

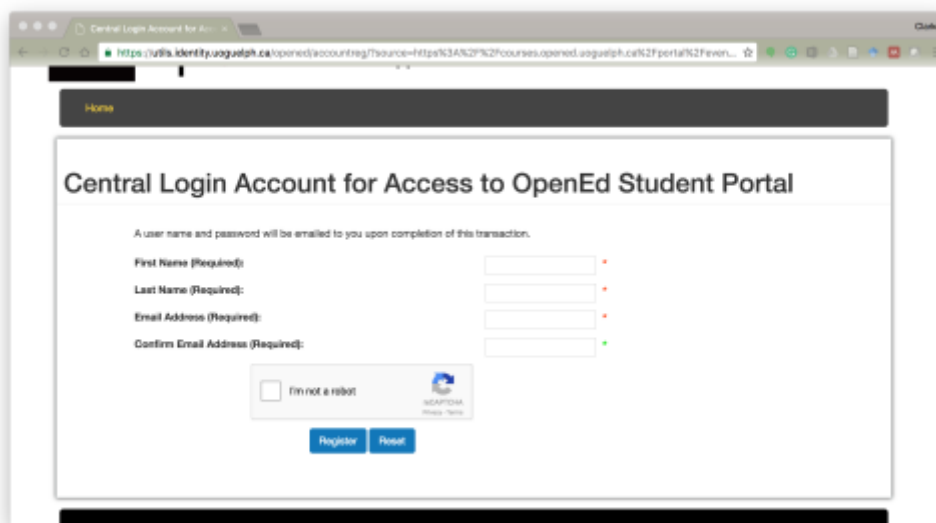
Registering for EDC 2017

Step 1: Create an Account

- A. Visit: <http://bit.ly/edc2017register>.
- B. Create an account by selecting Register under the New User? button.



- C. Register by completing this form:



- D. Check the email you registered with to get your assigned user name and password. The email should come from info@opened.uoguelph.ca.

Step 2: Register

- A. Return to <http://bit.ly/edc2017register>.
- B. This time, login under the I have an account already section. Select Login.



The screenshot shows a web browser window with the URL <https://courses.opened.uoguelph.ca/portal/events/reg/participantTypeSelection.do?method=hasBerrfyid=1441250>. The page features the EDC2017 logo and the tagline "eTHINKING TRADITION" with a tree icon. Below the header, the text reads "Your 2017 Educational Developers Caucus Conference Registration". A message states: "Please start your registration by either logging in or signing in as a new user." There are two main buttons: "I have an account already" and "New User?". Under "I have an account already", there are "Login" and "Register Multiple People" buttons. Under "New User?", there are "Register" and "Register Multiple People" buttons. A "Privacy Policy" link is visible at the bottom left.

- C. Login using the username and password assigned to you via email or you use your University of Guelph Single Sign On.
- D. Begin to register as either an EDC member, a non-EDC member, or as a student by selecting the appropriate + button.



The screenshot shows a web browser window with the URL <https://courses.opened.uoguelph.ca/portal/events/reg/participantTypeSelection.do?method=processExisting>. The page features the EDC2017 logo and the tagline "eTHINKING TRADITION" with a tree icon. Below the header, the text reads "Registration Packages". A message states: "Please select your participant type. Based on your selection, available registration packages will be displayed." There are three options listed: "EDC 2017 - Member", "EDC 2017 - Non Member", and "EDC 2017 - Student", each with a "+" button. At the bottom, there are "Cancel" and "Continue" buttons. The user is logged in as "Clarke Mathany" and can click "Cancel and Logout".

- E. Select the main conference, pre-conference sessions, or additional banquet tickets you would like to purchase. Be sure to check availability for the pre-conference sessions you hope to attend by selecting "Session selection information". **Important: You will select the pre-conference session upon payment. At this stage you are viewing availability.**

Registration Packages

Welcome Clarke Mathany | [Cancel and Logout](#)

Please select your participant type. Based on your selection, available registration packages will be displayed.

EDC 2017 - Member ⊖

EDC 2017 - Both Days (February 23 and February 24, 2017) Early Bird \$320.00
One banquet entry is included with your registration for the main conference.

▲Add-Ons

EDC 2017 - Additional Banquet Ticket \$75.00

EDC 2017 - Afternoon pre-conference workshop [Session selection information](#) \$75.00

EDC 2017 - Morning pre-conference workshop [Session selection information](#) \$75.00

EDC 2017 - Pre-Conference ONLY \$0.00
▼Add-Ons

EDC 2017 - Non Member +

EDC 2017 - Student +

[Cancel](#) [Continue](#)

- F. Select continue.

- G. Add in any accessibility needs and nutritional requirements in the **Participant Preferences** text box.

EDC2017 **THINKING TRADITION**

EDC 2017 - Both Days (February 23 and February 24, 2017) > Additional Information

Welcome Clarke Mathany | [Cancel and Logout](#)

Confirmation Message

- You have 20 minutes to complete the transaction. Your reservations will expire in 19:59.

Please provide additional information related to your registration

Participant Preferences

Are there any additional requirements needed? :

Vegan

Help us to help you by identifying any accessibility needs or nutritional requirements.

[Back](#) [Cancel](#) [Continue](#)

- H. Review your selections, select that you have read the Registration Policies (after reading them of course) and click **Pay and Register**.

Register for EDC 2017 - EDC | 2017 Educational Development | Clark

https://courses.opened.uoguelph.ca/portal/events/reg/regCartQuestions.do

My Cart

EDC 2017 - Member - EDC 2017 - Both Days (February 23 and February 24, 2017)

	Price	Quantity	Discount	Tax	Subtotal
EDC 2017 - Both Days (February 23 and February 24, 2017)	\$300.00	1	--	\$41.00	\$341.00
EDC 2017 - Morning pre-conference workshop	\$75.00	1	--	\$9.75	\$84.75
EDC 2017 - Afternoon pre-conference workshop	\$75.00	1	--	\$9.75	\$84.75
CART TOTAL:					\$631.10

Payments

Promo Code

Enter Promo Code:

Policy Confirmation

Contact the site administrators of this conference registration policies.

I have read and understand the [Registration Policies](#) and approve charging the above indicated amount on my credit card *

[Print Registration Policies](#)

Required fields are indicated by *

- I. Enter your payment information and click Process Transaction.

Register for EDC 2017 - EDC | 2017 Educational Development | Clark

https://courses.opened.uoguelph.ca/portal/events/reg/regCartSettlement.do

Confirmation Message

• You have 20 minutes to complete the transaction. Your reservations will expire in 04:12.

Please click button only once to avoid multiple charges. Transactions can take some time depending on your internet connection. Do not navigate away from this page until you receive confirmation your transaction is complete.

University of Guelph-Open

Mandatory fields marked by *

Payment Details

Transaction Amount: \$531.10 (CAD)

Order ID: 20161124082337-2598787

Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

- J. Select the specific pre-conference workshops that you would like to attend.
- K. Check your email for confirmation of registration.