

*March 25-26, 2010*

Ambassador Conference Resort, Kingston, Ontario

## CONFERENCE INFORMATION eRegistration

**FIRST:** registrants need to set up an account.

### Instructions for Setting Up a Personal Account in eRegistration©

From the EOSDN website click on the Step # 2 in the **Reaching Higher, Reaching Wider Conference** page. This will link to on-line registration. You set up a personal account once.

1. Select Create an eRegistration Account button and complete the information requested. You will receive an email with a password. Login to your email account to retrieve the password. (Note you may change this password after login to eRegistration).
2. You now have a personal account in eRegistration.
3. You may now register for the conference.

### **SECOND : How do I register for the RHRW Conference in eRegistration©?**

After you receive your password for the ePLC account:

- 1) Go to [www.eosdn.on.ca](http://www.eosdn.on.ca) and select the conference page you want, then the conference registration link.
- 2) Select the Login button, login using your email address and the password you were given by eRegistration above. Your screen will turn **green** upon successful login. You can update your account information and change your password using the Update Account Information button.
- 3) Select the Register for an Event button. The following screen will appear;
- 4) **Enter the event number (1023)** and click Get Details. The **Register Me for this Event** and eMail Confirmations button will appear. Complete the information requested by EOSDN.
- 5) If your registration is being paid by your school board, enter the coupon code **(provided by your Board Contact.)** Select calculate. Then select payment method. Coupons will only be available until February 4, 2010 – the Early Bird Deadline.

**FOR NON MEMBERS:** If you are a non-member of EOSDN, select the **Option** tab and indicate the quantity of registrations you are making. Then, select the payment method.

- 6) Select payment type. Select Complete Registration Button.
  - a) If paying by credit card, complete the information in the window. You will receive a confirmation e-mail about your registration.
  - b) If paying by cheque, please send your cheque to the address in your e-mail confirmation notice. All fees are payable immediately and registrations will not be confirmed until all fees are paid.
- 7) Remember to book your accommodations as the software does not book accommodations.

