



SC HOSPITAL ASSOCIATION

How to: Create Contact and Event Registration

How to Access or Create an Account

Visit Portal.scha.org and select “Sign In/Create Account,” or click the “Sign In” button in the upper-right hand corner on the scha.org website.

The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Username** (Label) with an input field containing 'Username'
- Password** (Label) with an input field containing 'Password'
- Sign In** (Teal Button)
- [Forgot username?](#) | [Forgot password?](#) (Links)
- [Create a new account](#) (Link)

If you have previously attended an event or participated in any SCHA activity, you likely have an account. Please select “Forgot Username” before creating a new account.

If an account exists for an email, you will receive a link to update your sign-in credentials. If a username exists, please select **“Forgot Password”** to create a new password for your account.

Selecting “Create a new account” will lead to an online form. The required fields must be completed.

An account already exists for that email address.
If you know your credentials you can [sign in](#). Otherwise you can [retrieve your username](#) or [reset your password](#).

Create an Account

Prefix (None) ▾

***First name** Test

Middle name

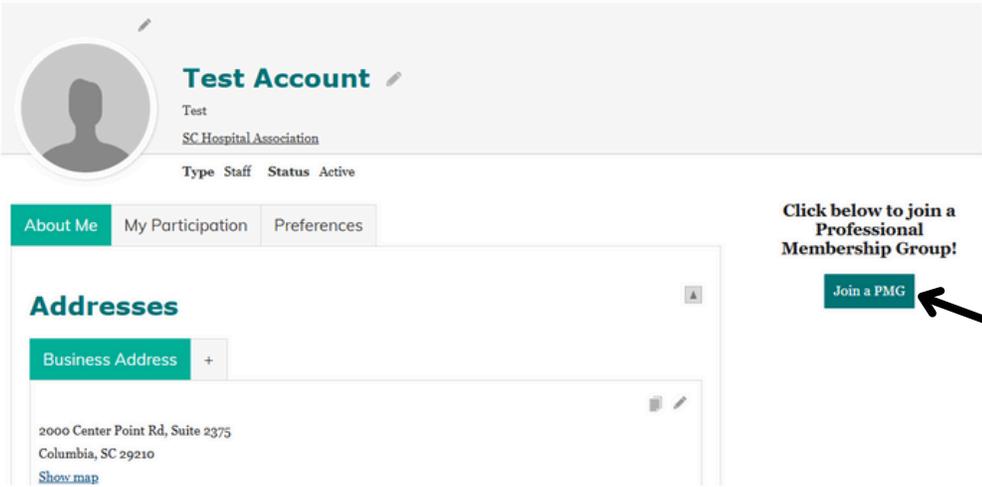
***Last name** Account

Notice: If you select “Create an Account” and an account already exists for the email, you will be prompted to retrieve your credentials.

Contact Page Details



To register for an event, click the “Events” tab on the top right.

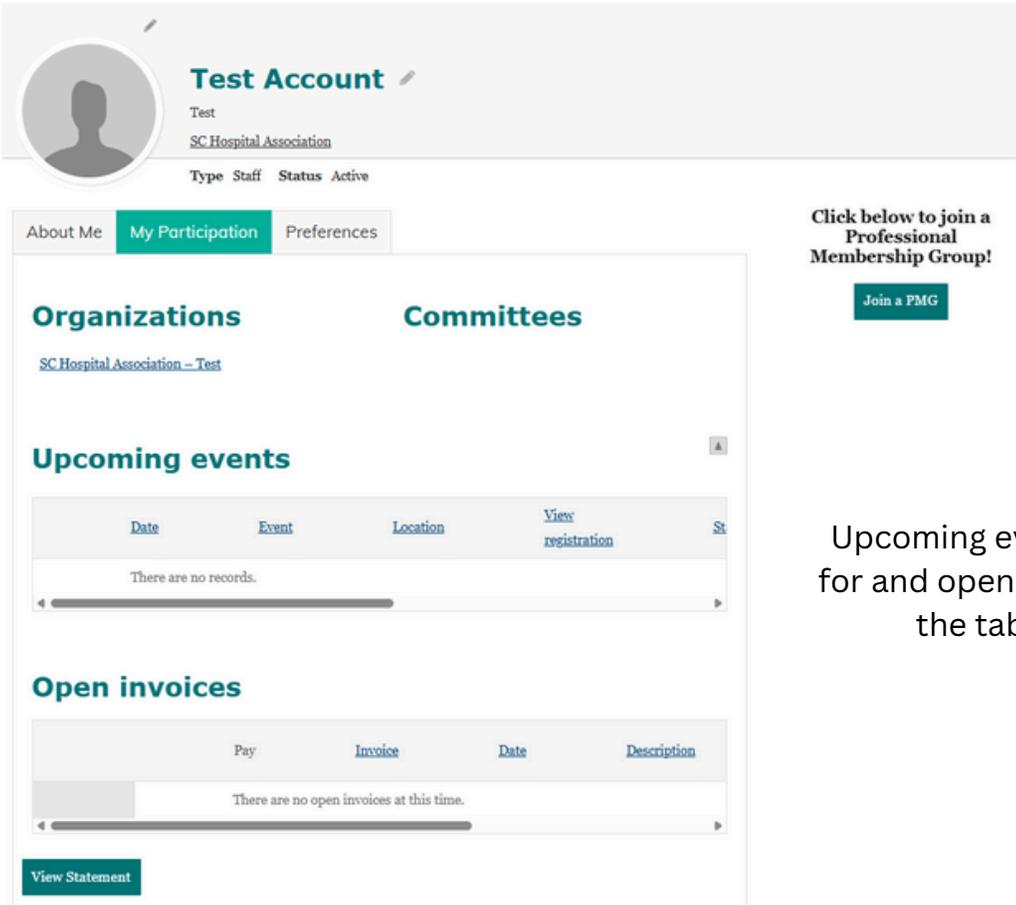


Click below to join a Professional Membership Group!

Join a PMG

You can register for a PMG by clicking the “Join a PMG” button.

Once signed in, you will be directed to your contact home page. From here, you may edit your information by clicking the pencil icon.



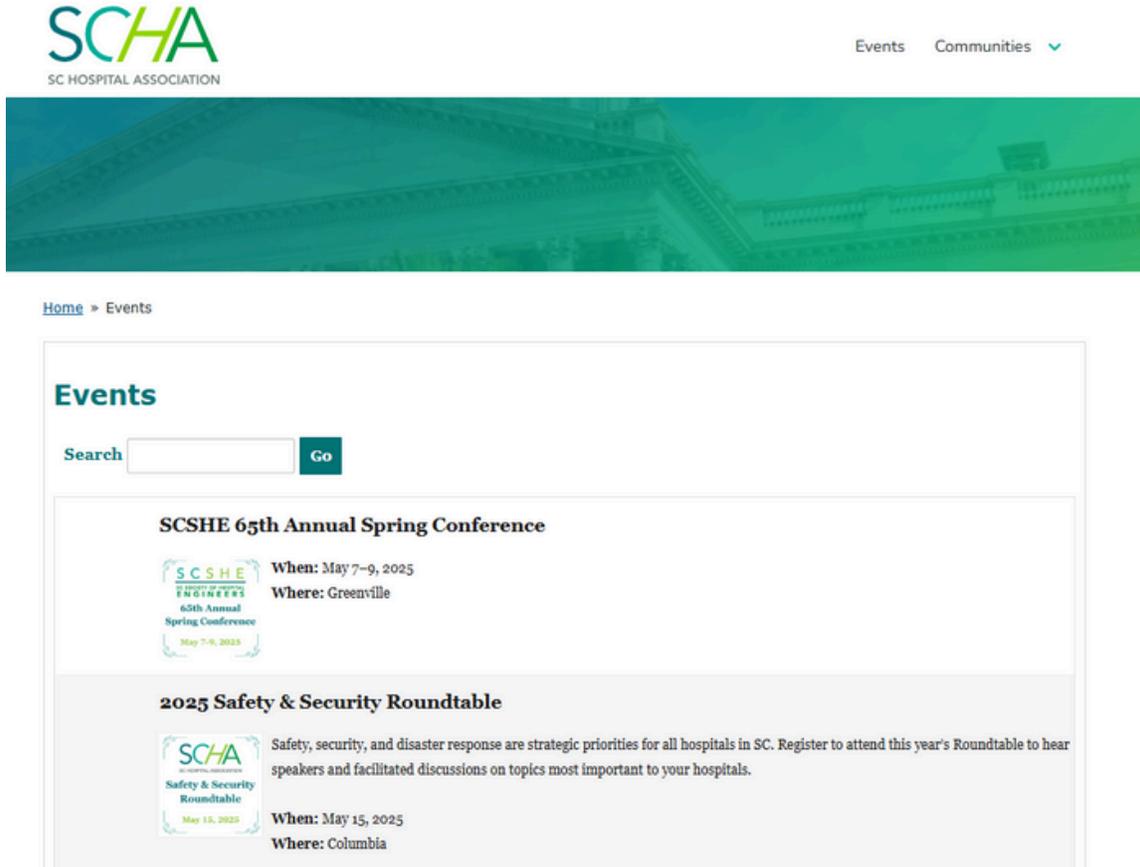
Click below to join a Professional Membership Group!

Join a PMG

Upcoming events you have registered for and open invoices may be viewed in the tab “My Participation.”

How to Register for an Event

To view the list of upcoming SCHA events, select the “Events” tab on the top right.



Select the event you are interested in to view more details.

[Home](#) > [Events](#)

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2025 Safety & Security Roundtable

The screenshot shows the event details page for the '2025 Safety & Security Roundtable'. On the left is a logo for the event. To the right is a description: 'Safety, security, and disaster response are strategic priorities for all hospitals in SC. Register to attend this year's Roundtable to hear speakers and facilitated discussions on topics most important to your hospitals.' Below the description is a registration box with two buttons: 'Register Myself' (highlighted with a black arrow) and 'Register Someone Else'. At the bottom of the registration box, it says 'Last day to register is 5/14/2025'. On the left side of the page, there are event details: Price: 0.00; When: 5/15/2025 9:30 AM - 3:00 PM Eastern Daylight Time; Where: SC State Museum, 301 Gervais St., Columbia 29201.

The main event page displays basic event details and registration options available.

Select “Register Myself.” If you are not signed in, you will be prompted to log in to your account before registering.

How to Register for an Event

[Home](#) » [Events](#)

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2025 Safety & Security Roundtable



Safety, security, and disaster response are strategic priorities for all hospitals in SC. Register to attend this year's Roundtable to hear speakers and facilitated discussions on topics most important to your hospitals.

Price 0.00

When 5/15/2025 9:30 AM - 3:00 PM
Eastern Daylight Time

Where SC State Museum
301 Gervais St.
Columbia 29201

Add to Calendar

Add the event to your calendar by clicking here.

Registration

Test Account

SC Hospital Association

Last day to register is 5/14/2025

Once you have selected "Register Myself," the registration options will become available.

In this test event there is only one registration option, so you may click "Check Out & Confirm Registration" to proceed.

Proceed to Checkout

Shopping cart

Continue Shopping

Items

Item	Quantity	Price	Total	
 2025 Safety & Security Roundtable	1	0.00	0.00	Remove

Update

Cart charges

Item total 0.00
TRANSACTION GRAND TOTAL 0.00

Promotional code

Submit Order

Your shopping cart will display your registration and pricing information.

For free events, you may select "Submit Order."

For paid events, you will input your credit card information.

