



Tips for a Positive Institute Online Registration Experience

Getting Started

Go to my.leadingagemn.org using Chrome or Firefox browser.

New website login credentials:

In mid-October, we made a change to the user interface for our website. The first time you log in since that change was made, you will need to create new credentials. Here are the steps:

- When you get to the main page, click on “Forgot your password?”.
- Enter your email address and click “Reset Your Password”.
- You will receive an email (it usually takes just a few seconds.) In that email, click, “Reset your Password”.
- On the screen, enter your email address and a new password. If you don’t see the reset password fields, try clearing your browser history and closing the browser. For information about clearing your browser history, go to <https://www.leadingagemn.org/clearing-internet-browser-history/>
- After you have done this the first time, you won’t have to do this again, unless you do forget your password.

Register for Institute:

Once you have logged in, follow these instructions:

- Payment for registration is now done at the time of registration via credit card. Log in and click “Account” to enter a stored payment method for your credit card (ACH is not available at this time). If your organization requires a purchase order and invoice for this transaction, contact Vinny Strack at vstrack@leadingagemn.org or 651.659.1492.
- Under “Upcoming Events” select “2020 Institute & Expo – Better Together” to begin the registration process.

For Provider Members:

- If more than one person is attending from your site, each person who is registered should choose the “Company Registration” option. The first person who is registered will have the registration fee for that site.
- If only one person is attending from your site, select “Individual Registration”. If someone later does register from that same site, the first person’s registration will need to be changed to a “Company Registration”. Contact Vinny Strack at vstrack@leadingagemn.org or 651.659.1472.
- Registration fees are determined by membership, which is set up according to the services provided, e.g., housing, care center, adult day each have their own membership. Staff are affiliated to one of these memberships, based on their primary role within the organization. Each member site attending will pay a Company Registration fee. We allow you to choose employees from affiliated organizations as a convenience for those that have multiple sites.

Business partners or non-member vendors who are not exhibiting cannot register as an individual. Select the business partner or non-exhibiting vendor registration fee.

Need assistance? We’re here to help.

- Contact membersupport@leadingagemn.org or call our office at 651.645.4545 for assistance with online registration, logging in, and staff affiliations. If you are requesting new staff be added to your organization, include name, title, email and organization/city for each individual.