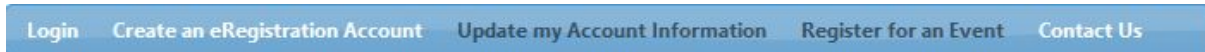


1 Web Site - Individual Instructions 2017

Welcome to eRegistration, a web-based software solution for event registration. eRegistration is used by multiple organizations to facilitate conference registration and organization. eRegistration is accessible 24 hours 7 days a week from any computer or tablet supporting html.

(RED CAPITALS = Buttons or menu items)



First Time using the Site?

1. Set up an Account using **CREATE an eREGISTRATION ACCOUNT**. Fill in **MY PROFILE** Information. Please record your password.
2. Click **SAVE ACCOUNT INFORMATION**. An email with your password is sent immediately. (Note: if an email is not in your mailbox, please check your spam or junk folder for an email from intelliga01@gmail.com, otherwise contact us using the form on the web site)

Returning Registrants

1. Login using your email address and password. If you have forgotten your password, request it using the **eMAIL** button on the Login screen.
2. Remember to check your profile and correct any information using the **UPDATE MY ACCOUNT INFORMATION** menu item..
3. Click **REGISTER FOR AN EVENT** button.
4. Enter the Event Number (provided in invitation correspondence or conference brochure) and then click **GET EVENT DETAILS**.
5. Choose your fee from the drop-down menu. If this is a single fee event, the fee will appear automatically.
6. Click on **BEGIN REGISTRATION FOR THIS EVENT** button.
7. Complete all information on the screen.
8. Select payment type as **Coupon, Check or Credit Card**. Your credit card payment will be processed through PayPal. Ghosted payment types are not available. If you are using a coupon code, enter it and click the calculate button.
9. Select **COMPLETE REGISTRATION** button. You will receive a confirmation email about your registration.
10. If paying by credit card is permitted by the conference organizers, select the **PAY BY CREDIT CARD or PayPal Button** and choose the option on the start-up page that looks like the image below. Follow the instructions from PayPal to complete your registration. Payment will appear as **PayPal: Intelliga on your credit card statement**. Remember to print your receipt that is emailed automatically from PayPal.

or

Pay with Credit Card or Visa Debit

11. If your event has sessions, choose the **ADD/CHANGE/DELETE SESSIONS** button and complete your choices.

Use the Contact Us Form on our web-site, www.intelliga.ca, if you require help.