

Le français à coeur: *Le retro action en action*
Le 6 ou 7 octobre 2011



**Ambassador Conference Resort
Kingston, ON**

INSTRUCTIONS FOR REGISTERING ON LINE

FIRST: registrants need to set up an e-Registration account. This is free and needs to be completed only once for all EOSDN events.

Instructions for Setting Up an Personal Account in eRegistration® You may do this from the A&E Conference page on the EOSDN website www.eosdn.on.ca

1. Select the **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 and may register for the A&E Conference.

SECOND : Registering for Le français à coeur Conference – Event # 1060 in eRegistration®?

After you receive your password for the eRegistration account or if you already have an account, select the conference page you want from the EOSDN website www.eosdn.on.ca and click on the registration link.

- 1) 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.
- 2) Select **Register for an Event** button.
- 3) **Enter the event number (1060)** and click **Get Details**. The **Register Me for this Event** and email Confirmations button will appear. Complete the information requested by EOSDN.
- 4) **FOR MEMBERS:** (boards listed in green below). Select your **organization**. If your registration is being paid by your school board, enter the coupon code (**provided by your Board Contact - listed below**). Select **Method of Payment** and from the drop down box click **No Charge**, then **Calculate**. If you are paying for your own registration, please select Credit Card from the method of Payment Box and follow the instructions.
FOR NON-MEMBERS (listed in red below)
Select your organization. If you are a non-member (e.g. Durham DSB), follow the instructions for members and pay an additional fee. Click on the **Option** Drop Down Box and select the additional fee; **quantity** 1 and complete the form. If you are paying by credit card, you must also select the additional fee.
- 5) **ALL REGISTRANTS:** Select your **grade level** and the **date** you plan to attend from the **Sessions** Drop Down Box. Choose the level that best describes your position.

EOSDN A&E Committee Members and Contact Information

Algonquin and Lakeshore Catholic DSB – Sharon McNamara-Trevisan – mcnamara@alcdsb.on.ca

Catholic DSB of Eastern Ontario – France Dupuis – France.Dupuis@cdsbeo.on.ca

or Michelle Brasseur-Robillard - Michelle.Brasseur-Robillard@cdsbeo.on.ca

Hastings and Prince Edward DSB – Nancy Vickers – nvickers@hpedsb.on.ca

Limestone DSB – Judy Elvidge-Skinner – elvidgeskij@limestone.on.ca

Ottawa Catholic School Board – Chantal Soucy – Chantal.Soucy@ottawacatholicschools.ca

or Nadine Vigneault – Nadine.Vigneault@ottawacatholicschools.ca

Ottawa-Carleton DSB – May Tannous – May.Tannous@ocdsb.ca

Renfrew County Catholic DSB – Susan Finley – fslchair@rccdsb.edu.on.ca

Renfrew County DSB – Carole Soucy - soucy@renfrew.edu.on.ca

Durham DSB-Non-member – Geoff Collins - Collins_Geoffrey@durham.edu.on.ca

All other non-members – Deborah Pennell at EOSDN - pennell@queensu.ca

EOSDN

Telephone: 613-533-6223

e-mail: eosdn@eosdn.on.ca