



February 18-19, 2010
Ambassador Conference Resort, Kingston

CONFERENCE INFORMATION

COMING SOON!
On November 20th

On-line registration for the Ideas Conference!

Visit www.eosdn.on.ca and click on the *Ideas* icon at the bottom of the index page. This will take you to the Program and the registration link

<http://www.eplc.ca/eRegistration/eRegistration.html>

Instructions for Setting Up an Personal Account in eRegistration©

Go to www.eosdn.on.ca, click on the *Ideas* icon at the bottom of the index page. This will take you to the Ideas Program and 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. To register for a conference see "How do I register for an event in eRegistration?"

How do I register for the Ideas Conference in eRegistration©?

- 1) Go to 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 (1016) 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 – refer to the back page of the Ideas Brochure for the name of the contact at your board). Select calculate. Then select payment method.

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.

