## PD WEEK GROUP REGISTRATION PROCESS

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

<u> </u>					I FRANCA	IS   🖋 SIGN UP   LOGIN
fmi#igf				COURSES	EVENTS	CONTACT US
	fmi*igf l	Logir	1			
	Create a Profile		Lo	gin		
	First time user? Enter your Email to begin.		Enter your Email address	s and password to sign in		
	Email		frank.hodgson@fmi.	са		
	Sign Up					
			Lo	igin		
		For	got your Password	?		
		no wo	orries, click here to reset y	our password.		
	If you believe you should be in our database ar	nd have a	any problems retrieving yo	our password,		
	please give us a call at 613-56 This system will send confirmation ema	69-1158 ( ills from <b>i</b>	9:00am - 5:00pm EST) nawiremonitor@inawire	com		
	Please add this email addre	ess to yo	ur Friends/Safe list.			

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<sup>H</sup>igf

	🔘 FRANCAIS   💄 MY ACCOUNT   L
fmi <b></b> igf	COURSES EVENTS CONTACT
/elcome	
My Events My Upcoming My Past PDWeek Certificates	PD Week Group Managemen You are a group manager for: • Administrative Tribunals Sup Service of Canada
Event Name         Date           You are not Registered for any Events         Date	Group Registrati
My Courses	Frank Hodgson
My Invoices	fmi*igf Address:
My Memberships	10 Rue Marie Bernard, Gatineau, Quebec J9T3G3 Meal Selection: Regular meal with meat Language Preference: English

## 3. Click "+Add attendee"

Logged in as F	Frank Hodgson	[13530] - fmi*igf				@ FRANCAIS	MY ACCOUN	T   LOGOUT
fmi	<b>⊭ig</b> f			C	COURSES	EVENTS	CONT	ACT US
Group Atte	endees for: A	Administrative Tribunals Support S	ervice of Canad	da - G01				
			+ Add J	Attendee				
Attende	es Pendi	ng Finalization						
Select	Change	Name	Date	Stream			Change	Delete
	1	- Chaine Cartan	2018-11-19	Innovation and Experimentation			C	×
			2018-11-20	Economic Update			C	
			2018-11-21	Hot Topics			C	
			2018-11-22	Resource Management			C	
			2018-11-23	Mobilizing People			C	
			2018-11-19	Internal Audit			C	×
			2018-11-20	Economic Update			3	
		ゆ Tip: Cost Centers Do you need your invoices to reflect more th process them at the same time!	nan one cost center?	Select all the attendees that are in the s	ame cost cente	r and		

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.

Logged in	as <b>Frank Hodgson</b> [13530] - fmi*igf			
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Oalaat	Attace de a a			
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.	$\mathbf{\Sigma}$	
Show 10	• entries		Search:	
			1	
	Name	Organization Pendi	ng Reç	jistered
	Name	Organization     Pendia       Public Service Staff Relations Board     Image: Comparison of the service staff relation of the ser	ng Reç	jistered
		Organization     Pendia       Public Service Staff Relations Board     Public Service Staff Relations Board	ng Reg	yistered ✓  ③ ✓  ③
	Name	Organization     Pendid       Public Service Staff Relations Board     Public Service Staff Relations Board       Public Service Staff Relations Board     Public Service Staff Relations Board       Administrative Tribunals Support Service of Canada     Public Service Staff Relations Service Staff Relations Board	ng Reg	jistered
	Name	Organization     Pendit       Public Service Staff Relations Board     Image: Staff Relations Board       Public Service Staff Relations Board     Image: Staff Relations Board       Administrative Tribunals Support Service of Canada     Image: Staff Relations Board	ng Reg	jistered
	Name  Autochat, Autochat  Autochat, Autochat  Autochat	Organization     Pendit       Public Service Staff Relations Board     Public Service Staff Relations Board       Public Service Staff Relations Board     Public Service of Canada       Administrative Tribunals Support Service of Canada     Public Service of Canada       Administrative Tribunals Support Service of Canada     Public Service of Canada	ng Reg	jistered

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

Bacar, onno		•					
Circuition Declino	Administrative Tribunals Support Service of Canada			~			8
Dem Caller Courts	Administrative Tribunals Support Service of Canada			~			8
	Administrative Tribunals Support Service of Canada	×					8
	Public Service Staff Relations Board			~			8
	Administrative Tribunals Support Service of Canada						8
		Previous	1	2	3	4	Next
	If the person you're looking for is not on the list, click on the 'Find / Add' Contact button below.						
	Find / Add Contact						

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.

Day 4 - Thursday November 22	
Resource Management	
Communication	
Transformation	
Real Property	
Day 5 - Friday November 23	
O Mobilizing People	
Major financial processes	
Technology	
Continue KReturn	

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



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.



- 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).
- Participants (whether registered individually or through a group) must pick up their 10. 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**

 $\checkmark$  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	

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

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

 $\checkmark$  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:

 $\checkmark$  Log in, click "Group Registration," then one of the two blue "Change"  $\square$  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.