to access the QCHF Learning Center. To access the QCHF Learning Center, start at this website <http://www.cahf.org/Education-Events/QCHF>. Simply log in to your account on this website and click on your name, which appears in the upper right hand corner next to the login button. This takes you to your Member Dashboard - select "Learning Center" listed under events.

Attendee Search Tips

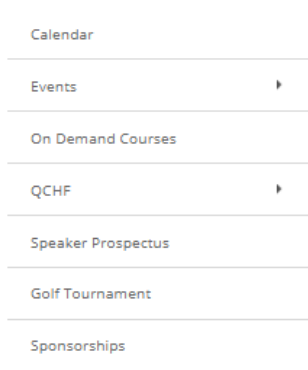
When searching for another attendee, add the first part of the last name. To narrow the choices

6. Click "I'm registering myself" if you are viewing the webinar yourself.
- Click "I'm registering someone else" if you are registering for another participant.



EVENT INFO

EDUCATION & EVENTS > EVENT INFO

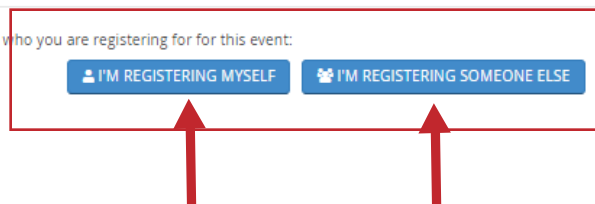


Event Info

- 1 Select an Attendee
- 2 Select Price & Functions
- 3 Confirmation

Step 1: Select an Attendee

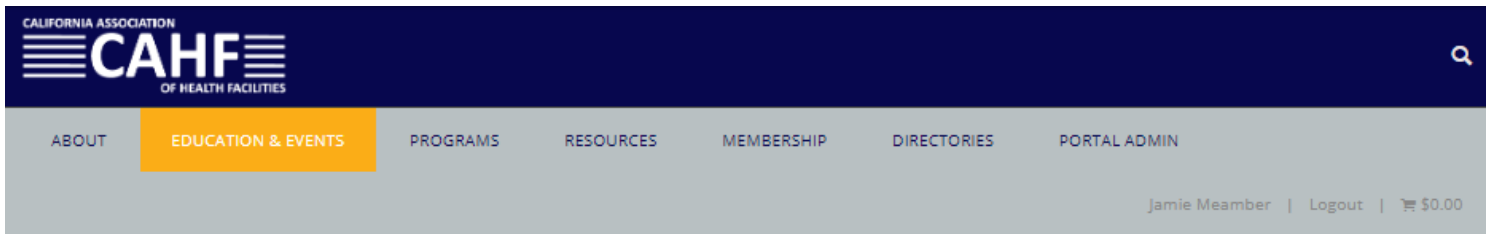
Please select who you are registering for for this event:



Attendee Search Tips

When searching for another attendee, add the first part of the last name. To narrow the choices

7. Click "add attendee to cart."



EVENT INFO

EDUCATION & EVENTS > EVENT INFO

- Calendar
- Events ▶
- On Demand Courses
- QCHF ▶
- Request CEs
- Speaker Prospectus
- Golf Tournament
- Sponsorships

Attendee Search Tips

When searching for another attendee, add the first part of the last name. To narrow the choices down, also add the first part of the email address.

Event Info

- 1 Select an Attendee ✓
- 2 Select Price & Functions
- 3 Confirmation

Step 2: Select Price and Functions

- Complimentary CAHF/QCHF Staff Registration - \$0.00

↶ START OVER

🛒 ADD ATTENDEE TO CART



8. Click "go to cart."

vent Info

3.5/2.4 Waiver Submission – Review of the CAHF Waiver Toolkit Registration

[🔗 Follow the prompts to register online. For detailed instructions, click here.](#)

1 Select an Attendee ✓

2 Select Price & Functions ✓

3 Confirmation

Step 3: Registration Confirmation

Type	Item	Price	Qty	Total
👤 Cheyenne Merced's Cart Items				
Event	3.5/2.4 Waiver Submission – Review of the CAHF Waiver Toolkit: Complimentary Member Registration	\$0.00	1	\$0.00

👤 REGISTER ANOTHER ATTENDEE

🛒 GO TO CART



9. Click "checkout" to be taken to the payment screen.

SHOPPING CART

RESOURCES > SHOPPING CART

- 2018 CAHF Calendar
- AHCA
- Associate Member Brochure
- Buyers Guide
- CAHF Shop
- Career Center
- Data
- Donations
- Elder Care California
- Helpful Links
- Media Center ▶
- Reports ▶
- Shopping Cart**

Shopping Cart

Shopping Cart

Type	Item	Price	Qty	Total
		Individual Total		\$0.00
		Cart Total		\$0.00
		Discounts		\$0.00
		Taxes		\$0.00
		Shipping & Handling		\$0.00
		Final Total		\$0.00



10. After you have entered your card payment information, click “process order.”

- 2018 CAHF Calendar
- AHCA
- Associate Member Brochure
- Buyers Guide
- CAHF Shop
- Career Center
- Data
- Donations
- Elder Care California
- Helpful Links
- Media Center ▶
- Reports ▶
- Shopping Cart**

Shopping Cart

Cart Payment Page

Order Summary

Type	Item	Price	Qty	Total	
				Individual Total	\$0.00
				Cart Total	\$0.00
				Discounts	\$0.00
				Tax Charged	\$0.00
				Shipping & Handling	\$0.00
				Final Total	\$0.00

Your final total is **\$0.00**.

✓ PROCESS ORDER

✎ EDIT CART



12. Click "QCHF learning center." You will be redirected to the QCHF Learning Center where you can view the webinar.

Jamie Meamber | Logout | \$0.00

MEMBERSHIP DASHBOARD MEMBERSHIP > MEMBERSHIP DASHBOARD

Membership Information Request

Become An Associate Member

Membership Dashboard

Profile Update


Organization Membership Application

Forum

Continuing Education Instructions
Click Here to Access Instructions

Member Dashboard

Member Dashboard



Jamie Meamber

You are currently logged in as account jmeamber@cahf.org.
Our records indicate that you have a **STAFF** membership.

[EDIT PROFILE](#)

MY ACCOUNTMY INVOICES 0MY REGISTRATIONSMY DOCUMENTS

MY ACCOUNT

[Update My Information](#)

[Update My Username/Password](#)

[Update My Profile Picture](#)

[Upload Documents](#)

[My Committees](#)

[Committee Expression of Interest Form](#)

DIRECTORIES

[People Directory](#)

ONLINE STORE

[Product Search](#)

[View Cart](#)

EVENTS


[Register for an Event](#)

[Event Calendar](#)

[QCHF Learning Center](#)

[Speaker Submission](#)

EVENTS AND CERTIFICATES



13. Location the webinar you registered for and click "launch." The list expands by clicking the plus sign at the bottom.

The screenshot displays the QCHF Learning Center interface. At the top left is the QCHF Health Foundation logo. The main header reads "LEARNING CENTER". A navigation bar includes a "Logout" link, the user name "JAMIE MEAMBER", and a "Training Menu" dropdown. A search bar is located on the right. The main content area features a "Welcome to the QCHF Learning Center!" message and tabs for "My Courses", "Recommended", and "Available Courses". A list of webinars is shown, each with a "Launch" button. Two red arrows point to the "Launch" buttons for the first and last items in the list. The last item has a plus sign icon at its bottom right corner, which is also highlighted by a red arrow. On the right side, there are two panels: "Alerts" (No Alerts) and "Events (Click to View)" (No Upcoming Events).

QUALITY CARE
QCHF
HEALTH FOUNDATION

LEARNING CENTER

Logout JAMIE MEAMBER

Training Menu Search

Welcome to the QCHF Learning Center!

My Courses Recommended Available Courses

Webinar: Silver Quality Award Applicatio...

Webinar: Silver Quality Award Application Process Webinar Series 1 of 5

Launch ▶

Webinar: Section GG: Understanding Funct...

Webinar: Section GG: Understanding Functional Outcomes

Launch ▶

Webinar: Are You Ready for October MDS C...

Webinar: Are You Ready for October MDS Changes?

Launch ▶

Webinar: How to have a successful HIM De...

Alerts

No Alerts

Events (Click to View)

No Upcoming Events

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14. Click the title of the webinar. It will expand.

The screenshot shows the QCHF Learning Center interface. At the top left is the QCHF logo with the text "QUALITY CARE HEALTH FOUNDATION". To its right is the text "LEARNING CENTER". Below the logo is a "Logout" button. On the right side of the top bar, the user name "JAMIE MEAMBER" is displayed. Below the top bar is a "Training Menu" section with a search bar and several icons. The main content area shows a course titled "Webinar: Silver Quality Award Application Process Webinar Series 1 of 5". Below the course title are two tabs: "Modules" and "Discussions". Under the "Discussions" tab, there is a "List of Activities" section. The first activity in the list is "Webinar: Silver Quality Award Application Process Webinar Series 1 of 5", which is highlighted with a red box. A red arrow points to the right side of this activity title. At the bottom of the page, there is a footer with the text "Copyright © 2014 Digitec Interactive. All rights reserved.", the "Knowledge DIRECT" logo, and links for "Help | Contact Support | Privacy Policy | System Check".

13. Click "launch."

This screenshot is similar to the one above, showing the same QCHF Learning Center interface. The course title "Webinar: Silver Quality Award Application Process Webinar Series 1 of 5" is expanded, and a "Launch" button is visible at the bottom right of the activity list. The "Launch" button is highlighted with a red box, and a red arrow points to it from the right. The rest of the interface, including the top bar, navigation tabs, and footer, is identical to the previous screenshot.

15. Select "Click to begin." The video will open in a new window.

The screenshot displays the QCHF Learning Center interface. At the top left is the QCHF logo with the text "QUALITY CARE HEALTH FOUNDATION". To its right is the text "LEARNING CENTER". Below the logo is a "Logout" button. On the right side of the top navigation bar, the user's name "JAMIE MEAMBER" is displayed. A "Training Menu" is visible on the left side of the navigation bar. The main content area shows the breadcrumb "< Course: Webinar: Silver Quality Award Application Process Webinar Series 4 of 5". The central text reads "Webinar: Silver Quality Award Application Process Webinar Series 4 of 5". Below this text is a link that says "Click here to begin".