

# Support Staff Conference: *Leading and Learning Together*

October 13-14, 2011



Ambassador Conference Resort  
Kingston, ON

## INSTRUCTIONS

**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 Support Staff Conference page on the EOSDN website [www.eosdn.on.ca](http://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 any EOSDN conference.

### **SECOND : Registering for the Support Staff Conference – Event # 1059**

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](http://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 anytime using the Update Account Information button.
- 2) Select **Register for an Event** button.
- 3) **Enter the event number (1059)** and click **Get Details**. The **Register Me for this Event** and email Confirmations button will appear.  
Complete the form including choosing your organization from the drop down list.
- 4) If your registration is being paid by your school board, **enter the coupon code, then select Calculate** (provided by your Board Contact - listed below).
- 5) Select **Method of Payment**. Select **No Charge**. Coupons will only be available until the deadline of **September 14, 2011**.
- 6) Paying Your Own Registration? Select **Credit Card** from the method of Payment Box and follow the instructions.
- 7) **Choose Your Employment Category from the Additional/Optional Sessions Section** (e.g. Board Admin Support Staff; Custodial/Maintenance Staff; School Admin Support Staff; E.A.s/E.C.E.s/ Information Technology staff)
- 8) **Click Complete Registration**. You will be returned to the main screen where you may select your workshops.
- 9) **Choose Your Workshops** – Click on the **Add/Change/Delete Sessions** button (lower right on the registration screen) and make your selection - **1 A workshop, one B workshop. Choose C01** Keynote Session if you are attending the Thursday Night Session.

## Committee Members & Contact Information

Algonquin & Lakeshore Catholic DSB – Christine Farrell - [farrell@alcdsb.on.ca](mailto:farrell@alcdsb.on.ca)  
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