IHRSA ACCOUNT QUICK START GUIDE

Tips and tricks to get the most out of your streamlined IHRSA account
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Welcome!

Your IHRSA account is your hub for everything related to your membership. Visit your account to renew your membership, view upcoming events and webinars, and purchase member-discounted resources.

Manage Your IHRSA Membership
Renew your membership, purchase reports and products, and view upcoming webinars and events—all with one login.

Quick Access to Your Resources
Through your IHRSA account, you can access all of the products you’ve purchased. You can also contact your membership account representative.

Empower Your Staff
Each of your staff members can create an account so they can begin taking advantage of IHRSA resources specific to their job and responsibilities.
Creating a login is quick and easy. Visit my.ihrsa.org and click the CREATE AN ACCOUNT link.

On the next page, fill out your information and create a password. Then click the Create Account button. Next, you’ll be redirected to your Personal Snapshot.
You’ll see your **Personal Snapshot** every time you login to your IHRSA account.

This page displays your personal information, your IHRSA membership account representative, and links to other relevant information about your membership, like your past purchases and payment methods.

You can edit your snapshot to keep us updated with the latest information about you and your club so we can serve you better.
From the **Personal Snapshot**, primary account contacts can edit their company listing and add staff to their IHRSA membership roster by clicking **Affiliations**. Once on the Affiliations page, click the **button with three dots** to the right of your company name and select the item you’d like to edit.

Please note: If you do not see the additional options, contact your IHRSA membership representative to learn about primary account roles.
Navigate to the **Upcoming Events** tab to view upcoming IHRSA events that you may want to register for, from the IHRSA International Convention & Trade Show to free member webinars. By utilizing this feature, you won't miss any opportunities to educate yourself or your team.

You can filter the events by type, and choose to view events monthly or yearly.

Click the **View button** to see more information about individual events.
The **Store** features the latest IHRSA research reports, IHRSA webinars, and other products for purchase.

On the left, you’ll find a **Search Bar** that you can use to look up specific products and resources. You can also filter by product type and view featured products.

For more information on a specific product, click the **Details button**.
After clicking a product’s Details button, you can select the quantity you’d like to order and add the item(s) to your cart for purchase. A message will confirm that the item has been added to your cart. Next, you can either click Checkout to proceed with the purchase, or continue shopping other products in the Store.
Once you’ve added a product to your cart, you can checkout at any time. If you add an item to your Cart and decide to continue shopping, just click on the Checkout tab in the main menu bar when you’re ready to complete the purchase.

On the Checkout page, you can view the products you selected, update the quantity, remove products, or add a coupon code. When you’re happy with your order, click the Submit button to complete the transaction.
You can now support your favorite IHRSA scholarships and initiatives in one place. Click the **Donate Now tab** in the main menu bar to make a donation at any time.

View the list of available donation items, like the Industry Leadership Council, The John McCarthy Institute Scholarship, and The Curt & Jane Beusman Institute Scholarship. Click the **Donate Now button** to select the item you’d like to support.

Next, you’ll be taken to a separate **Donation Cart** to submit your donation.
Get Started!

We hope this quick start guide has answered your questions and given you the tools you need to start using your IHRSA account.

If you need more detailed information, your membership account representative will be happy to help. You can find their information on your Personal Snapshot. You can also email membership@ihrsa.org or call 800-228-4772 or 617-951-0055.
IHRSA helps health clubs improve profitability, grow, and stay competitive by providing unique networking and educational opportunities, industry benchmarking, and health promotion tools, so IHRSA members can help their communities lead healthier lifestyles.

For more information on how IHRSA can help your business succeed, email info@ihrsa.org or call +1 617-951-0055.