## How to Register Yourself in a Conference as a New User



Destiny One Conference Manager User Guide

## If you are a new user

Preparation Course for the CCFP Exam Registration

Beginning June 12, 2018, the Office of Continuing Medical Education and Professional Development (CMEAPD) moved to a new registration system. If this is your first time registration in this new system, you will need to create an account. Once your account has been created, you will be able to continue with registration and online payment. Your account name (UCICI) will be sent to the email address provided within 2 business days of your request.

I have participated in a CME&PD event since June 12, 2018 and have an account.

If you have fregistration your UCID or Password, please use the titoks below.

Contacts us at comeng@icalgary.cs or 403.220.7032 if you have any questions or require further assistance.

Login as an existing University of Calgary Continuing Education user:

User Name:

Forgot UCID

Password:

Forgot UCID

Password:

Forgot DCID

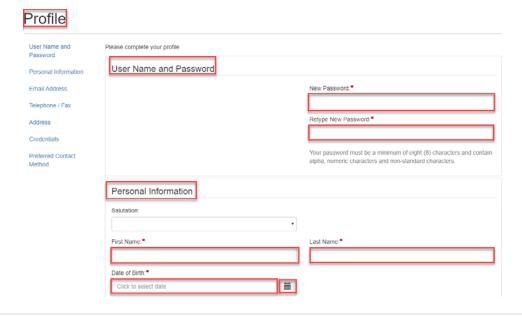
Password:

Forgot UCID

Professional information is collected under the authority of the Freedom of Information and Protection of Privacy Act. The contact information you provide is required by our Office to register you in the course, prepare material and courses for your use, plan for future registration of the collection courses of your use, plan for future registration of the collection courses of your use, plan for future registration of the collection of the course for your use, plan for future registration and online payment. Your account name (Local Privacy Act. The contact information you provide is required by our Office to register you in the course, prepare material and courses for your use, plan for future courses and northy you of similar, upcoming courses offered by our Office. Financial information is used to process applicable fees and is retained for future reference. Call 403.220.4251 if you have questions about the collection or use of this information.

On the right side of the page, click **Register**.

2. You will be brought to the **Profile** page where you will need to enter the information required to build a user profile in the system.



Begin by entering a password in the **New Password** field. The password must be a minimum for eight (8) characters and contain at least one of each of the following: letters, numbers and non-standard characters. An example of a suitable password would be G}2xsPJ7! Note: be sure to make it something you will remember.

Reenter the password in the **Retype New Password** field.

In the **Personal Information** section, enter your **First Name** and **Last Name**.

Now enter your **Date of Birth**. You can either use the calendar date selector or type it into the field using the following format: MMM DD YYYY or Apr 15 1996. When you hit enter, the date will format properly.

Email Address:*	
Telephone / Fax	
I TETEDITIONE / T ax	
Telephone / Lax	
	ut the information and click the "Add Another Telephone" button for each number.
You can provide multiple numbers. Fill	nut the information and click the "Add Another Telephone" button for each number.  mation in the area code field if applicable.
You can provide multiple numbers. Fill	

In the **Email Address** field, enter the address where you want to receive confirmation emails, receipts, etc.

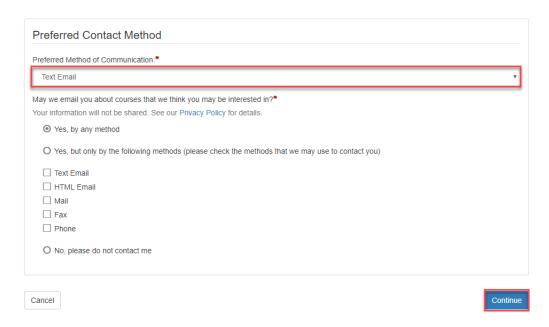
In **Telephone/Fax** enter at least one phone **Type** along with the **Area Code** and **Number**. Use the Type drop-down to select the preferred type.

Type:	
Home	,
Address 1 or Business Name:	Address (line two):
City:	Province/State: Other State:
	Ψ

In **Address**, you are required to specify the **Type** of address you are providing. Now enter the street address or PO Box in **Address 1**, and the **City**. Select your **Province** using the drop-down then type in your **Postal Code**.

5. The last of the mandatory fields are at the bottom of the page under **Preferred Contact Method**. The **Preferred Method of Communication** defaults to Text Email which means are follow-up communication with respect to your registration will come via email.

The second part asks if we may contact you about future conferences and if yes, how you want to be contacted. Once you have made your selections, click **Continue** to save your profile.



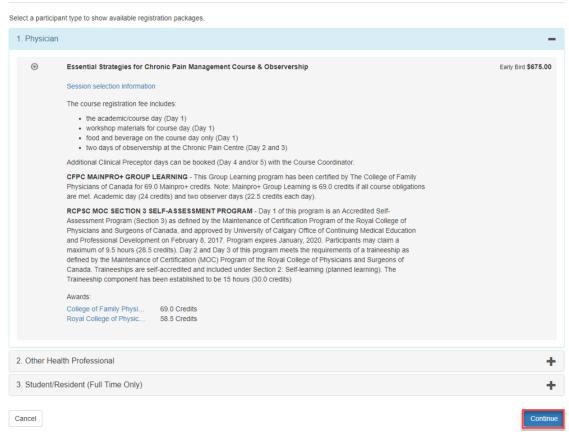
You will now be taken to the **Registration Packages** page to begin your registration.

## 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.

Registration Packages

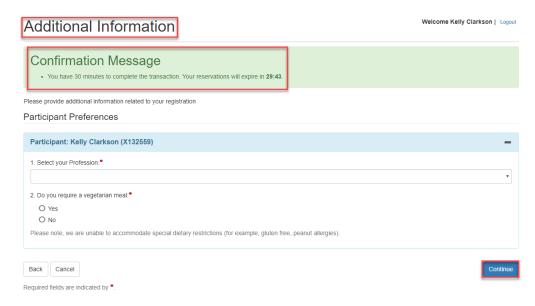


Welcome Kelly Clarkson | Logout

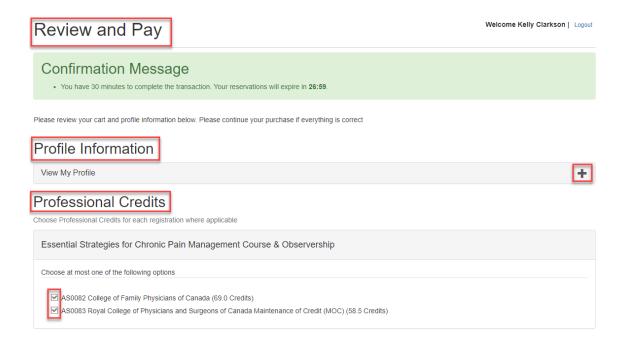
Once you have reviewed the package, click Continue.

3. 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.

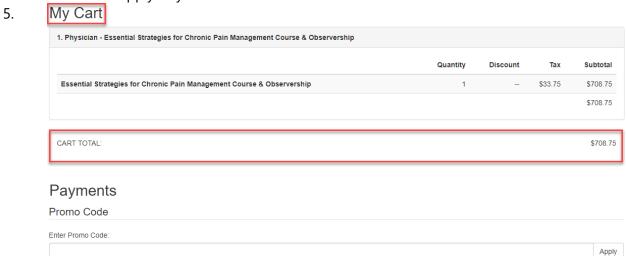
A number of questions will also display. Once you have responded to each, click **Continue** to proceed with your registration.



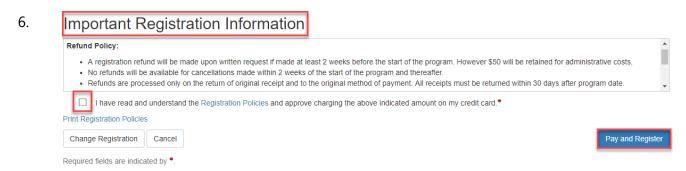
4. On the **Review and Pay** page, you have the opportunity to view and update your **Profile Information** if necessary.



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

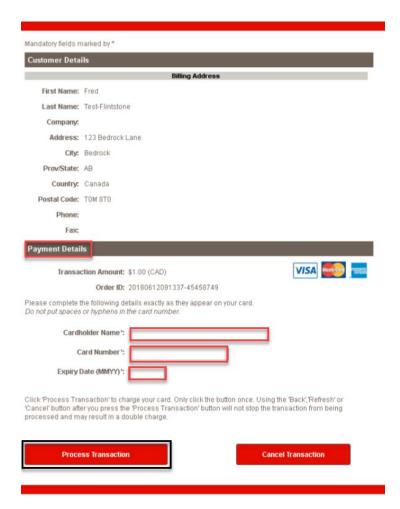


In the My Cart section, verify the specifics of the purchase and ensure the Cart Total is accurate.



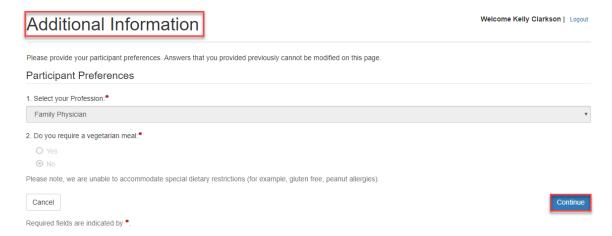
At the bottom of the page, review the **Refund** and **Registration Policies**. Check the box to indicate you have read them and approve the charge to your credit card. Click **Pay and Register** to proceed with your purchase.





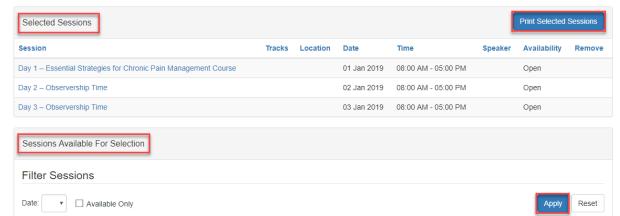
The **Payment Details** page displays. Enter the **Cardholder Name**, the **Card Number** (no spaces), and the **Expiry Date** (no spaces or other characters between the month and year). When required information is complete, click **Process Transaction**.

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

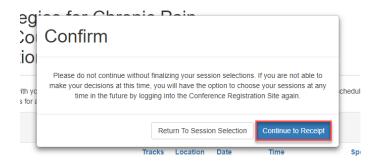
At this point, you will be directed to the Session Selection page. In the **Selected Sessions** section, you will see all the sessions you are assigned to by default.

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.

Transaction Basket No.: 387067

Date: 12 Jun 2018

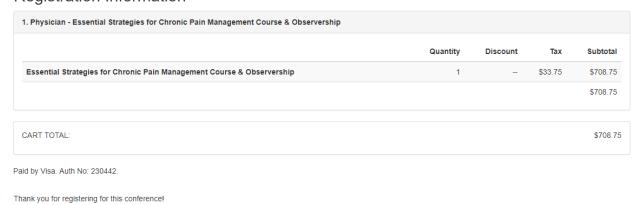
34 Woodridge Road Woodstock AB T3D 8G8 Canada darlene.desharnais@ucalgary.ca (565) 5551212

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

You will also receive a receipt by email.

Click here to return to the conference site.

## 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.