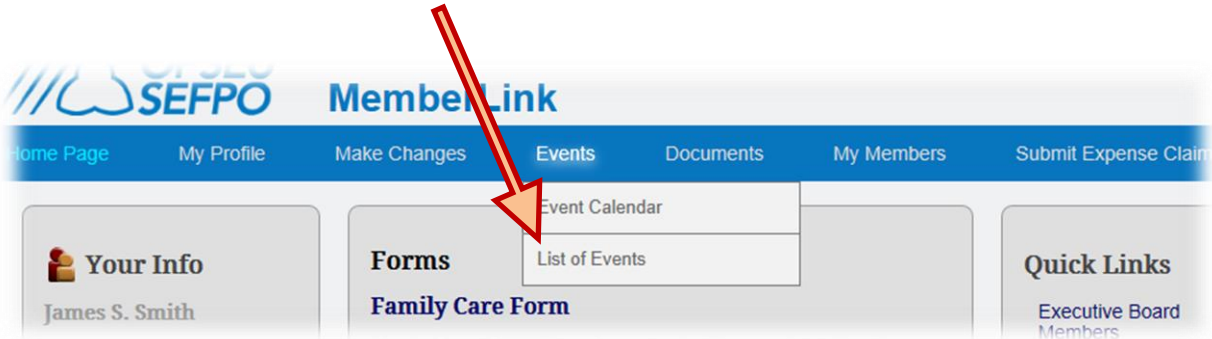


# Event Registration Tutorial

## Accessing the list of Events

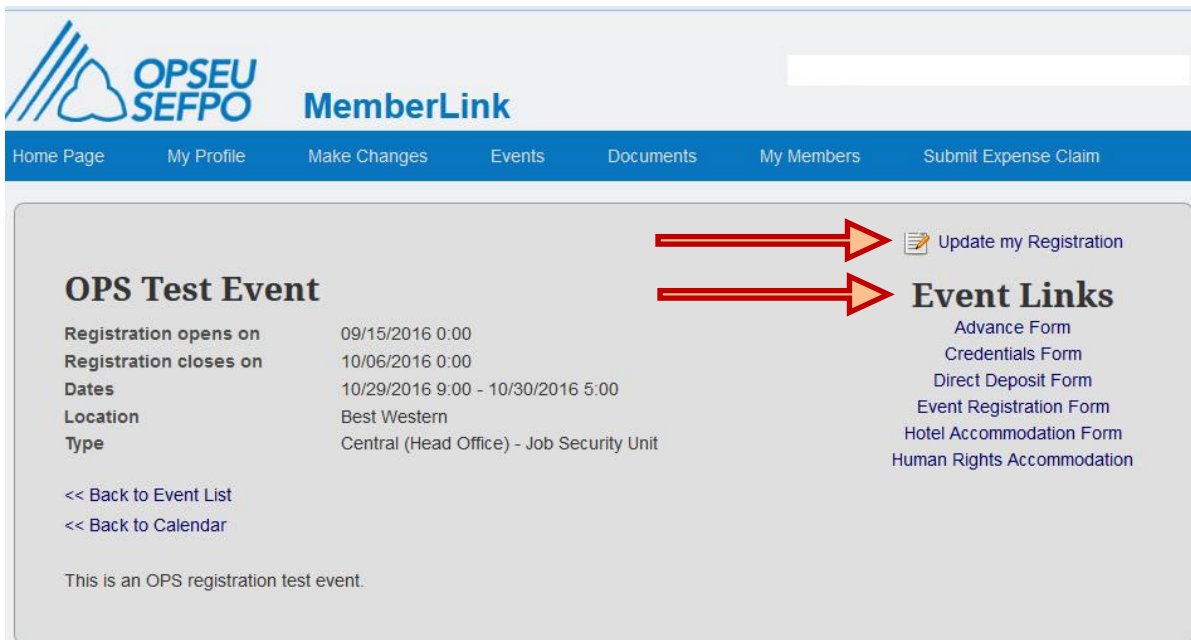
Once you have registered for the Member Portal and logged in, you can navigate to the Events menu and click to the "List of Events".



## Registered Events

Under the "Registered Events" section, you will see the events that OPSEU has registered you for. Find the event you want to review and click "Update My Registration" link on the right side of the event name. This will allow you to go over your registration details and update information as needed.

Below the "Update my Registration" is the "Event Links" which show forms related to the event.



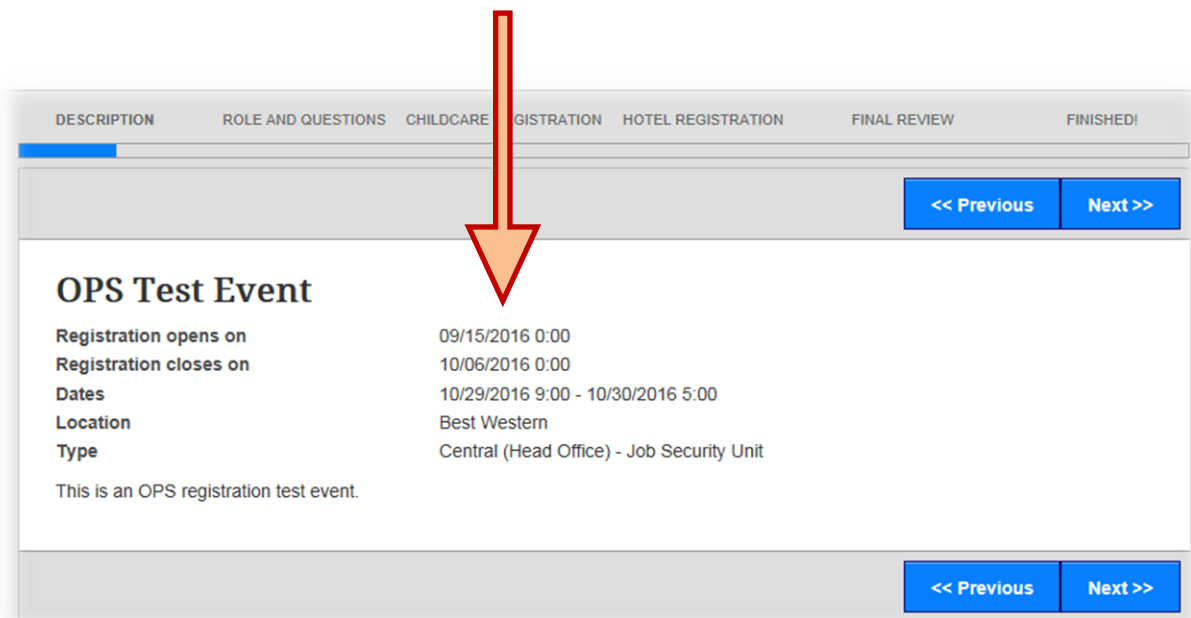
## Event Registration Process

After clicking “Update Registration” you will be shown the event description page.

### Event Description Page

On this page you are shown details about the event. Details include:

1. Registration opening date and time. (You are able to start online registration at this time)
2. Registration closing date and time. (Online registration for the event closes at this time)
3. Dates (Date(s) the event is held on)
4. Location (Location where the event will be held)
5. Type (Type of event)



The screenshot shows a web interface with a navigation bar at the top containing the following tabs: DESCRIPTION, ROLE AND QUESTIONS, CHILDCARE, REGISTRATION, HOTEL REGISTRATION, FINAL REVIEW, and FINISHED!. The 'DESCRIPTION' tab is currently selected and highlighted in blue. Below the navigation bar, there are two blue buttons: '<< Previous' and 'Next >>'. A large red arrow points from the top of the page down to the 'REGISTRATION' tab. The main content area displays the following information:

**OPS Test Event**

Registration opens on	09/15/2016 0:00
Registration closes on	10/06/2016 0:00
Dates	10/29/2016 9:00 - 10/30/2016 5:00
Location	Best Western
Type	Central (Head Office) - Job Security Unit

This is an OPS registration test event.

At the bottom of the page, there are two more blue buttons: '<< Previous' and 'Next >>'.

Click “Next” to go to the next page.

## Role and Questions

On this page you will be able to verify your “Role” and answer questions specific to your event. If you see that your role is not correct, or you have any other questions, you can contact your Event Planner.

**Role**  
Delegate

**Job**  
COMMUNITY LIVING ATIKOKAN

**Local**  
725

**Childcare Required?**  
Yes

**Hotel Required?**  
Yes

**Questions**

**1. Child Care**  
*By Date*  
 edit dates as needed  
Enter more information if necessary.

**2. Advance Requested & \$**  
  
Enter more information if necessary.

**3. Send Advance To:**  
Direct Deposit  
Enter more information if necessary.

Click “Next” to go to the next page.

## Childcare Registration




On this page you will be able to register your child(ren), if you require childcare accommodation. **You will only see this page if you indicated childcare was required on the previous page.** If you have registered for childcare at a previous event, this form may be pre-populated. On this page you will be able to do the following:

1. Add a new child
2. Edit child information
3. Delete a child from this list

### OPS Test Event

Registration opens on 09/15/2016 0:00  
Registration closes on 10/06/2016 0:00  
Dates 09/29/2016 - 09/30/2016  
Location Best Western  
Type Central (Head Office) - Job Security Unit

#### Childcare Registration

<a href="#">Add New</a> <b>1</b> 									
Parent Name	Local	First Name	Last Name	Date of Birth	Age	Medical Conditions / Allergies	Notes	<b>2</b> 	<b>3</b> 
	725 - Atikokan - LCBO-AF-Corr-Env-NA-CLAtikokan.A MR	Andrew	James	1999-09-30	17 Years	bees, dust	requires medication	<a href="#">Edit</a>	<a href="#">Delete</a>
	725 - Atikokan - LCBO-AF-Corr-Env-NA-CLAtikokan.A MR	Joshua	Smith	1990-02-16	26 Years	no known allergies	notes	<a href="#">Edit</a>	<a href="#">Delete</a>

[<< Previous](#) [Next >>](#)

Click "Next" to go to the next page.

## Adding a New Child

If you click “Add New”, you will be shown a screen with the following six fields, which will need to fill out.

1. Local
2. First Name
3. Last Name
4. Date of Birth
5. Medical Conditions / Allergies
6. Notes (any extra information you want to provide about your child)

**Childcare Registration**

Parent Name	James S. Smith		
Local	1 <input type="text"/>		
First Name*	2 <input type="text"/>	Last Name*	3 <input type="text"/>
Date of Birth*	4 <input type="text"/>	Age	<input type="text"/>
Medical Conditions / Allergies	5 <input type="text"/>		
Notes	6 <input type="text"/>		

Once all the fields have been filled out and you are ready to move to the next step. Click the “Save” button to add your child to the list.

After this information is complete, click “Next” to move to the next page.

## Hotel Registration

On this page you can register for the hotel, if you require a hotel room. There are five fields which will need to be filled out.

1. Arrival Date (Date you plan to check-in to your guestroom)
2. Departure Date (Date you plan to check-out from your guestroom)
3. Type of Room (Number of beds required)
4. Shared (Please check this if you will be sharing your room with a roommate)
5. Roommate Information (Please identify who your roommate is in this field with the first name, last name, local number, union number, phone number and email address ) \*this field will only be available if you select "Shared".

**Note:** OPSEU only covers hotel expenses on a shared basis unless you are entitled to a single room. If you require a human rights accommodation, please complete a Human Rights Accommodation Request Form

The screenshot shows a web-based registration form for the "OPS Test Event". The form is part of a multi-step process, with "HOTEL REGISTRATION" currently selected. The event details are as follows:

Registration opens on	09/15/2016 0:00
Registration closes on	10/06/2016 0:00
Dates	10/29/2016 9:00 - 10/30/2016 5:00
Location	Best Western
Type	Central (Head Office) - Job Security Unit

The "Hotel Registration" section contains the following fields:

- Arrival Date\*** (1): 2016-10-29
- Departure Date\*** (2): 2016-10-30
- Type of Room\*** (3): Two Beds
- Shared** (4):
- Roommate Information** (5): A large text area for providing roommate details.
- Number of Children** (4): 4

Navigation buttons for "<< Previous" and "Next >>" are located at the top right and bottom right of the form.

Click "Next" to move on to the next page.

## Final review

On this page you will be shown all of your answers. Please review them carefully and if you need to change anything you can click the “Previous” button. Otherwise, if everything is accurate, you can click the “Submit” button.

The screenshot displays a web interface for a final review of an event registration. At the top, there is a navigation bar with tabs: DESCRIPTION, ROLE AND QUESTIONS, CHILDCARE REGISTRATION, HOTEL REGISTRATION, FINAL REVIEW (selected), and FINISHED!. Below the navigation bar are two buttons: '<< Previous' and 'Submit >>'. The main content area is titled 'OPS Test Event' and contains the following information:

Registration opens on	09/15/2016 0:00
Registration closes on	10/06/2016 0:00
Dates	09/29/2016 - 09/30/2016
Location	Best Western
Type	Central (Head Office) - Job Security Unit

This is your last chance to review your registration before submitting it. Please look over what you have chosen and make sure it is correct.

**Role**  
Delegate

**Job**  
Community Living Atikokan

**Local**  
725

**Questions**

1. Child Care  
(no answer given)
2. Advance Requested & \$  
(no answer given)
3. Send Advance To:  
(no answer given)
4. Time off Letter Requested  
(no answer given)

At the bottom of the page, there are two buttons: '<< Previous' and 'Submit >>'. A large red arrow points downwards from the right side of the page towards the 'Submit >>' button.

Congratulations! You have registered for the event. You will be sent a confirmation e-mail with the details of your online registration. If you require an advance or human right accommodation please find the appropriate forms to be downloaded in the top right corner of the confirmation page under “Event Link”.

Please keep in mind you are able to edit your information until the closing date, which is specified in the event description. Instructions on how to do this are located on page one.

If you have any questions or concerns, please feel free to contact your Event Planner.