

Web Site - Individual Instructions 2017 - OCSOA

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. (Note: Explorer may or may not work, however Microsoft Edge or Chrome or any other browser works)

(RED CAPITALS = Buttons or menu items)



Login Create an eRegistration Account Update my Account Information Register for an Event Contact Us

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 the invitation correspondence or conference brochure) and then click **GET EVENT DETAILS**.
5. Choose **one** of the seven fee choices from the drop-down menu.
6. Click on **BEGIN REGISTRATION FOR THIS EVENT** button.
7. Complete all information on the screen.
8. Select payment type as **Check**.
9. Select **COMPLETE REGISTRATION** button. You will receive a confirmation email about your registration.
10. Accommodation Choices: Please use the **Add / Delete Sessions** to choose which nights you will need accommodations. . Add yourself to all that apply.

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