## How to Register Yourself in a Conference with an Existing User Account



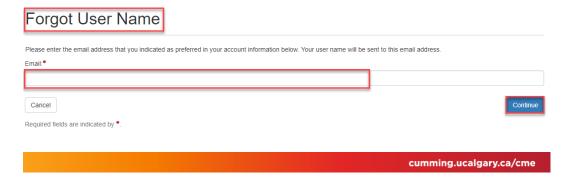
Destiny One Conference Manager User Guide

Your University of Calgary user account was created after June 12, 2018 Logging In



2. On the left side of the page, enter the **UCID** number you received by email when you first registered for a conference.

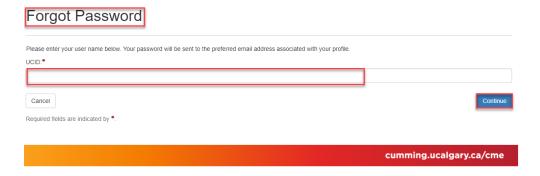
If you no longer remember your UCID, click **Forgot UCID**.



On the **Forgot User Name** page, enter the **Email** address you used when you first registered. Click **Continue**.

You will receive an email with your User ID (UCID) in a few minutes.

3. Enter the **Password** you created when you first registered for a conference. If you don't remember your password, click **Forgot Password**.



Enter your **UCID** number then click **Continue**.

You will receive an email with a temporary password in a few minutes. Tip: Copy the temporary password from the email and paste in into the Password field.

4. Click **Login**.

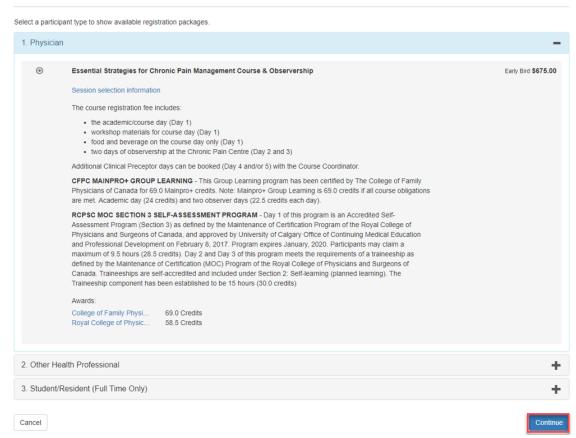
You will now be taken to the **Registration Packages** page to begin your registration.

## Completing the Registration



The Registration Packages page displays the list of participant types for this conference. Clicking the + next to the applicable type will reveal the details of the registration package available for that participant type.

2. Registration Packages

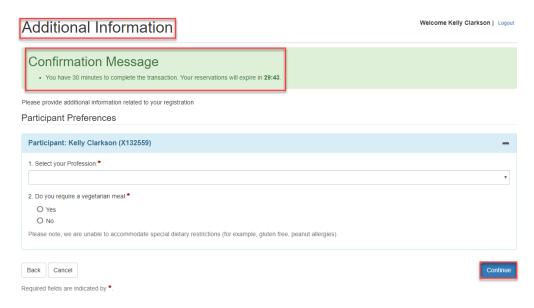


Welcome Kelly Clarkson | Logout

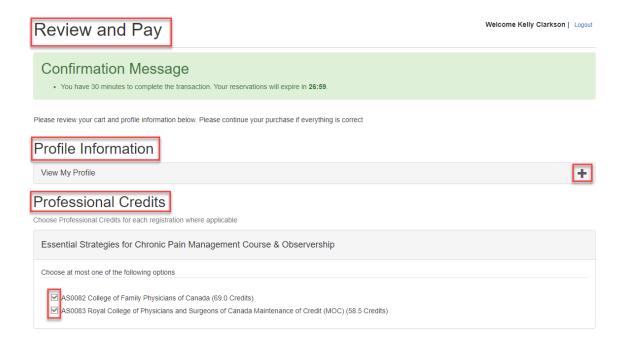
Once you have reviewed the package, click Continue.

On the Additional Information page, notice the Confirmation Message indicating you have 30 minutes to complete the transaction or the package will be released back into the system.

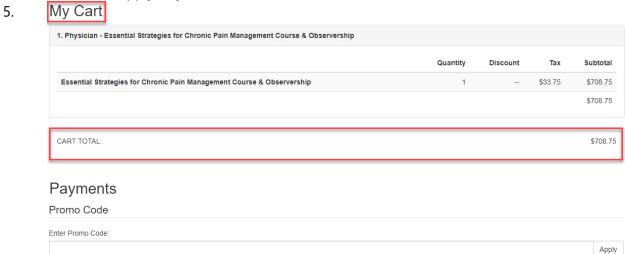
A number of questions will also display. Once you have responded to each, click **Continue** to proceed with your registration.



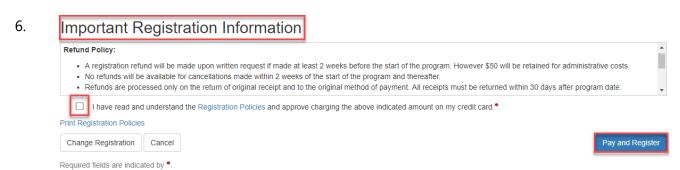
4. On the **Review and Pay** page, you have the opportunity to view and update your **Profile Information** if necessary.



In the **Professional Credits** portion of the page, make your selection to indicate which association's credits will apply to you for this course.

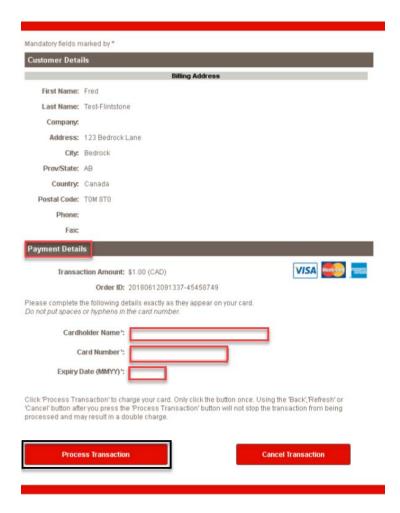


In the My Cart section, verify the specifics of the purchase and ensure the Cart Total is accurate.



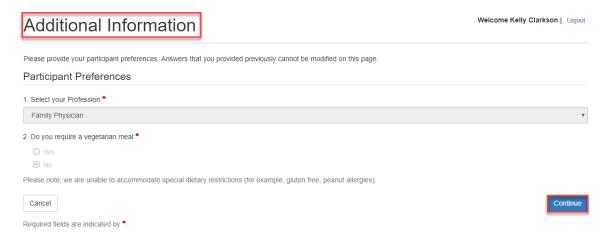
At the bottom of the page, review the **Refund** and **Registration Policies**. Check the box to indicate you have read them and approve the charge to your credit card. Click **Pay and Register** to proceed with your purchase.





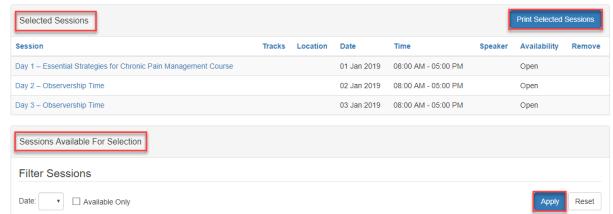
The **Payment Details** page displays. Enter the **Cardholder Name**, the **Card Number** (no spaces), and the **Expiry Date** (no spaces or other characters between the month and year). When required information is complete, click **Process Transaction**.

8. You will return to the **Additional Information** page where you will need to verify your answers and supply any additional information required. When all information is complete, click **Continue**.



 Essential Strategies for Chronic Pain Management Course & Observership > Session Selection

The following sessions are available with your purchased conference registration and add-ons. You may add or remove sessions from your schedule below. (For sessions with restricted availability, please contact us for assistance.)



Continue to Receipt

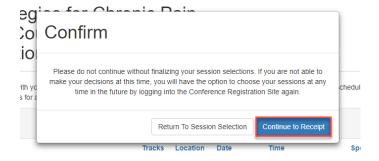
At this point, you will be directed to the Session Selection page. In the **Selected Sessions** section, you will see all the sessions you are assigned to by default.

If this is a conference where you are able to choose additional sessions from a number of options, you will make your selections in **Sessions Available for Selection** in the lower portion of the page. You can **Apply** filters to make the list easier to navigate. As you make your selections they will display in the Selected Sessions section. When you have completed all your selections, you have the option to **Print Selected Sessions**.

To complete your registration, click **Continue to Receipt**.

10.

Nothing found to display



You will be asked to **Confirm** that you are ready to leave the Session Selection page. Click **Continue to Receipt.** 

11. The **Transaction Receipt** page will display confirming that the transaction was successfully completed.

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You will also receive a receipt by email.

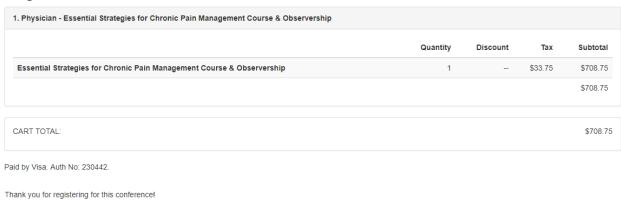
Click here to return to the conference site.

(565) 5551212

The transaction was successfully completed. Please print this page for your records.

Transaction Basket No. : 387067 Date: 12 Jun 2018

## Registration Information



At this point you can print a copy of the receipt for your records, **return to the conference site** or **Logout**.

12. Note that you have also received 2 emails at the address you entered when you created your profile. One is a confirmation of the financial transaction and the other is confirmation of registation. Please keep these emails for your records.