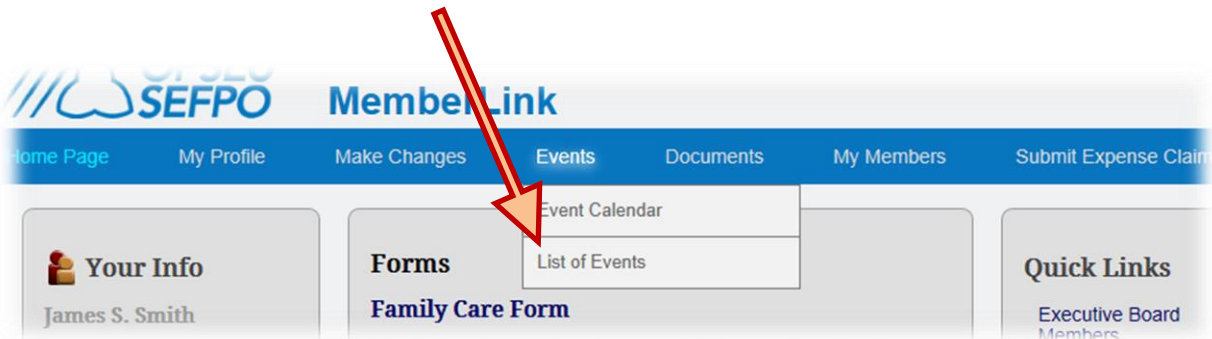


Event Registration Tutorial

Accessing the list of Events

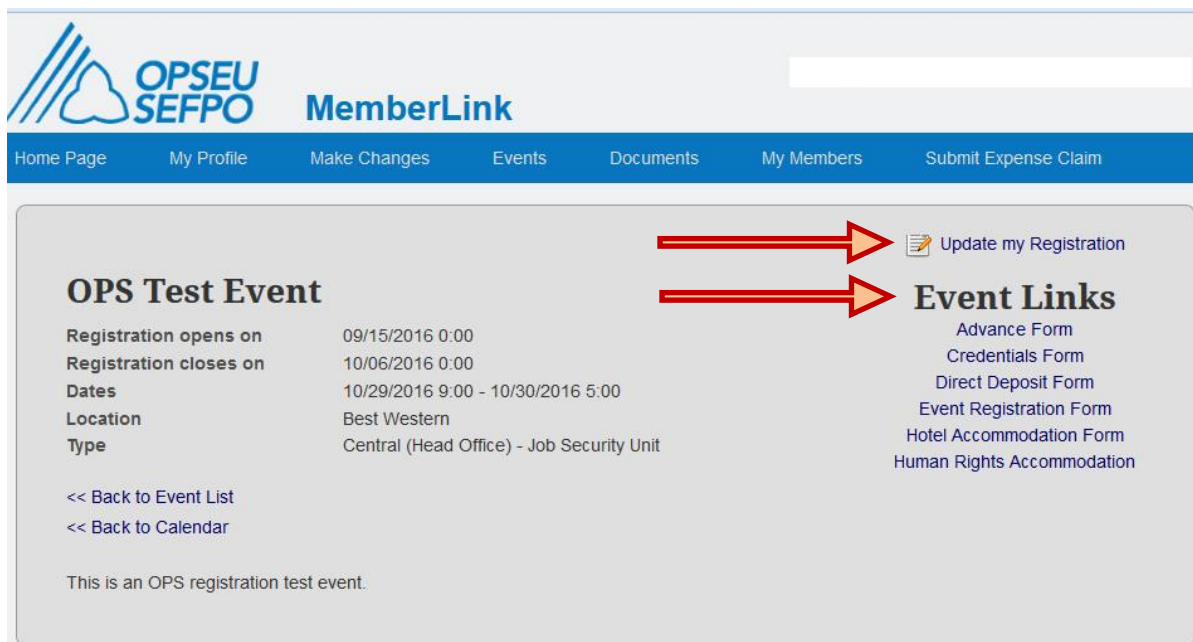
Once you have registered for the Member Portal and logged in, you can navigate to the Events menu and click to the “List of Events”.



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.



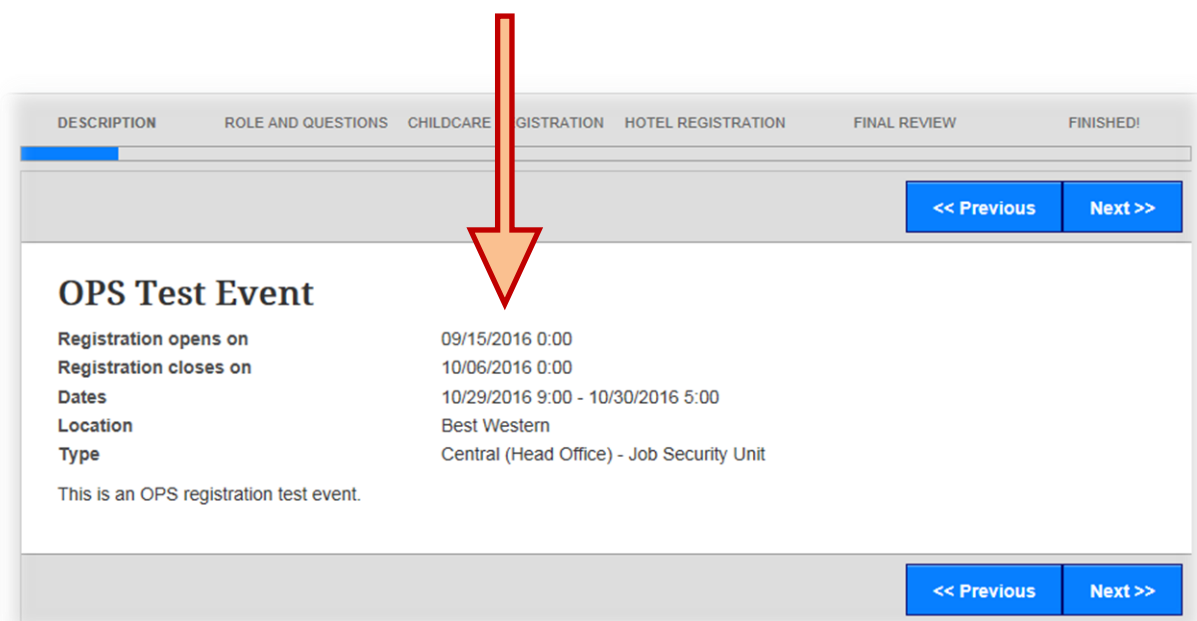
Event Registration Process

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 for an event registration process. At the top, there is a horizontal navigation bar with 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 'Next >>' button. The main content area displays the event details for 'OPS Test Event'.

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 content area, 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.

3

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

[Add New](#) **1** 

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

[<< 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)

The screenshot shows a web form titled "Childcare Registration". It contains several input fields, some of which are highlighted with red boxes and numbered 1 through 6 to correspond with the list above. Field 1 is a dropdown menu labeled "Local". Field 2 is a text input field labeled "First Name*". Field 3 is a text input field labeled "Last Name*". Field 4 is a text input field labeled "Date of Birth*". Field 5 is a large text area labeled "Medical Conditions / Allergies". Field 6 is a text input field labeled "Notes". At the bottom right of the form are two buttons: "Save" (in blue) and "Cancel" (in grey). A red arrow points upwards towards the "Save" button.

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

DESCRIPTION

ROLE AND QUESTIONS

CHILDCARE REGISTRATION

HOTEL REGISTRATION

FINAL REVIEW

FINISHED!

<< Previous

Next >>

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

Hotel Registration

Arrival Date* 1

2016-10-29

Departure Date* 2

2016-10-30

Type of Room* 3

Two Beds

☒ Shared 4

Please identify who your roommate is, otherwise a single room will be reserved on your behalf. Please provide the first name, last name, local code, union number, phone number and e-mail address of your roommate.

Roommate Information 5

Number of Children 4

<< Previous

Next >>

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 the 'Final Review' stage of an event registration. At the top, a navigation bar includes links for 'DESCRIPTION', 'ROLE AND QUESTIONS', 'CHILDCARE REGISTRATION', 'HOTEL REGISTRATION', 'FINAL REVIEW' (which is highlighted), and 'FINISHED!'. Below this 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

Below this information is a note: '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.'

The registration details are organized into sections:

- 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 form, there are two buttons: '<< Previous' and 'Submit >>'. A large red arrow is superimposed on the right side of the form, pointing downwards 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.