

# New Member Town Hall Registration Process

**Emma Nutter**, Communications  
Specialist, Iowa Medicaid

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# What, When and Why?

**Registration will no longer be done through Microsoft Forms but through Zoom.**

- ▶ **When:** The switch from using Microsoft Forms to using Zoom will begin **tonight, May 2, 2024.**
- ▶ **Why:** By switching from Microsoft Forms to Zoom, registrants will be able to receive a registration confirmation email with the Zoom meeting invite and link within minutes.



# How to Register

The new registration process will be almost identical to the old process.

- ▶ Step 1: Click on the “Sign-Up Here” link on the [Town Halls webpage](#) on the HHS website.
- ▶ Step 2: Complete and submit the registration form. Shortly after submitting the form, you will receive a confirmation email with the Zoom meeting invite and link.
- ▶ **NOTE:** There will be **TWO** “Sign-Up Here” links in the Member Town Hall section:
  - Town Halls on the First Thursday of the Month | 4:00 – 5:00 PM
  - Town Halls on the Third Thursday of the Month | 5:00 – 6:00 PM

# Other Things to Know

- ▶ The confirmation email will...
  - Come from the email address: **Alex Carfrae <no-reply@zoomgov.com>**
  - List all upcoming town halls for 2024.
  - Include a **link and passcode** for all 2024 town halls.
- ▶ If you **accidentally lose** your confirmation email, you can **re-register** on the [Town Halls webpage](#) to receive another email with the link.
- ▶ IME Communications Outlook Invites
  - The old Zoom links will be replaced with the new Zoom registration links in the next few days.
  - Given that registrants will now receive automated confirmation emails, following tonight's meeting, new registrants will **NOT** be added to the Outlook invites.

# Questions

Emma Nutter

Communications Specialist

[enutter@dhs.state.ia.us](mailto:enutter@dhs.state.ia.us)



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