

PD WEEK GROUP REGISTRATION PROCESS

1. Login at <https://www.fmi-igf.ca/login/login>

2. Click the “Group Registration” button to the right of the screen to go to the “Group Attendees” screen

Logged in as Frank Hodgson [13530] - fmi*igf

3. Click "+Add attendee"

Logged in as Frank Hodgson [13530] - fmi*igf

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Group Attendees for: Administrative Tribunals Support Service of Canada - G01

+ Add Attendee

Attendees Pending Finalization

Select	Change	Name	Date	Stream	Change	Delete
<input type="checkbox"/>		[REDACTED]	2018-11-19	Innovation and Experimentation		
			2018-11-20	Economic Update		
			2018-11-21	Hot Topics		
			2018-11-22	Resource Management		
			2018-11-23	Mobilizing People		
<input type="checkbox"/>		[REDACTED]	2018-11-19	Internal Audit		
			2018-11-20	Economic Update		

Tip: Cost Centers
Do you need your invoices to reflect more than one cost center? Select all the attendees that are in the same cost center and process them at the same time!

4. Select a participant on your list of previous attendees (you can search for each person's name in the box on the right), indicate which stream(s) this person will be attending and click "Continue" at the bottom. Repeat as necessary.

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Select Attendees

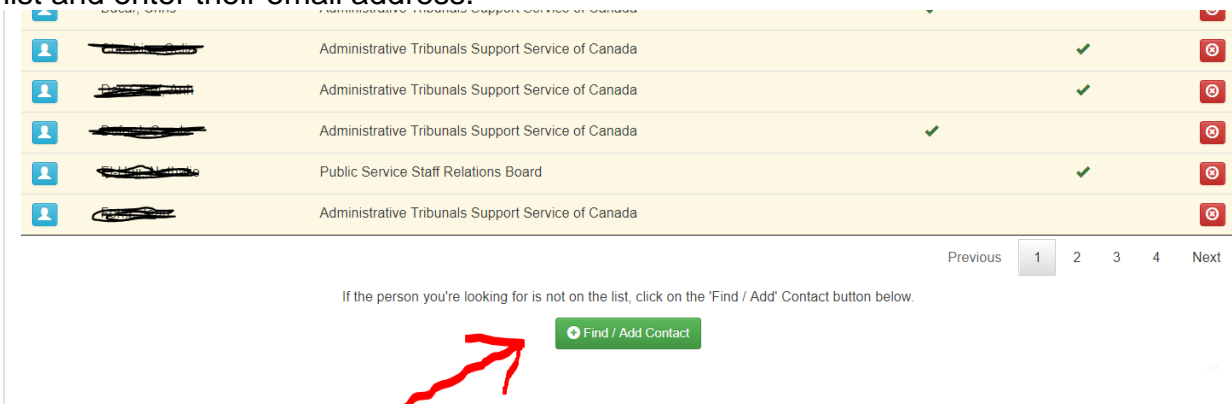
Below is a list of people for whom you have made purchases for in the past. Click on the button beside their name to purchase for them again.

Show entries

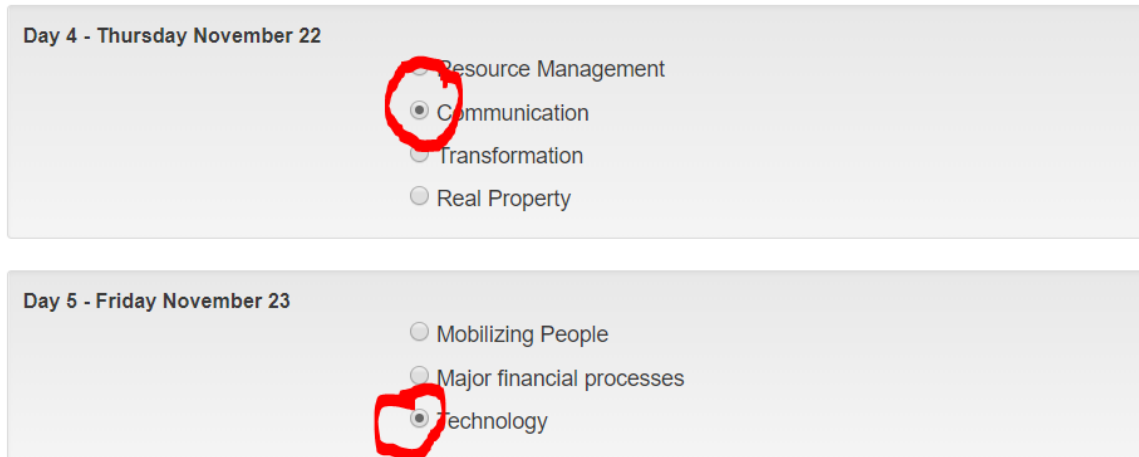
Search:

Name	Organization	Pending	Registered	
[REDACTED]	Public Service Staff Relations Board		<input checked="" type="checkbox"/>	
[REDACTED]	Public Service Staff Relations Board		<input checked="" type="checkbox"/>	
[REDACTED]	Administrative Tribunals Support Service of Canada			
[REDACTED]	Administrative Tribunals Support Service of Canada			
[REDACTED]	Administrative Tribunals Support Service of Canada	<input checked="" type="checkbox"/>		
[REDACTED]	Administrative Tribunals Support Service of Canada		<input checked="" type="checkbox"/>	

5. For participants that are not on your list, click “Find/Add Contact” at the bottom of the list and enter their email address.



6. If the person already has a profile in our system, simply enter their stream and click “Continue” at the bottom. If the person is not in our system, create an account for them and click “Register” and enter their stream and click “Continue” at the bottom. Repeat as necessary using the “+Add attendee” button until your group is complete.



7. Create your invoice: Click “Select” to the left of each person you want on the invoice, then click “\$ Process Selected Attendees.”

Attendees Pending Finalization

Select	Change	Name	Date	Stream	Change	Delete
<input type="checkbox"/>		XXXXXXXXXX	2018-11-19	Innovation and Experimentation		
			2018-11-20	Economic Update		
			2018-11-21	Hot Topics		
			2018-11-22	Resource Management		
			2018-11-23	Mobilizing People		
<input type="checkbox"/>		XXXXXXXXXX	2018-11-19	Internal Audit		
			2018-11-20	Economic Update		
<input checked="" type="checkbox"/>		Frank Hodgson	2018-11-19	Women and Diversity		
			2018-11-22	Communication		
			2018-11-23	Technology		

Tip: Cost Centers
Do you need your invoices to reflect more than one cost center? Select all attendees that are in the same cost center and process them at the same time!

Click on the checkboxes above to select the attendees you want to process at this time then click process.

Please note: To be eligible for the Group Rate, you must register at least 2 employees for a combined total of 6 or more days.

8. Select “Pay now with credit card” OR “Invoice me” and “Process invoice” to print your invoice or save it to your computer. To create/pay a second invoice, go back into your account, click “My Account,” then “Group Registration,” and process the invoice you wish to pay. You can also go there to add participants, make changes, etc.

Customer Order

Billing Info

fmi*igt
Frank Hodgson
10 Rue Marie Bernard
Gatineau, QC, J9T3G3

Invoice Items

Description	Qty	Price	Total
Early-Bird Registration, 1 Day Pass for XXXXXXXXXX	1	\$ 390.00	\$ 390.00
Early-Bird Registration, 1 Day Pass for XXXXXXXXXX	1	\$ 390.00	\$ 390.00
Early-Bird Registration, 1 Day Pass for Frank Hodgson	1	\$ 390.00	\$ 390.00

Sub Total	\$	1,170.00
PST	\$	116.71
GST	\$	58.50
HST	\$	0.00
Total Due	\$	1,345.21

Payment Info

Select Payment Type

Pay Now with Credit Card
Invoice Me

9. The participants you registered and processed an invoice for will receive a confirmation email. They will be asked to update some details in their profile (like food preferences).
10. Participants (whether registered individually or through a group) must pick up their registration package (badge, etc.) and present ID at the registration desk on the main floor of the Hilton Conference Centre in the Jardin room on the first day they are registered to attend. The registration desk will open daily at 7:30 a.m.

Additional Notes







✓ You can log in any time to pay an invoice (use “My invoices” and the green “\$” button, then enter credit card information).

My Events

My Courses

My Invoices


Outstanding
Paid


		12544	PD Week 2018	\$	1,345.21
		12545	PD Week 2018	\$	448.40
		12546	PD Week 2018	\$	448.40

✓ You can complete the registration process in one or more sessions. Your data is saved at log out.

✓ Any additional registrants qualify for the group rate if the criteria is met (2 people, minimum 6 days total).

✓ Once Group Registration is finalized and invoiced, the group coordinator can make changes to registrations, such as change streams or substitute participants, until Wednesday, Nov. 7:

✓ Log in, click “Group Registration,” then one of the two blue “Change”  buttons;

 beside the name of the person you wish to make a substitution (enter another person as a replacement);

 to the right of the Stream name to change that person’s stream.

Deadlines

Monday, Oct. 15: Early bird registration.

Monday, Oct. 15: Registration cancellation.

Wednesday, Nov. 7: Last day to change participants' streams and for delegate substitutions.