UGA Health Fair Registration Process

All schools and health programs will need to complete online registration via the registration link: https://estore.uga.edu/C27063_ustores/web/store_main.jsp?STOREID=342

Representatives may pay via credit card or request an Invoice to pay by check by using promotional code HFCHECK after entering your registration information at checkout. Please see the Directions for Credit Card Payment and entering the Promocode for an Invoice below.

For Help with Registration or Billing Inquiries

Contact: Ms. Pamela Tolbert at ptolbert@uga.edu or (706)542-3694

To pay by credit card

For those that would like to pay by credit card follow these steps:

1. Click on the registration graphic to be taken to the shopping cart.

2. Click on the Add to Cart Button, to open the registration information page.
3. Complete the Registration Form and be sure to complete the required fields.

![Registration Form](image-url)
If multiple programs will be represented, which section would you like to be placed in? *

- Allopathic Medicine (MD)
- Osteopathic Medicine (DO)
- Dental
- Optometry
- Nursing
- Allied Health Programs; PA, PT, OT etc.
- Pharmacy
- MCAT
- Military
- Public Health
- Other Health Program

School Website:

(1,000 characters maximum)

A meal order form will be emailed to your primary contact in mid-February. *

Select One

I understand that by using promocode: HFCHECK I will receive an invoice for $175.00 *

Select One

Due to the administrative costs of hosting the Fair, no refunds will be issued. *

Select One
Be sure to check include my information in attendee list, so that your School, Health Programs and Website information show up on the Registered Health Programs List. No other information will appear on this page.

4. Click Continue to review your registration information.
5. Review your registration information in the shopping cart and scroll to the bottom of the page.
6. Click the **Checkout button** to go to the **Delivery Information** Page. You will not leave the login username and password text boxes blank and enter your e-mail address in the Contact Information Section.

7. Click the **Checkout as a Guest Button**.
8. On the Payment page enter your credit card information in the text boxes and click continue when you are ready to process your payment.
To Pay by Check and Request an Invoice

You will follow steps 1-5 to enter your registration information. At the bottom of the registration information page, you will enter HFCHECK in the Promotional Code Text Box and Click Apply and now you may click on the Checkout Button to Submit your Order.

When you hit the Apply button this will allow you to bypass the Payment Details Page for Credit Card information and will allow you to click the Checkout Button to submit your registration order form to Ms. Pamela Tolbert who will send an invoice to your Billing Contact within 3-5 business days. This will allow you to request a check from your school/college to pay the $175.00 fee.

REFUND/CANCELLATION POLICY FOR COVID-19 PANDEMIC

Please note that due to the COVID-19 Pandemic, the Pre-Professional Advising Office will provide a full refund in the amount of $175.00 should the event be cancelled or moved to a virtual online format. If the UGA Health Professions Fair is moved to an online format you will have the option to register at a reduced registration fee.

FOR HELP WITH ONLINE REGISTRATION OR BILLING INQUIRIES:
For assistance with completing the online registration process for the UGA Health Professions Fair, you may contact Ms. Pamela Tolbert at ptolbert@uga.edu or by phone at (706)542-3694. Please note you may need to leave a voice message with your name and contact information, so she may return your call. For a faster response, send her an email.