

Web Site - Individual Instructions 2018 – Generic - 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**. Login with your email address and password. An email with your password was sent when you created the account. (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. Be sure to also check your JUNK or SPAM folder.
2. Remember to check your profile and correct any information using the **UPDATE MY ACCOUNT INFORMATION** menu item and identify any dietary restrictions/needs under **SPECIAL NEEDS**.
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 your fee 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 **CHEQUE**. **CHEQUE is for payments to be made by ETF, cheque or eTRANSFER; credit card is not an option.**
9. Select **COMPLETE REGISTRATION** button. You will receive a confirmation email about your registration.
10. Accommodation: Please follow the instructions sent out by OCSOA. Questions? Contact OCSOA at ocsoa@ocsoa.ca

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