How to Register Yourself in a Conference as a New User

Destiny One Conference Manager User Guide

If you are a new user

1. 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.

3.

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.

4.

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.

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### Completing the Registration

1. **Registration Packages**

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**

Select a participant type to show available registration packages.

1. **Physician**

- **Essential Strategies for Chronic Pain Management Course & Observership**
  - Session selection information
  - The course registration fee includes:
    - The academic course day (Day 1)
    - Workshop materials for course day (Day 1)
    - Food and beverage on the course day only (Day 1)
    - Two days of observation at the Chronic Pain Centre (Day 2 and 3)
  - Additional Clinical Preceptor days can be booked (Day 4 and 5) with the Course Coordinator.
  - **CFPC MAINPRO® GROUP LEARNING** - This Group Learning program has been certified by The College of Family Physicians of Canada for 60 MAINPRO credits. Note: MAINPRO Group Learning is 60 credits if all course obligations are met. Academic day (24 credits) and two observer days (22.5 credits each day).
  - **ROPSO MOC SECTION 2 SELF-ASSESSMENT PROGRAM** - Day 1 of the program is an Accredited Self-Assessment Program (Section 3) as defined by the Maintenance of Certification Program of the Royal College of Physicians and Surgeons of Canada, and approved by University of Calgary Office of Continuing Medical Education and Professional Development on February 6, 2017. Program expires January 30, 2020. Participants may claim a maximum of 6.5 hours (26.5 credits). Day 2 and Day 3 of this program meets the requirements of a training as defined by the Maintenance of Certification (MOC) Program of the Royal College of Physicians and Surgeons of Canada. Traineeships are self-accredited and included under Section 2: Self-Assessment (planned learning). The Traineeship component has been established to be 15 hours (30.0 credits).
  - Awards:
    - College of Family Physicians: 60.0 Credits
    - Royal College of Physicians: 58.5 Credits

2. **Other Health Professional**

3. **Student/Resident (Full Time Only)**

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.

5. **My Cart**

<table>
<thead>
<tr>
<th>Essential Strategies for Chronic Pain Management Course &amp; Observership</th>
<th>Quantity</th>
<th>Discount</th>
<th>Tax</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$33.75</td>
<td>$708.75</td>
</tr>
</tbody>
</table>

**CART TOTAL:** $708.75

6. **Important Registration Information**

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.
7. 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**.
9. 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. 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.
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 registration. Please keep these emails for your records.