



REGISTRATION / PURCHASE GUIDE

This step-by-step guide has been developed to assist you in completing your group registration with an easy-to-follow process.

Please note, the same registration process applies for individual registrations.

If at any point you need assistance, please feel free to reach out to our registration team at: registrar@fmi.ca, or call Thera Pritchard at 613-569-1158 ext. 205.

When registering, you are not required to enter your attendees' information in one step. You can start the registration process, purchase the number of passes that you desire, and return to your account to finish assigning the passes before the deadline date of **October 31st, 2025**.

IMPORTANT DEADLINES:

The last day to cancel your registration and receive a full refund is **September 30th, 2025**

The last day to assign passes, transfer passes or add/change session* day(s) is **October 31st, 2025**.
There will be no changes to passes after this date.

**Session day selections are subject to availability for in-person type pass options.*

Follow these steps to register at pdweek.ca:

- A- Enter your email on the REGISTRATION PAGE (page 2)**
- B- Select your PASS TYPES (page 4)**
- C- Assigning session day(s) and TBDs (page 4)**
- D- Review your REGISTRATION SUMMARY (page 6)**
- E- Complete your payment on the CHECKOUT PAGE (page 7)**
- F- Log into your PERSONAL ACCOUNT (page 8)**
- G- View your REGISTRATIONS (page 9)**
- H- ASSIGN YOUR REMAINING PASSES BY October 31st, 2025! (page 10)**

BEFORE starting the registration process, please ensure you are disconnected from VPN. Failure to do so will limit the functionality in the site and may result in losing completed work.

A- Enter your email on the REGISTRATION PAGE

On the registration page, you will see the event title, date, event details, and at the bottom, the registration area.

The first field in the registration area is for the purchaser (1).

The purchaser is the one who receives the invoice or receipt, and their information will be included at the top of the invoice.

The purchaser can be a group coordinator (who registers multiple attendees) or an individual who registers themselves for the event.

(1) If you are a group coordinator, be sure to enter your email address in this field, do not enter the attendee's email.

(2) If there is someone other than yourself who also needs to receive a copy of the invoice by email – simply enter their email in this field.

Click **'Continue'** to proceed.

If your email is already in our system, you will automatically be taken to the next registration page where you select your pass type, and number of tickets.

Registration

To register yourself or a third party (group), please enter your e-mail address to begin the registration process. (You will be the primary registrant and your name will appear on the invoice/receipt as the payer). All attendees will receive a confirmation email.

Should you not be able to complete the registration process in one sitting, any information you have entered will be saved and your registration will continue from where you left off when you return. Your contact information will be kept on file.

Purchaser E-mail:

thera.pritchard@fmi.ca

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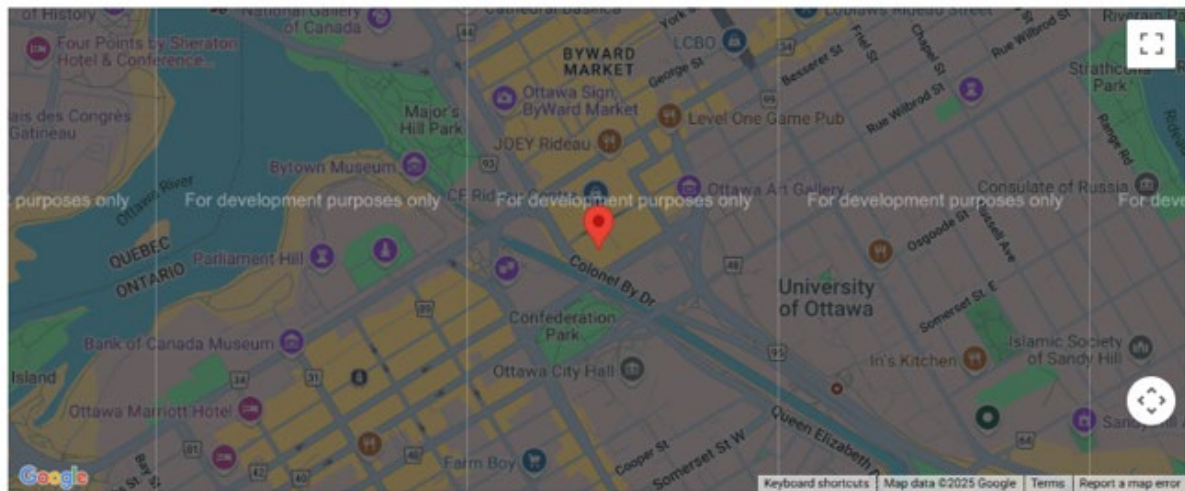
If someone other than yourself is to receive an invoice for this purchase, please provide the email below:

2

Have a promotional code? Enter it here.

Promotional Code

Continue



fmi | igf

B- Select your PASS TYPES

Scroll down the page and you will see the two pass types for PD Week.

- In-Person with On-Demand
- On-Demand Only

**** On-Demand provides online access to the recordings of the PD Week presentations following the event.**

Please note that there is no virtual or live streaming for PD Week.

On-demand recordings are available to access for a period of three months;

Monday, November 24th, 2025 – Friday, February 27th, 2026

5 1 DAY On-Demand Only

1 \$549.00 each.

2 n-Demand Only

3 \$1040.00 each.

4

5

6 n-Demand Only

7 \$1470.00 each.

8

9

10 ESS On-Demand Only

11 \$1884.00 each.

12

13

14

Group discounts:
Save an additional \$50 per person when you order 5 or more passes.

You only need to identify the quantity of passes you are purchasing. You do not need to provide any specific attendee information at time of purchase as you will be able to assign passes in your personal account until **October 31, 2025**; subject to availability.

For this example, let's say I want to register three people for the 1 day On-Demand Only option.

Hover over and select the number of tickets you would like to purchase. In this case I want to purchase three tickets **(5)**.

You can select passes of any combination across all pass types.

Note: You can select up to a maximum of 500 tickets at a time.

Once you have selected your total number of passes from the dropdown **(5)** the system will display a pass record for each.

C- Assigning session day(s) and TBDs

These are the session day themes for PD Week 2025:

Day 1 - Tuesday, November 18 Strategic Thinking and Financial Insight		Day 2 - Wednesday, November 19 Strengthening Collaboration in Financial Management
Thursday, November 20 Driving Innovation and Delivering Results		Friday, November 21 Empowering Personal and Professional Development

1 DAY On-Demand Only

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Attendee #1:

First Name* Thera
Last Name* Pritchard
E-mail Address* Thera.Pritchard@fmi.ca
Title*
Company* FMI
City* Ottawa
Registration Coordinator
Telephone
613-569-1158
Food Allergies

Sessions

Nov 18, 2025 : 7:40 AM - Tuesday - Hot Topics
 Nov 19, 2025 : 7:40 AM - Wednesday - Excellence and Evolution
 Nov 20, 2025 : 7:40 AM - Thursday - Technology and Innovation
 Nov 21, 2025 : 7:40 AM - Friday - Mobilizing People
 Send Calendar Invite

Attendee #2:

First Name* TBD
Last Name* TBD
Title* TBD
Company* TBD
Telephone
Food Allergies

Sessions

Nov 18, 2025 : 7:40 AM - Tuesday - Hot Topics
 Nov 19, 2025 : 7:40 AM - Wednesday - Excellence and Evolution
 Nov 20, 2025 : 7:40 AM - Thursday - Technology and Innovation
 Nov 21, 2025 : 7:40 AM - Friday - Mobilizing People
 Send Calendar Invite

Attendee #3:

First Name* TBD
Last Name* TBD
Title* TBD
Company* TBD
Telephone
Food Allergies

Sessions

Nov 18, 2025 : 7:40 AM - Tuesday - Hot Topics
 Nov 19, 2025 : 7:40 AM - Wednesday - Excellence and Evolution
 Nov 20, 2025 : 7:40 AM - Thursday - Technology and Innovation
 Nov 21, 2025 : 7:40 AM - Friday - Mobilizing People
 Send Calendar Invite

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YOU MUST SELECT ALL SESSION DAY(S) for each ticket by no later than October 31, 2025 – Subject to Availability.

Session day(s) can be selected by the purchaser or by the attendee when they log into their FMI account. Choose the number of session day(s) that correspond with your pass type. The system will alert you if you have not selected a session day, or if you have not chosen the correct number of session day(s).

Notice, that by default, after you select the number of tickets you want to purchase, your name and email will automatically populate the first attendee field (6). Our system will always add the purchaser's information (1) as the first attendee.

IF YOU ARE NOT ATTENDING the event, you must change the first attendee fields to another name/email or to TBD in capital letters otherwise you will be registered as an attendee.

At this point, you can assign any session day(s) to attend for each attendee to proceed with your order (7). If you enter an email address, you must assign a session day for that person. The day choice can be changed later by you, or the attendee themselves in your/their own profile in your/their personal account.

Remember that you must select the appropriate number of session day(s). This is based on your pass type. (ie. – for a 3 day On-Demand pass you will need to select 3 session day(s). In this case, select one session day per attendee. If you make a mistake, the system will alert you to select the appropriate amount.

Notice that all other fields (other than first attendee) have been set to **TBD (8)** by default. If your attendee information is not readily available or you are unsure of who is attending, you may enter TBD into the fields. (It must be TBD (in capital letters) and no other text).

TBD

You can proceed with the registration using TBD. After completing the registration, you will be able to log into your personal account and assign the TBD fields to the proper attendee. (*See the last section of this guide*).

For the TBD fields, you DO NOT need to select the session day(s). After the registration is completed, you or your attendee will also be able to select their session day(s). Day selection can be changed by logging into your FMI account up until the session* day change deadline – October 31st, 2025 – Subject to availability.

**Session day selections are subject to availability for in-person type pass options.*

Of course, if you know who will be attending, go ahead and enter the information at this point. Everyone whose email is entered will receive an event registration notification email.

Click 'Continue' to proceed to the Order Summary Page.

D- Review your REGISTRATION SUMMARY

Make sure you scroll further down the Order Summary page to review your registration details before completing your registration!

Review your Registration

PD WEEK 2025

Date: November 18, 2025 - November 21, 2025

Location: Rogers Centre, 55 Colonel By Dr Ottawa ON

Profile Information

Name: Thera Pritchard

Company Name: FMI

E-mail: Thera.Pritchard@fmi.ca

1 DAY On-Demand Only

(3 Attendees)

Attendee

Name: Thera Pritchard

Company Name: FMI

E-mail: Thera.Pritchard@fmi.ca

Attendee

Name: TBD TBD

Company Name: TBD

E-mail: TBD

Sessions

Nov 19, 2025 (7:40 AM -) - Wednesday - Excellence and Evolution

Attendee

Name: TBD TBD

Company Name: TBD

E-mail: TBD

At the bottom of the Order Summary page the event details, the purchaser information, pass type and details on the attendee and selected session day(s) appear **(9)**.

Note that some of the attendee information is still set to TBD, which is fine, as the Purchaser, you can assign that later in your personal profile. *(The attendee will also be able to log into their personal account and select their session day(s)).*

Those attendees whose email address were provided during registration will get an event confirmation email, informing them that they have been registered for PD Week and providing them with their pass type and session day details. *This confirmation email will also inform them on how to log into their personal profile.*

The last date to assign your passes or add/change session* day(s) is **October 31st, 2025** – Subject to availability. There will be no changes to passes after that date.

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E- Complete your payment on the CHECKOUT PAGE

Order Summary

Please ensure the accuracy of the information on your order, or use the "back" button below to edit your order.

Description	Purchaser	Unit Price	Quantity	Price
4 DAYS In-Person Only	Jill Peters	\$-----	2	\$-----
1 DAY In-Person with On-Demand	Jill Peters	\$-----	3	\$-----
ALL ACCESS On-Demand Only	Jill Peters	\$-----	1	\$-----
Global Discount	Jill Peters	-\$50.00	6	-\$300.00
Sub Total				\$-----
HST				\$-----
Total (CAD)				\$-----

GST/HST# 12215 2358 RT0001.

Payment Information

Mode of payment *

Credit Card Invoice

Selecting cheque and clicking continue will generate an invoice on your screen with mailing instructions. A copy of the receipt or invoice will also be sent to your e-mail.

P.O.Number:

Your payment will be processed when you click the "Complete Registration" button.

Name on Card *

Credit Card Number *

Expiry Date *

MM YYYY

Security code *

Your payment will be processed when you click the "Complete Registration" button.

Please review information below to ensure its accuracy.

Please note that all credit card transactions will be processed immediately and will appear in your next credit card statement.

VISA **MasterCard** **Moneris SOLUTIONS**

Secure Online Transaction: You will receive an immediate confirmation of your transaction once it is processed.

Selecting cheque and clicking continue will generate an invoice on your screen with mailing instructions.

A copy of your credit card receipt or invoice will also be sent to your registration e-mail.

The **Order Summary** displays the information for your registration: the number of tickets purchased, the pass types and total amount charged.

If you have an order of 5+ passes your discount per pass will be reflected on the Order Summary and the Invoice/Receipt, as a global discount.

The **Payment Information section (10)** provides different payment methods for your convenience. Simply select the mode of payment – credit card or invoice, and the system will provide the fields needed to complete the payment step.

You can use the **Back** button provided to go back to the pass selection page to make any necessary changes.

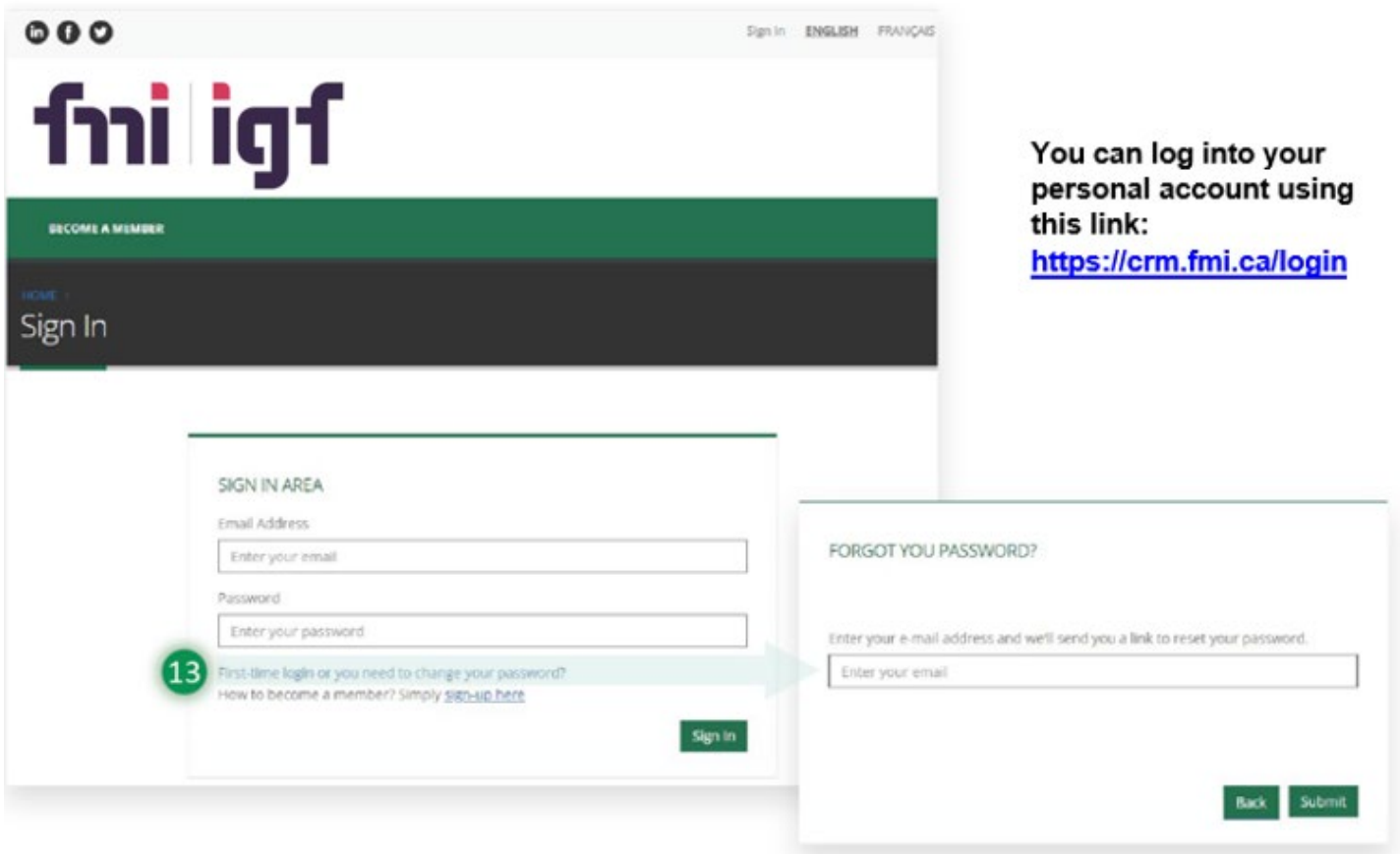
When you are ready, click on **Complete Registration (11)** to finish the registration process.

The invoice is emailed to you as the purchaser and is also available to view and download in your personal profile page. If you have entered a second email address on the first registration page (2), that person will also receive a copy of the invoice with complete registration details.

IMPORTANT: The last date to cancel your registration and receive a full refund is **September 30th, 2025**

If you have requested an invoice and then decide that you would like to switch and to pay by credit card, please send an email to registrar@fmi.ca and they will be able to facilitate payment by credit card.

F- Log into your PERSONAL ACCOUNT



The image shows a screenshot of the fmi igf website's login page. At the top, there are social media icons for LinkedIn, Facebook, and Twitter, along with language options for 'ENGLISH' and 'FRANÇAIS'. The main header features the 'fmi igf' logo and a 'BECOME A MEMBER' button. Below this is a 'Sign In' section with a 'SIGN IN AREA' containing fields for 'Email Address' and 'Password', and a 'Sign in' button. A callout box labeled '13' points to a link: 'First-time logins or you need to change your password? How to become a member? Simply [sign-up here](#)'. To the right, a separate callout box titled 'FORGOT YOUR PASSWORD?' contains the text 'Enter your e-mail address and we'll send you a link to reset your password.' and an 'Enter your email' field, with 'Back' and 'Submit' buttons below it. To the right of the main screenshot, text reads: 'You can log into your personal account using this link: <https://crm.fmi.ca/login>'.

Once you have completed purchasing passes through our event registration page, you have the option to access your registration details via your personal profile page on the fmi*igf website.

Please login to your personal account using this link: <https://crm.fmi.ca/login>.

This is the login page for everyone, whether you are a Group Coordinator or an attendee. You both can log into your personal account and see your registration(s) and profile information.

If you are logging in for the first time in this portal, you need to reset your password before proceeding to access your profile. Otherwise, it prompts you with an error.

To do this, click on **'First-time login or you need to change your password?' (13)**.

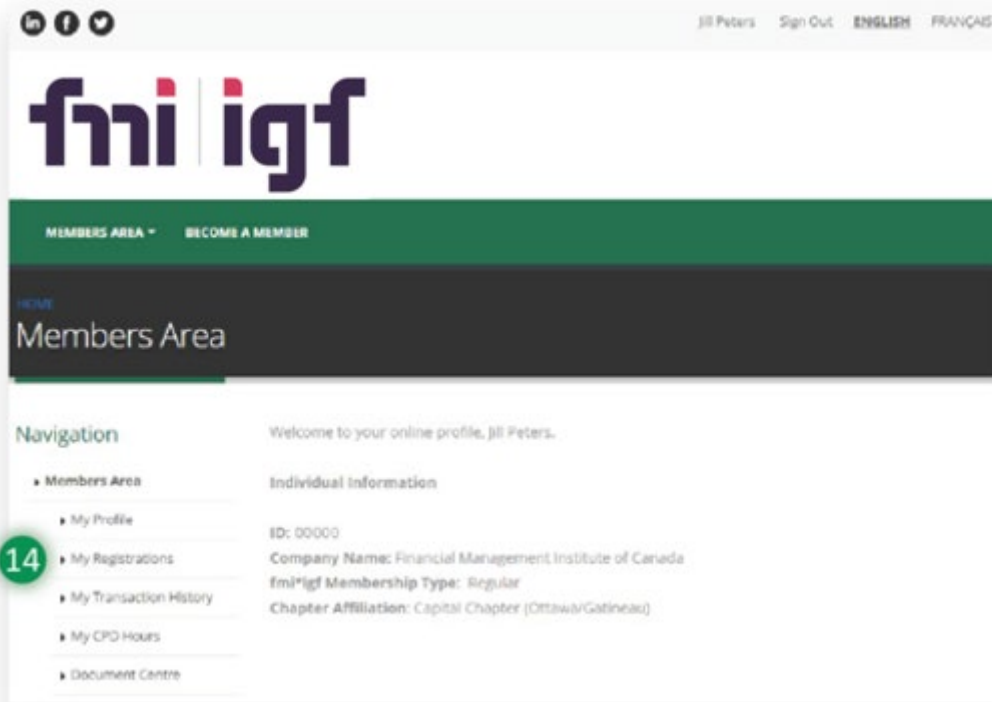
Use this same link to reset your password. Once you click on the link, enter your email address (the same one you used on your PD Week registration page **(1)**). You will then receive an email with a link to reset your password.

G- View your REGISTRATIONS

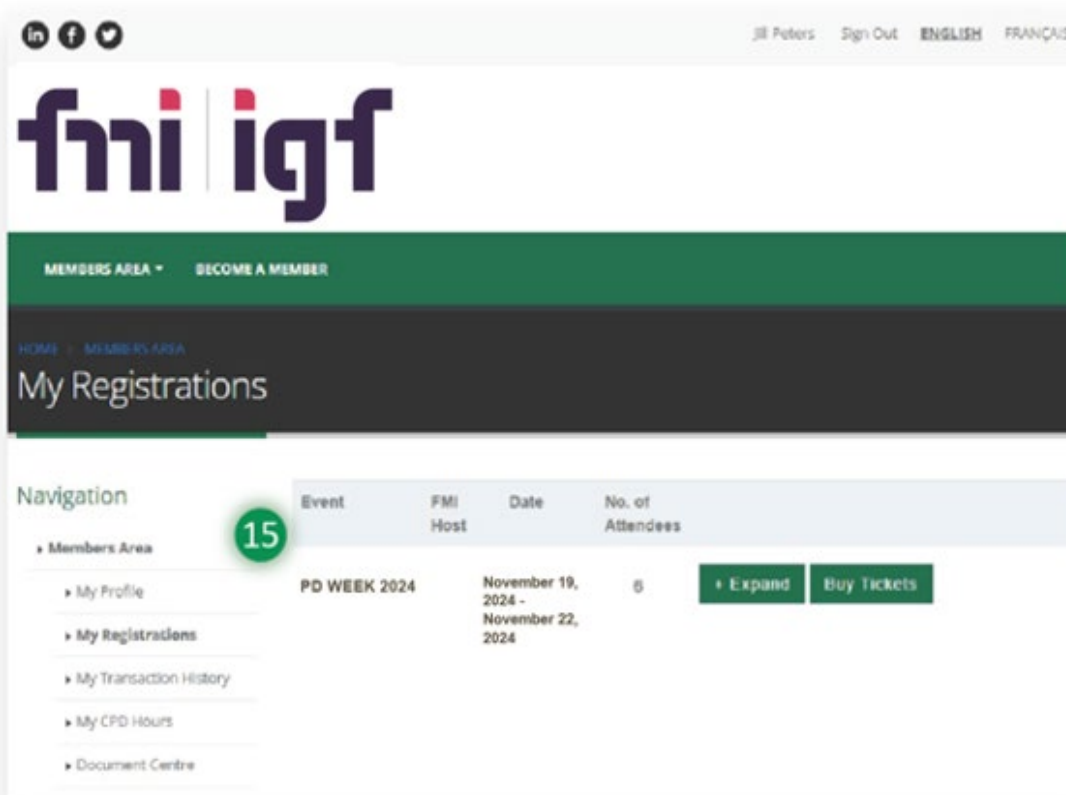
Select 'My Registrations' (14).

As a Group Coordinator, you will be able to see view/edit your attendee registrations. This is where you assign your 'TBDs'.

If one of your attendees logs into their own personal account, they will only see their registration information (they cannot see the other group registrant's information).



This is the home page example of a personal account. With this one main area, the user can update their profile information, see their event registrations, see all active National and Chapter events, purchase additional event tickets and download all their invoices /receipts.



After clicking on My Registrations (15), the system will display the **details of the Event (15)** along with information about the number of attendees you have registered.

H- ASSIGN YOUR REMAINING PASSES BEFORE **OCTOBER 31st, 2025** – Subject to availability!

The image shows three screenshots of the FMI IGF registration system. The top screenshot shows the 'My Registrations' page with a table of registrations. A green circle with the number '16' points to the 'Expand' button for a registration. The middle screenshot shows the expanded registration details for 'PO WEEK 2024' with a table of attendees. A green circle with the number '17' points to the 'Edit' button for a specific attendee. The bottom screenshot shows the 'Edit' form for an attendee, with a red box containing the text: 'YOU MUST SELECT ALL SESSION DAY(S) and assign your tickets by October 31, 2025 – Subject to Availability.' A green circle with the number '18' points to the 'SAVE' button at the bottom of the form.

Select the **Expand (16)** button to see your registration information in more detail. *If you have entered any attendee details, they will be shown under First name, last name and Email, otherwise they are simply shown as TBDs.* You can assign these TBD passes to the attendees by clicking on the **Edit (17)** button provided for each pass purchased.

Note: Before proceeding to assign TBDs, please gather mandatory attendee information: first name, last name, company/department name, email address and location city without which you cannot complete assigning the pass to your desired attendee.

Please replace TBDs with relevant information and enter the details in the respective fields provided by October 31st, 2025.

In the **session day area (18)**, you will need to select a checkbox for any of the day(s) available based on the ticket type shown under that pass to proceed.

Note: If you enter an email address, you must assign a session day for that person. They will be able to adjust the day(s) in their own profile in their Members Area.

The last date to assign tickets or select session* day(s) is October 31st, 2025 - Subject to availability. There will be no changes to registrations after that date.
**Session day selections are subject to availability for in-person type pass options.*

Please select only the exact number of days based on the Pass type. If you select more or less days than the Pass type, the system will not allow you to proceed further.

As Group Coordinator, you can also enter dietary requirements/meal choices at this moment, or you can come back later to provide those details. You can also ask your attendees to login to their own personal profile page and enter those details under their pass.

Once you have entered all the necessary information, don't forget to **click on the SAVE button to finish assigning that pass otherwise the system will not get updated accordingly.**

Please reach out to us at registrar@fmi.ca if you require any assistance.

We are happy to help!