

1 Registration Instructions for CARFLEO

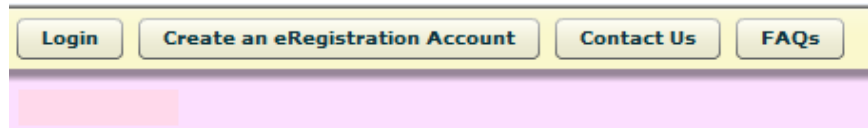
Welcome to eRegistration, a web-based software solution for event registration. eRegistration software is used by multiple organizations to register participants for a specific event. eRegistration is accessible from any computer connected to the internet.

There are two steps to using eRegistration.

1. Step One - First you must **set up a personal account** within eRegistration. You do this once. Please remember your password as you will need it for future registrations. (If you have used eREGISTRATION before, your account is set up. To retrieve your password follow the instructions on the opening screen)
2. Step 2 - **Login and register**. During this part of eREGISTRATION, you will be asked to select pre-conference activities, whether you are attending the FULL conference or just one day.



1. Go to www.carfleo.org and use the link to register or go directly to www.eplc.ca/eRegistration/eRegistration.html. You may want to add this to your browser favourites as "eRegistration". The following screen will appear:

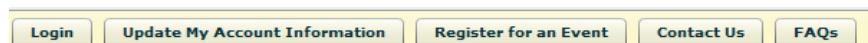


2. Select **Create an eRegistration Account** button and complete the information requested. You may use school/organization information to complete the information if you wish. Your personal data is never shared with any organization or anyone. It is use only to contact you if there are registration issues. When you click the **Save Account Information** button, you will be sent an email with a password immediately. Login to your email account to retrieve the password. (Note: if an email is not in your mailbox, please check your spam or junk folder for an email from Intelliga@rogers.com)
3. Proceed to Step Two.

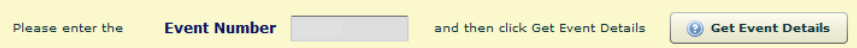
Please remember you must complete this section in one sitting.



1. Go to www.carfleo.org and use the link or go directly to www.eplc.ca/eRegistration/eRegistration.html.
2. Select the **Login** button. Login using your email address and password provided in step one. Your screen will turn green upon successful login.

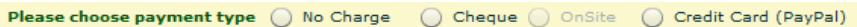


3. You can **update your account information** and change your password using the Update My Account Information button.
4. Select **Register for an Event** button.



Please enter the **Event Number** and then click Get Event Details

5. If you are attending the FULL conference (both days) enter the **Event Number** 1052. If you are attending only one day, Thursday or Friday, enter the **Event Number** as 1053. Click **Get Details**. Select the **Begin Registration for this Event** button. Please select your organization (school) from the drop-down menu.
6. For FULL Conference participants: In the **additional fees and optional events** section indicate if you are attending the pre-conference session (A01) with Pearson Publishing and the type of accommodations required if you plan to stay on-site; either A02 or A03. Proceed to step 8.
7. For ONE Day Conference participants: For those attending the conference for only one day, please indicate which day you are attending by selecting B01 (Thursday only) or B02 (Friday only). If you have selected B01 (Thursday), select if you wish to attend the Pearson pre conference session (A01) by increasing the quantity to 1. Proceed to step 8.
8. Once you are finished with the optional fees and events, **select payment type**



Please choose payment type No Charge Cheque OnSite Credit Card (PayPal)

9. Select **Complete Registration Button**. You will receive a confirmation email about your registration. If you have elected to pay by credit card, follow step 9. Otherwise mail your cheque to the address in your confirmation notice.
10. For credit card payments, please select the PayPal button and provide the information to PayPal. Follow the instructions on the PayPal site. You do not need a PayPal account to pay with a credit card. Select the link on the PayPal site to pay with a credit card and complete the information they require. You will receive a confirmation email from PayPal after completing the transaction.