

# MI-AIMH RELATE

RESOURCES • EDUCATION • LEARNING • ACCESS • TRAINING • EVENTS



## Welcome to MI-AIMH RELATE

MI-AIMH RELATE is our new training & education hub for students and professionals working with or on behalf of infants, young children and families.

### Here are a few of the amazing benefits:

- **Easy registration for trainings** – once your profile is created, you will not have to re-enter all of your information for training registration!
- **Access Anywhere Anytime** – On-Demand videos and trainings will be available for viewing and purchase 24/7!
- **Tracking** – users will be able to access their professional development certificates and transcripts as needed – no more worrying about lost training certificates!
- **Finances** - training purchases will be available in your User Portal. You will be able to access and print past purchase receipts and invoices as needed. You will not need to reach out to MI-AIMH staff in order to locate your purchase details.

If you need assistance or have questions that are not answered in the FAQs on the website email [tmartinez@mi-aimh.org](mailto:tmartinez@mi-aimh.org)

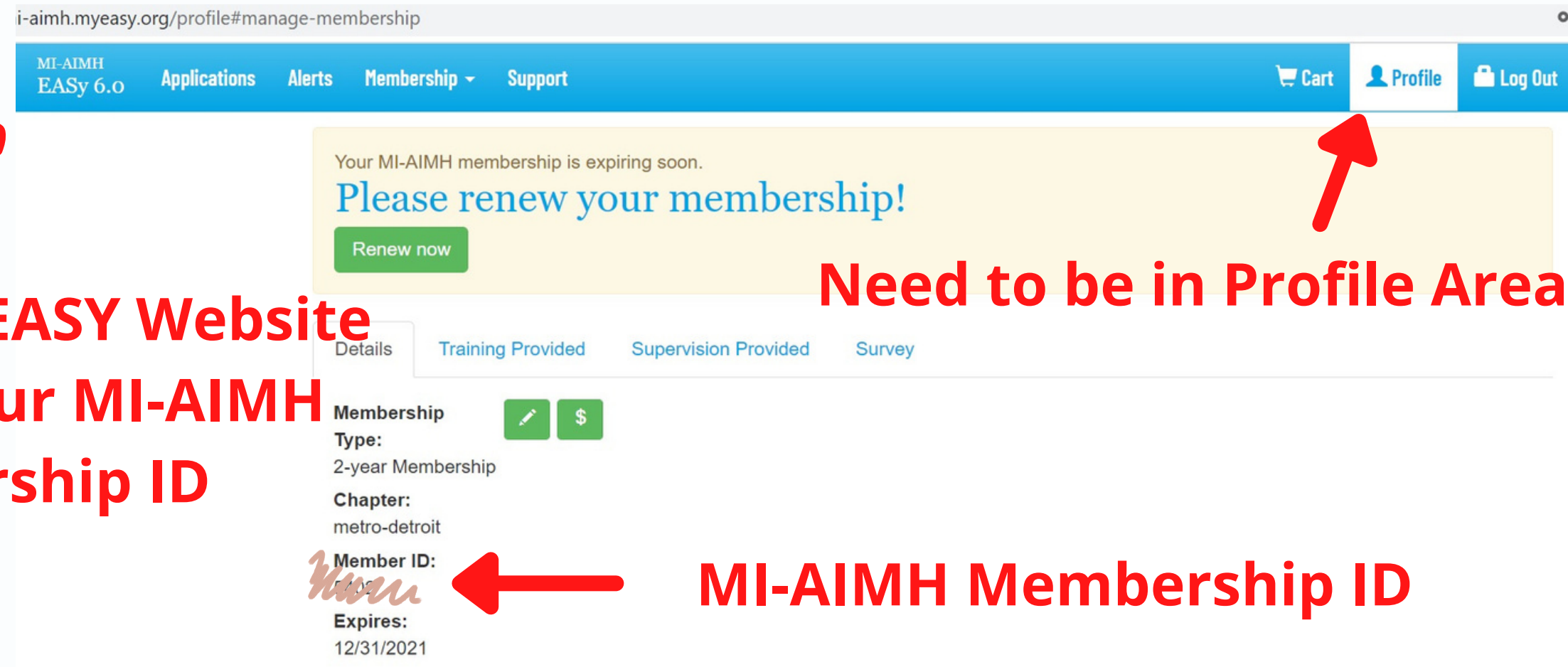
# Step 1

## ITEMS TO GATHER BEFORE YOU CREATE YOUR USER ACCOUNT

**MI-AIMH MY EASY Website  
to locate your MI-AIMH  
Membership ID**

**Need to be in Profile Area**

**MI-AIMH Membership ID**



MI-AIMH Members will need to enter their MI-AIMH Member ID

Locating your MI-AIMH Membership ID (see screen shot above):

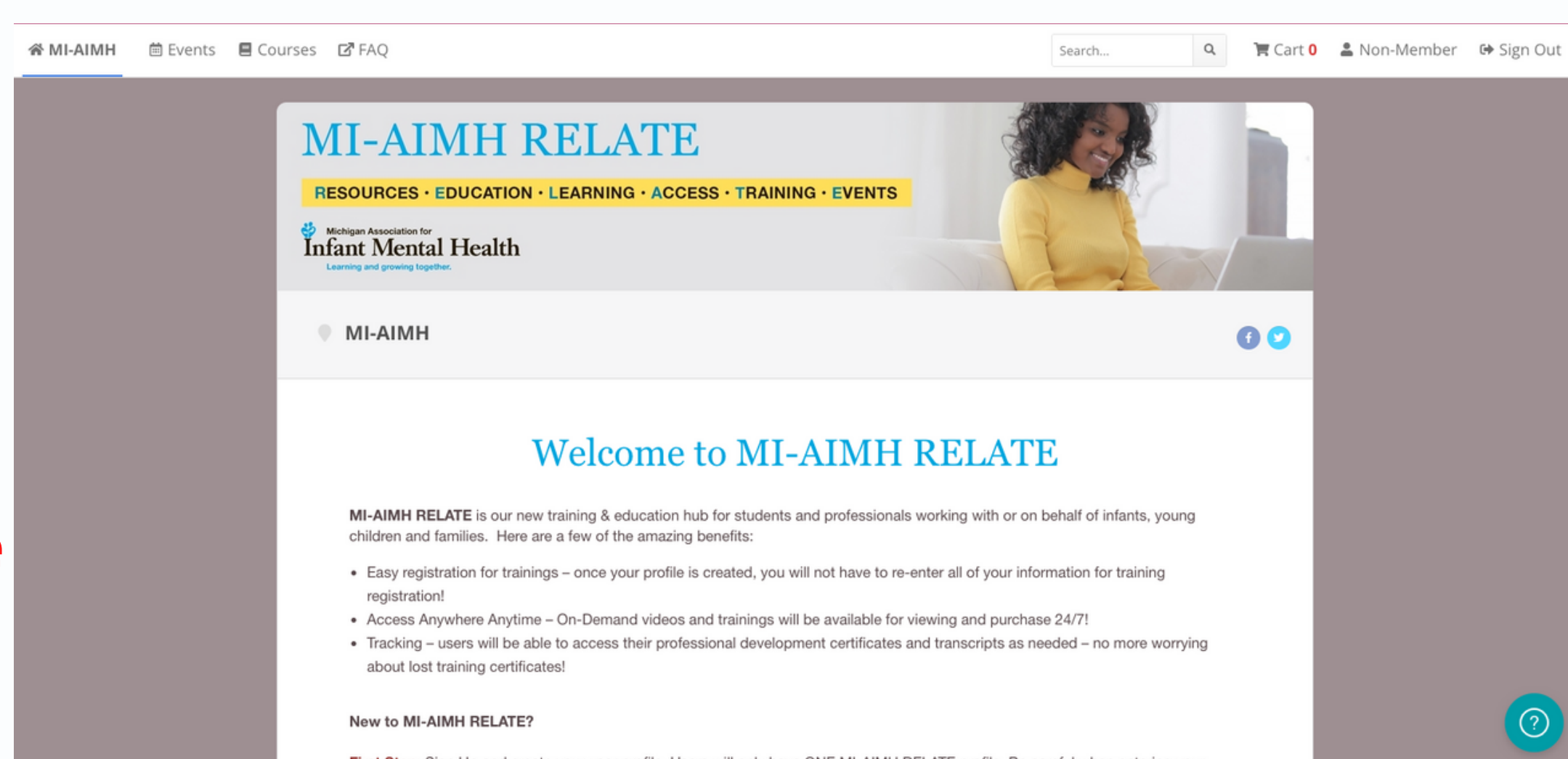
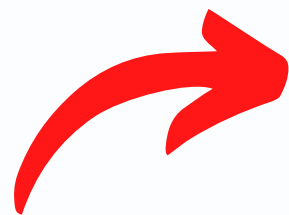
- Please log in here: <https://mi-aimh.myeasy.org>
- Click on "Profile" on the top Right
- Scroll down to Membership ID
- Questions? Email Membership support: [miaimh.easy.imhe@gmail.com](mailto:miaimh.easy.imhe@gmail.com)

Have your professional license # available for Continuing Education Credits/Hours for:

- Licensed Social Worker (Michigan)
- Licensed Professional Counselor
- Certified teacher or school administrator (elementary and secondary) needing SCECH's (PIC #)

# Notes about your User Account

## MI-AIMH RELATE Homepage



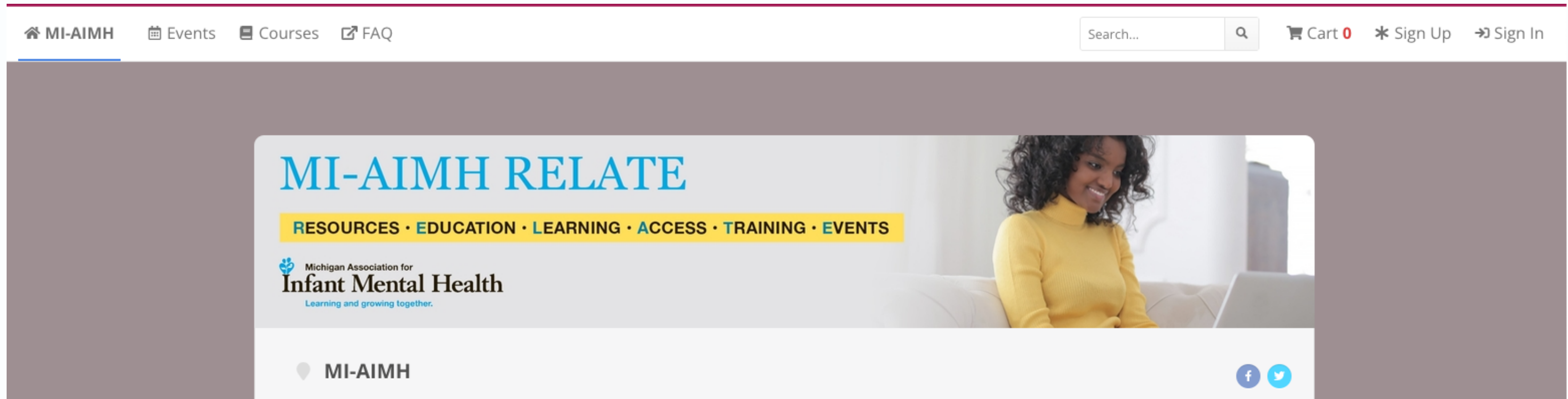
- Users will only have ONE MI-AIMH RELATE profile. Be careful to accurately enter your information, especially your email address.
- It is recommended that you use a personal email address. This email will be used for:
  - Your Login to MI-AIMH RELATE and where password will be sent if needed
  - Confirmation emails and communication from MI-AIMH RELATE
- If you are registering for MI-AIMH's Virtual Biennial Conference on May 9-11, 2022 you MUST create a MI-AIMH RELATE User Account

# Step 2

## CREATE YOUR USER ACCOUNT

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Click "Sign Up" to create your User Account





# Step 2 continued

## CREATING YOUR USER ACCOUNT

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Fill out your information -  
remember that this is your  
personal User Account

When you are finished, the  
page will refresh and you will be  
automatically signed into  
MI-AIMH RELATE



Search.

### Sign Up

Required fields are marked with an asterisk (\*).

**First name \***

**Last name \***

**Email \***

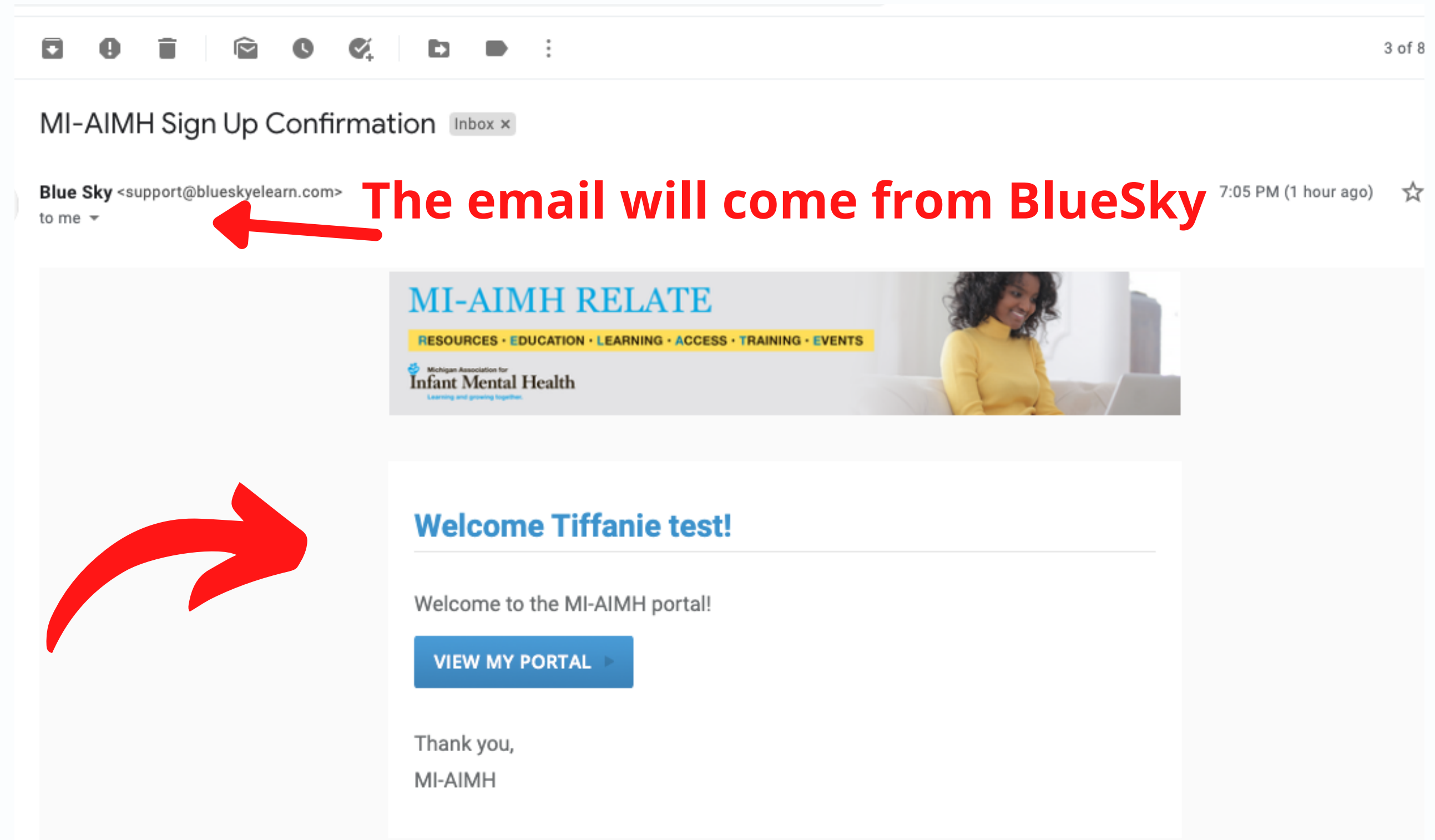
**Password \***

**Mailing Street Address \***

# Step 3

## CONFIRMING YOUR USER ACCOUNT

When you have completed creating your User Account, you will receive a confirmation email.



The email will come from BlueSky



# Conference Registration

**Now that you have your MI-AIMH RELATE User Account you are ready to register for the conference!**

- Individuals will need to be signed into MI-AIMH RELATE in order to register for the conference.
  - TIP - If you are signed in, your name will appear in the top right corner
  - TIP - If you are NOT signed in, you will see "Sign Up" and "Sign In" as options.
- You are able to look around the Conference Information without being signed in, some sections are being populated closer to the conference. When you click to register for the conference, you will be prompted to sign in or sign up

# Step 1

STARTING ON THE MI-AIMH RELATE HOME PAGE

Scroll down and click on the 2022 Biennial Conference Banner

The screenshot shows the MI-AIMH RELATE Home Page. The navigation bar at the top includes links for MI-AIMH, Events, Courses, and FAQ, along with a search bar, a cart icon, and sign up/sign in options. The main content area features a list of professions eligible for Continuing Education Credits/Hours, including Licensed Social Worker (Michigan), Licensed Professional Counselor, and Certified teacher or school administrator. Below this, a paragraph states that users do not have to be MI-AIMH Members but are encouraged to become one to take advantage of membership benefits. A red arrow points from this text to the 'MI-AIMH Membership' link. Further down, another paragraph mentions that all students and professionals with an interest in Infant and Early Childhood Mental Health are welcome to create a profile. At the bottom, a banner for the 42nd MI-AIMH Biennial Virtual Conference (May 9-11, 2022) is displayed, featuring the title 'Nurturing Connections' and a button to 'ENTER THE CONFERENCE'. The banner also includes the MI-AIMH logo and the tagline 'Learning and growing together.'

MI-AIMH Events Courses FAQ Search... Cart 0 Sign Up Sign In

2. Have your professional license # available for Continuing Education Credits/Hours for:

- Licensed Social Worker (Michigan)
- Licensed Professional Counselor
- Certified teacher or school administrator (elementary and secondary) needing SCECH's (PIC #)

You do NOT have to be a MI-AIMH Member, though we encourage you to become a member and take advantage of membership benefits, including discounted fees for trainings and products. Click here for more information on [MI-AIMH Membership](#)

All students and professionals with an interest in Infant and Early Childhood Mental Health and related resources are welcome to create a profile. We would love to have those of you working or living outside of Michigan become MI-AIMH RELATE Users. Some trainings will only be available and marked for Michigan professionals.

42nd MI-AIMH Biennial Virtual Conference MAY 9 - 11, 2022

*Nurturing Connections*

ENTER THE CONFERENCE

Michigan Association for Infant Mental Health  
Learning and growing together.



# Step 2

## CONFERENCE LANDING PAGE

Top of  
the page



Bottom of the page -  
Click Button



# Step 3


CONFERENCE MAIN PAGE

## Conference Main Page


Here you can click through & explore the conference website. Some information will be available closer to the conference.

Courses >> Nurturing Connections (MI-A...

Nurturing Connections (MI-AIMH 42nd Biennial Conference)






42nd MI-AIMH Biennial Virtual Conference  
*Nurturing Connections*  
MAY 9 - 11, 2022



Conference Homepage

Agenda	Speakers	Sponsors	Student Posters	Social Action
Awards	Discussion Board	Connection	Conference FAQ	Resources

Event Agenda



We strongly encourage you to check out the FAQs, there is a lot of great information available!

# Step 4

## REGISTERING FOR THE CONFERENCE

Tip - if you are signed in, your name will appear where it says "Sign Up"

Scroll down the main page. When you are ready to register, click on the appropriate price. If you are not signed in, you will be prompted to sign in.

MI-AIMH

Events

Courses

FAQ

Search...

Q

Cart 0

\* Sign Up

→ Sign In

you still need to create your User Account. If you have questions about MI-AIMH RELATE, the conference or registration, please be sure to check the [FAQ's](#).

1. First, create your MI-AIMH RELATE User Account (you only need to do this once)

2. Second, individuals must be signed into MI-AIMH RELATE (you will see your name in the upper left corner once you are signed in)

3. Third, click on the appropriate button below - or - scroll to the bottom of this page to add the conference to your shopping cart

EARLY BIRD  
MI-AIMH MEMBER & ALLIANCE FEE

\$235.00

Ends April 18th

REGISTER NOW

EARLY BIRD  
NON-MEMBER FEE

\$335.00

Ends April 18th

REGISTER NOW

STUDENT  
FEE

\$75.00

REGISTER NOW

Pricing Buttons

# Step 5 Continued

## REGISTERING FOR THE CONFERENCE

**The website will bring you this section at the bottom of the main page.**

If you are signed in - you will see the appropriate price instead of the price range in this image.

Click Add to Cart

Note - if you are still not signed in, you will be prompted to sign in

**Add to cart**



The screenshot shows the bottom of a website page. At the top, there are navigation links for 'Courses' and 'FAQ', a search bar, and a cart icon labeled 'Cart 0'. Below this is a light blue section titled 'Need help?' which contains text about support resources and contact information for MI-AIMH. Below the 'Need help?' section is a 'Conference Registration' section with text explaining the sign-in process. At the bottom of the page, there is a price range '\$75.00 - \$335.00' and a blue 'Add to Cart' button.

nts Courses FAQ Search... Cart 0

### Need help?

Path has some great support built right in. Just click on the question mark in the orange circle located in the bottom right of your screen. There are lots of great resources there, but if you can't find what you're looking for, reach out to:

BlueSky for technical assistance: coming soon

MI-AIMH for conference questions: [Isheldon@mi-aimh.org](mailto:Isheldon@mi-aimh.org) or [tmartinez@mi-aimh.org](mailto:tmartinez@mi-aimh.org)

#### Conference Registration

In order to add the Conference to your shopping cart and complete your Registration, you will need to be signed into the MI-AIMH RELATE website. Your name will be visible in the upper right if you are currently signed in; you should be able to add the conference to your cart, continue the registration and payment process.

Click the upper right to either Sign-In or Sign-Up if you still need to create your User Account.

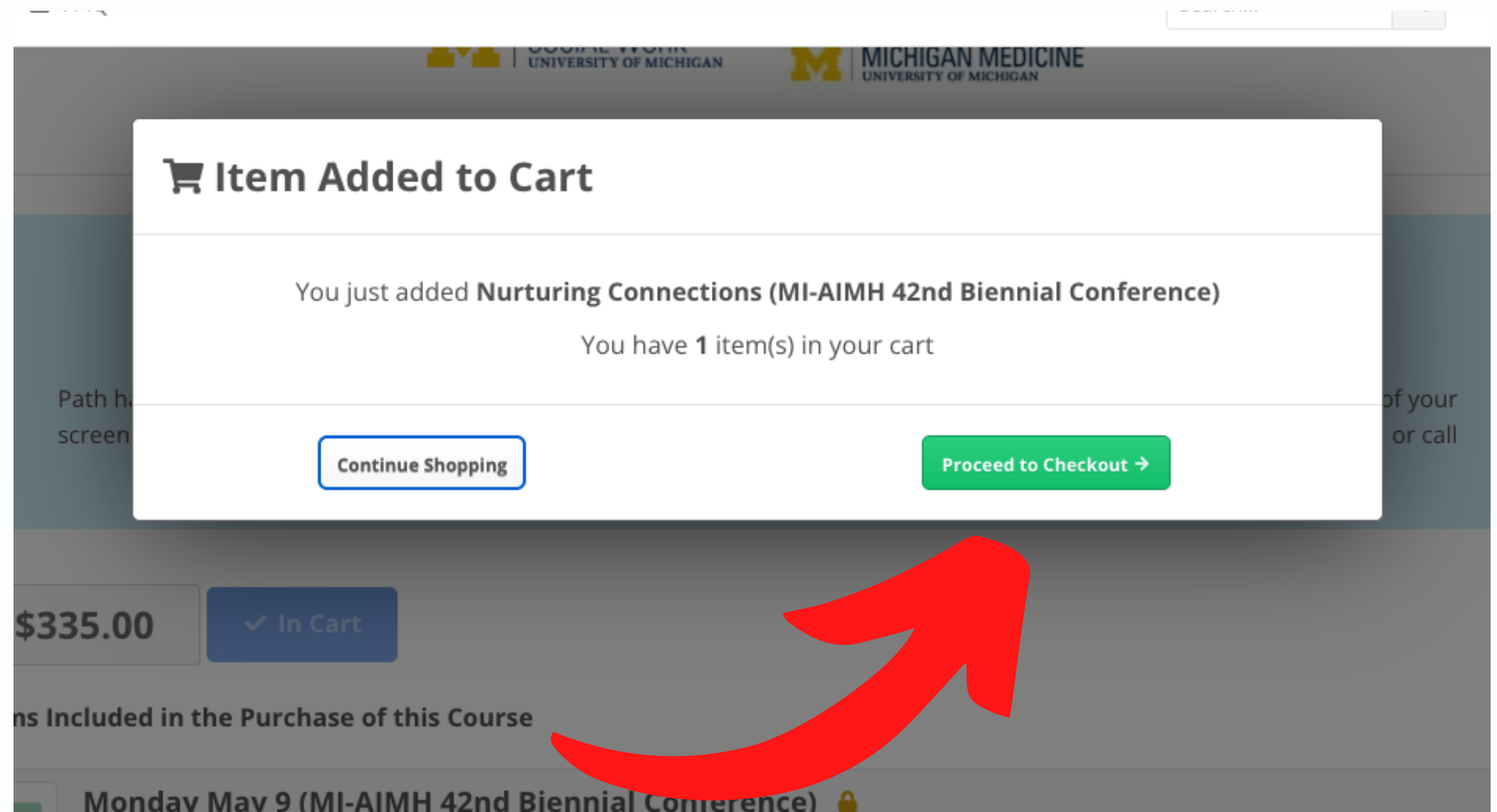
\$75.00 - \$335.00 Add to Cart

# Step 5 Continued

REGISTERING FOR THE CONFERENCE

## Finalize your shopping cart and proceed to check-out/payment

Currently, the Biennial Conference is the only training/course that is available for purchase on MI-AIMH RELATE.  
There is no need to "Continue Shopping"



**Click "Proceed to Checkout"**

# Step 6

## PAYMENT



If you have a Promo Code, enter it here and press Apply




If you need to pay by Check, click "Invoice Me"

Then scroll down and click Blue "Purchase Button" - image on next slide

[Courses](#) [FAQ](#)  [Cart 1](#)

### Shopping Cart

ITEMS IN CART	REMOVE	PROMO CODE	ITEM PRICE
 <b>Nurturing Connections (MI-AIMH 42nd Biennial Conference)</b>		---	\$335.00

**Total** **\$335.00**

☐ Invoice Me  
Payment instructions will be emailed to you with your invoice.

**Payment Method**

Note - individuals that pay by credit card will receive a 15% off coupon to use on a future purchase on MI-AIMH gear or product  
**scroll down on this page for Credit Card Payment**

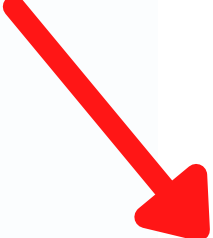


# Step 6 Continued


## PAYMENT

To pay by Credit Card,  
add your information.

If you would like, you can choose to  
save the credit card information  
securely



Click "Purchase" to finalize your  
conference registration and  
purchase



Payment instructions will be emailed to you with your invoice.

**Payment Method**

Add a New Card ▼

Required fields are marked with an asterisk (\*).

<b>Name on Card *</b>	<b>Card Number *</b>	<b>Expiration Date *</b>	<b>CVV *</b>
<input type="text"/>	<input type="text"/>	01 - January ▼ 2022 ▼	<input type="text"/>

<b>Address *</b>	<b>Address (optional)</b>
<input type="text"/>	<input type="text"/>

**City \***

<b>State/Province *</b>	<b>Postal Code *</b>	<b>Country *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ Save this payment method for future use

**Purchase** **Continue Shopping**

# Step 7

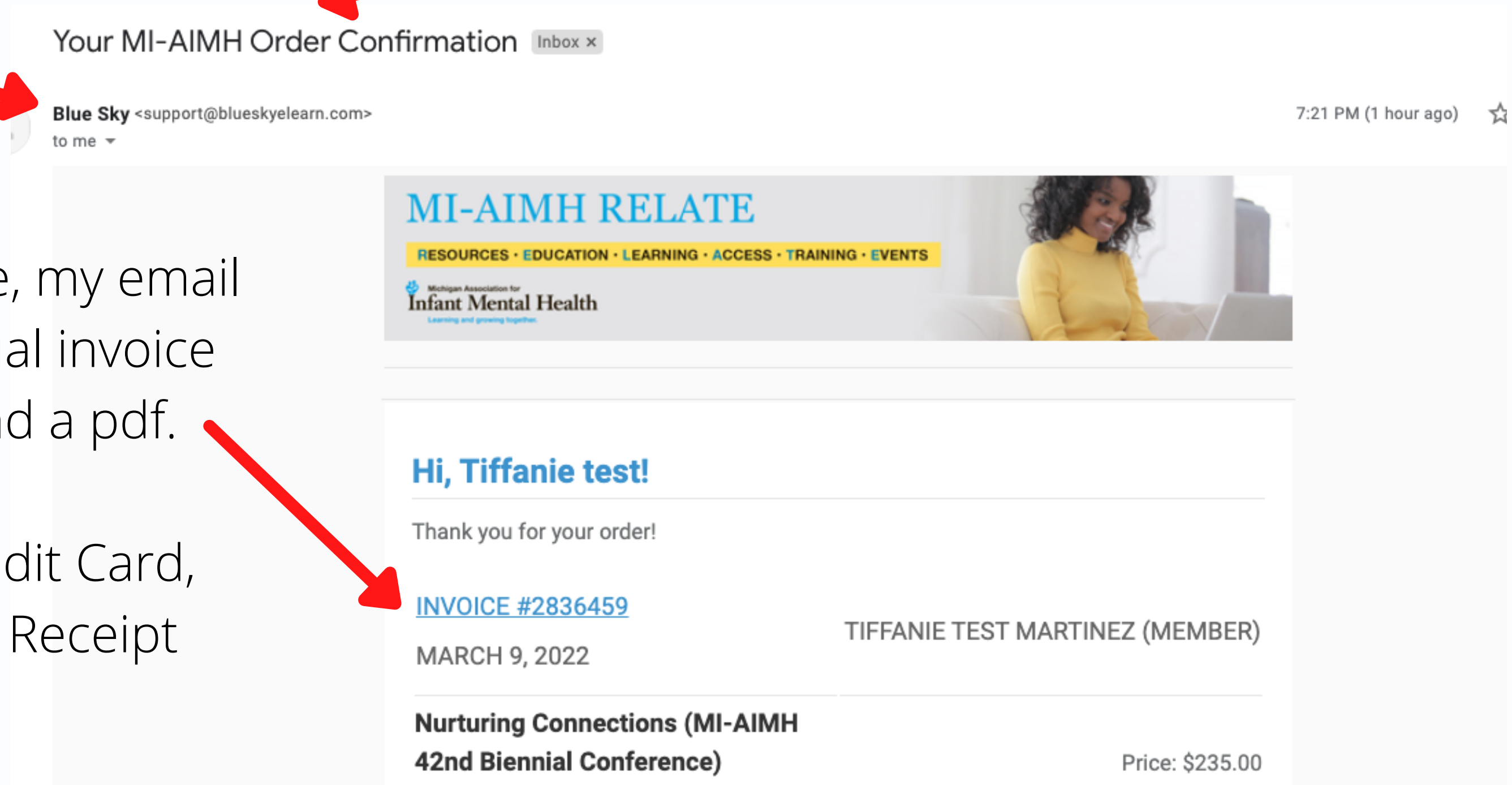
## CONFIRMATION EMAILS

**You will receive TWO confirmation emails:**

1. **Order Confirmation - Purchase info**
2. **Conference Confirmation - picture on next slide**

The Order Confirmation will come from BlueSky

The subject line will include MI-AIMH



I selected to pay by Invoice, my email includes a link to the actual invoice where you can download a pdf.

If I selected to pay by Credit Card, I would have received a Receipt

# Step 7 Continued

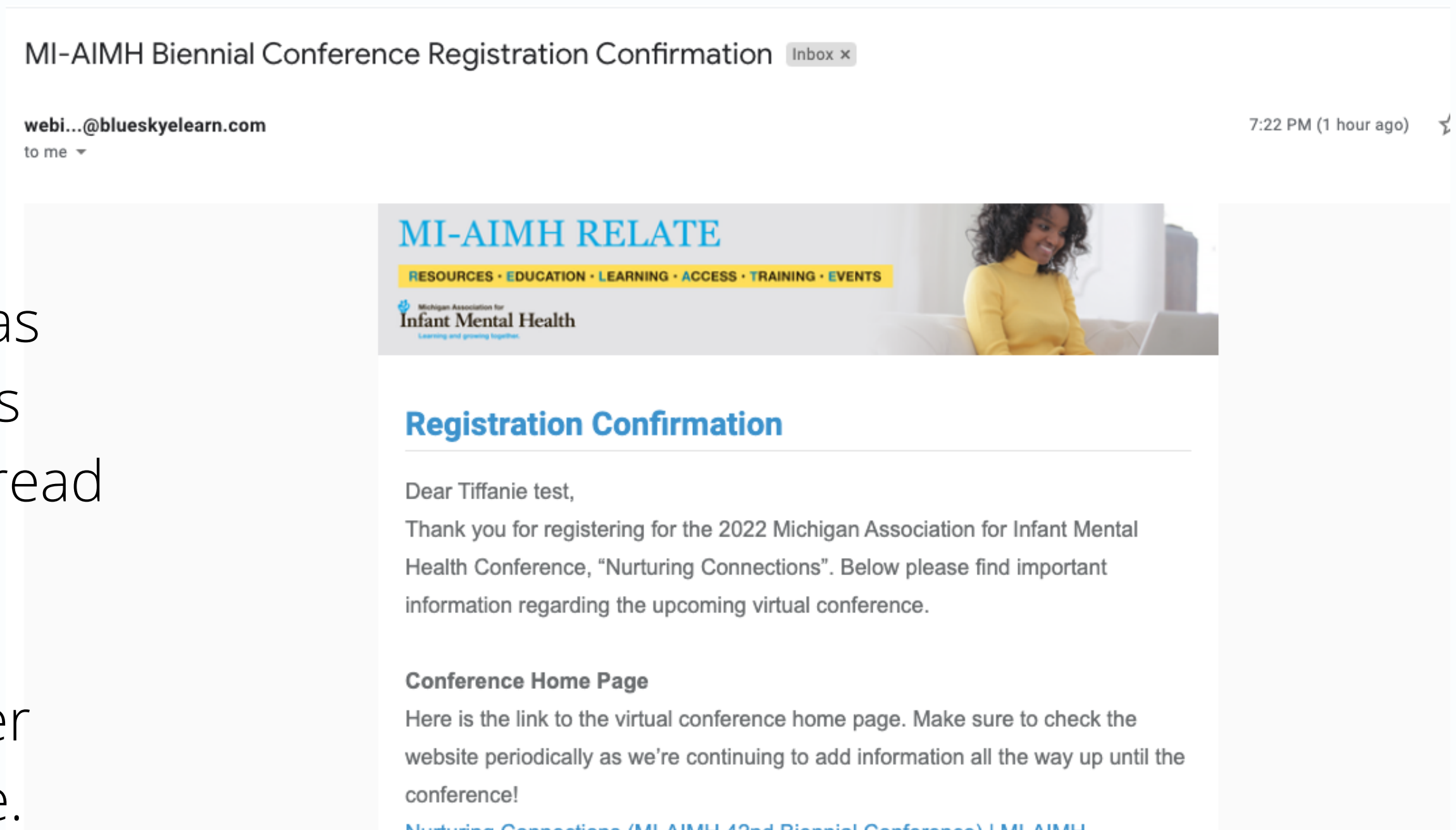
## CONFIRMATION EMAILS

**You will receive TWO confirmation emails:**

1. **Order Confirmation - Purchase info - picture on previous slide**
2. **Conference Registration Confirmation**

The Conf. Registration Confirmation will come from BlueSky

The subject line will include MI-AIMH



The registration confirmation has ALOT of information and details related to the conference. Please read this carefully and save it.

Registrants will receive reminder emails closer to the conference.

# Step 8

## EXPLORE CONFERENCE WEBSITE

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The conference website will continually be updated between now and the conference.

Return to the Conference Website  
as often as you like

You can explore:

Speakers; Workshops; FAQs; Detailed Agenda

Coming Soon:

Resources; Discussion Boards; Ways to  
Connect and More!

**The Conf. Registration Confirmation  
will include a link to return to the  
conference website and explore!**

Thank you for registering for the 42nd Michigan Association of Mental Health  
Health Conference, "Nurturing Connections". Below please find important  
information regarding the upcoming virtual conference.

### Conference Home Page

Here is the link to the virtual conference home page. Make sure to check the  
website periodically as we're continuing to add information all the way up until the  
conference!

[Nurturing Connections \(MI-AIMH 42nd Biennial Conference\) | MI-AIMH  
\(pathlms.com\)](https://pathlms.com)

### Networking Session

Planning on attending the networking session? We want to know what topics  
you'd like to discuss! Email us your topic suggestions to [mi-  
aimh@specialdevents.com](mailto:mi-aimh@specialdevents.com).



**YAY!**

**See you  
May 9-11, 2022**

**Congratulations**

You are all done with your  
2022 Biennial Virtual  
Conference Registration!

