

STEP 1 – Go to <https://www.ndhpec.com/>.



[Upcoming Events](#)   [Calendar of Events](#)   [Partners](#)   [Become A Partner](#)

Click here  
to register.

## Welcome!

The **North Dakota Healthcare Partners Events Calendar** (NDHPEC) is a simple and streamlined format designed to connect individuals in the healthcare and community service fields to events and educational opportunities from across the state. Our partners are committed to offering high quality on-site and virtual education, and this "one-stop shop" format allows us the opportunity to effectively coordinate events and enhance their visibility.

We invite you to peruse the [calendar](#) and discover the opportunities that await you!

## Upcoming Events

STEP 2 – Register your organization (multiple individuals from each organization may register separately).

### Partner Registration

Please use the form below to register as a partner.

Once you've registered, it may be up to 5 business days before your account will be activated.

Your Name (required)

Your Email (required)

Organization Name

Organization Description

Organization Logo

 Browse...

SEND

Complete all fields in the application form.

Attach your organization's logo in one of the following formats: png (preferred) or jpg.

You will receive an account activation email in 5 or less business days.

### STEP 3 – Set your password.

#### [North Dakota Healthcare Partners Events Calendar] Login Details

SP Statewide Partners Events Calendar <info@qualityhealthnd.org>  
To: Geneal Roth Mon 9/30

Username: your.name

Your user name will appear here

Click the link to reset/choose your password.

To set your password, visit the following address:

<<https://www.ndhpec.com/wp-login.php?action=rp&key=6z6vpiQ4r4WGsw7bJNe7&login=xxxxxxxx>>

<https://www.ndhpec.com/wp-login.php>

### STEP 4 – Login using your user name and new password.

https://www.ndhpec.com



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#### Upcoming Events

Login using your user name and password.

Username or Email Address \*

Password \*

Remember Me

Submit

[Lost Password?](#)

STEP 5 – Add an event.

### Manage Events

Not all of an organization's activities are appropriate for inclusion on this shared state-wide calendar. Each partner will need to maintain their own individual organization's online calendar or event information system.

Event Categories will be used to identify event details relative to the event or facility type.

Use these guidelines to determine whether an event should be posted on this calendar:

The event **should**:

- Affect a large number of people and/or organizations
- Target individuals or organizations specifically related to healthcare, health insurance, communications or health information technology
- Target individuals or organizations in the state of North Dakota
- Examples of events that *should* be included on this calendar are statewide training and events, annual conferences, large group or community meetings.

The event **should not**:

- Affect a smaller number of individuals
- Target a very small or specific group, such as employees
- Target individuals outside of the state of North Dakota
- Examples of events that *should not* be included on this calendar are national events, organization-specific or internal training

Prior to planning or scheduling your event, please check the calendar for conflicts. If a conflict may exist, please reach out to the associated partner organization directly by using the contact form on each partner page.

[Manage My Events](#)

### Upcoming Events

Wondering if your event is appropriate to add? Review the *should* and *should not*s.

[More Upcoming Events](#)

Click on "Manage My Events."

Click on "Add Event" (use either option).

You can filter already added events 4 ways.

The screenshot shows the 'Events' management page with the following elements:

- Navigation:** Dashboard, Events, All Events, Add New.
- Event List:** All (39) | Published (39) | Trash (7)
- Filters:**
  - Date:** All dates (dropdown menu open showing: All dates, September 2021, August 2021, July 2021, June 2021, April 2021, December 2020, April 2020)
  - Location Types:** All Location Types (dropdown menu open showing: All Location Types, Onsite, Virtual)
  - Organization Types:** All Organization Types (dropdown menu open showing: All Organization Types, Critical Access Hospital (CAH), Emergency Services (EMS), Federally Qualified Health Center (FQHC), Healthcare Stakeholder Organization, Home Health / Hospice, Long Term Care (LTC), Public Health, Quality Improvement Organization (QIO), Rural Health Clinic (RHC), Tertiary Hospital)
  - Audiences:** All Audiences (dropdown menu open showing: All Audiences, Board Members, CEO, Coding / Billing, Community Education, Credentialing, Director of Nursing, EMS, Environmental Services, HIM, HR, Infection Control, Mental Health Providers, Nursing, Occupational Therapy, Office Manager, Palliative Care, Physical Therapy, Physicians)
- Table Headers:** Title, Start Date, All Day, Location Types, Organization Types, Audiences, Calendars, Date.
- Page Info:** 39 items, 1 of 2.

Dashboard

Events

All Events

Add New

Contacts

Profile

Collapse menu

Add new event

Add title

Add "Event title."

Add "Event description."

You may save your event draft or preview it any time throughout the process; wait until you've completed all elements before you "Publish" your event.

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Duplicate This 1

Publish

★ When you have completed all elements of your event, select "Publish." ★

Add event start and end date from drop-down calendar; enter beginning and ending

Start Date \* End Date \* Start Time End Time

All Day

Add link (URL) back to your website that houses your event information (e.g., full description, registration, location, etc.).

Event Details

Website

Location Type \*  Onsite  Virtual

Select "Location Type."

If event is "onsite," add venue and city.

Audiences

- Board Members
- CEO
- Coding / Billing
- Community
- Education
- Credentialing
- Director of
- Nursing
- EMS
- Environmental
- Services
- HIM
- HR
- Infection Control
- Mental Health
- Providers
- Nursing
- Occupational Therapy
- Office Manager
- Palliative Care
- Physical Therapy
- Physicians
- Public Health
- Quality
- Revenue Cycle
- Managers
- Social Workers
- Speech Therapy
- Trauma

Organization Types

- Critical Access Hospital (CAH)
- Emergency Services (EMS)
- Federally Qualified Health Center (FQHC)
- Healthcare Stakeholder
- Organization
- Home Health / Hospice
- Long Term Care (LTC)
- Public Health
- Quality Improvement
- Organization (QIO)
- Rural Health Clinic (RHC)
- Tertiary Hospital

Hosts

- Health Services Advisory Group (HSAG)
- CHI St. Alexius Health Carrington
- North Dakota Brain Injury Network (NDBIN)
- American Cancer Society
- Dakota Geriatric Workforce Enhancement Program
- University of North Dakota
- Honoring Choices North Dakota
- North Dakota EMS Association
- North Dakota Hospital Association
- Alzheimer's Association
- North Dakota Health Information Network
- North Dakota Division of Emergency Medical Systems
- North Dakota Department of Health
- Great Plains Quality Innovation Network
- Center for Rural Health
- Quality Health Associates of North Dakota

Partners

- Health Services Advisory Group (HSAG)
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Attachments

0/5 files

Drop files here to upload

or

Select Files

(Optional) You may upload a PDF of your event's agenda or brochure.

You did it! If you need to edit your event, see "STEP 6 – Edit Event" on page 5.

## STEP 6 – Edit Event

The screenshot shows a web application interface for managing events. On the left is a dark sidebar with navigation options: Dashboard, Events, Add Event, Event Categories, Profile, and Collapse menu. The main content area displays a list of events. A yellow callout box points to the 'edit' link in the event list, stating: "From the events screen, locate your event and select 'edit.' This will open the event and you may proceed editing." Another yellow callout box points to the 'trash' link, stating: "Click 'trash' to completely delete an event." The event list includes columns for Audiences, Organization Types, and Partner. One event listed is "NOHPEC Instruction Manual Training" with a partner of "Quality Health Associates of North Dakota".

From the events screen, locate your event and select "edit." This will open the event and you may proceed editing.

Click "trash" to completely delete an event.

### Additional Notes

- You can only edit your own events; you are not able to edit events added by another individual from your organization or from other organizations.
- If it is necessary for you to edit an event that you do not have access to, please click on the "Send Feedback" button on the home page and your request to access and the name of the event.
- Please use the "Send Feedback" for assistance or all other calendar requests.

HOW ARE WE DOING?

SEND FEEDBACK