MUNIS 101 REGISTRATION PROCESS

Create a profile in the EOEP site at www.eoep.ca. You will NOT be able to register for a course until you have a profile on the EOEP site.

Once you click on the course you wish, this is the screen you will see to register. This is CVent, the registration site.

Click that you are registering on behalf of someone. As nobody knows who is going to be elected, the format of entering a name is exactly this:

FIRST NAME: COUNCILLOR

LAST NAME: 1

EMAIL ADDRESS: You Can Use Your Email Here

Enter YOUR information where you see "Your First Name" , "Your Last Name" and "Your Email Address" in red. Fill in that information.

Click the Next button.

MUNIS 101

Fill out the information below, then click Next to proceed. **If you are completing this registration on someone else's behalf**, please enter their information below and the check the box below to enter your information as the administrator.

REGISTRANT INFORMATION

*First Name:	Councillor
*Last Name:	1
*Email Address:	landerson@auma.ca
	☑ I am registering on behalf of this person

Enter your information below. Once registration is complete, you will receive a copy of the registrant's confirmation email and be able to view their registration details.

*Your First Name:	Leanne
*Your Last Name:	Anderson
*Your Email Address:	landerson@auma.ca

Already Registered?

Cancel   Next ▶

Fill in the personal information for the person you're registering as shown below, including REGISTRANT TITLE, municipality address, city, province and postal code. ALL fields shown in red are mandatory fields and you will be unable to move on should you not fill this information in.

Enter any dietary restrictions (if known from those who are potentially running for Office) when asked. This IS a mandatory field so a best estimate is fine.

Fill out the information below, then click Next to proceed.

Personal Information

First Name:	Councillor
Last Name:	1
Email Address:	landerson@auma.ca
*Municipality Name:	EOEP
	ex. City of, Village of, Town of
*Registrant Title:	Councillor
	ex. Mayor, Councillor, CAO

Contact Information

Work Address:

*Address:	300, 8616 - 51 Avenue
*City:	Edmonton
*Province:	Alberta
*Postal Code:	T6E 6E6
Work Phone:	

The next screen will be the overview of that course.

Ensure that you are registering for the correct date/location by looking at the header of this piece, circled in red.

You will see this course overview page after every single attendee you fill in the information for in the screen prior.

Click next at the bottom of the screen.

Councillor 1

Current Selection

November 2 & 3, 2017 - Grande Prairie | View Sessions   CAD $ 200.00

Session Registration

Show All Descriptions | Hide All Descriptions

Thursday, November 2, 2017

| ✓ MUNIS 101 - NOVEMBER 2 & 3 - GRANDE PRAIRIE | 9:00 AM - 4:00 PM (Friday, November 3, 2017) |

Included in registration | Hide Description

Location: Stonebridge Hotel, Grande Prairie, Alberta

Munis 101 is a two-day, in-person course with plenty of opportunities for reflection, discussion, and applying concepts and ideas to your own municipal context. The course is divided into five modules as follows:

- Module 1 – Apply the Basics of Municipal Governance and Legislation in Alberta
- Module 2 – The Elected Official's Role in Municipal Leadership
- Module 3 – Navigate the World of Municipal Finance
- Module 4 – Explore the Role of Municipal Planning and Development
- Module 5 – Ensure Effective Collaboration

◄ Previous   Cancel   Next ►

If you have more elected officials to register, click the ADD GUEST button circled in red as shown below. If you are finished and do NOT need to add any more attendees, click the Next button.

Guest Information

Use this section to enter the names of additional elected officials that are attending this Munis 101 session. If you do not know the names of the attendees, but you would like to reserve spots, please just enter generic information that can be adjusted at a later date.

Example:

First Name: Councillor
Last Name: 1

First Name: Councillor
Last Name: 2

First Name: Mayor
Last Name: Mayor

You have not added any guests.

Add Guest

◄ Previous   Cancel   Next ►

You will be prompted to enter the next attendee. The examples of how you need to reflect their name appears on this page. **COUNCILLOR** for a first name, **2** for their last name as this is now the second attendee.

Click the Next button.

Use this section to enter the names of additional elected officials that are attending this Munis 101 session. If you do not know the names of the attendees, but you would like to reserve spots, please just enter generic information that can be adjusted at a later date.

Example:

First Name: Councillor
Last Name: 1

First Name: Councillor
Last Name: 2

First Name: Mayor
Last Name: Mayor

*First Name:	Councillor
*Last Name:	2
*Municipality Name:	EOEP
	ex. City of, Village of, Town of
Email Address:	
Registrant Title:	
	ex. Mayor, Councillor, CAO
Phone:	

*Do you have any dietary restrictions?   ○ Yes   ⦿ No

Cancel   Next ►

You can either add another guest or **click Next to finish off your registrations** in the view shown below.

REGISTRATION SUMMARY

Councillor 1
  ▸ Councillor 2

| Cancel | Add Person | Finished Adding People ▶ |

Councillor 1 (Edit)

Email Address:
landerson@auma.ca

Municipality Name:
EOEP

Registrant Title:
Councillor

Work Phone:

Work Address:
300, 8616 - 51 Avenue
Edmonton, Alberta T6E 6E6

Questions

REGISTRANT INFORMATION

Do you have any dietary restrictions? No

Agenda

AGENDA ITEMS

November 2 & 3, 2017 - Grande Prairie

| Cancel | Add Person | Finished Adding People ▶ |

Guest Information

Use this section to enter the names of additional elected officials that are attending this Munis 101 session. If you do not know the names of the attendees, but you would like to reserve spots, please just enter generic information that can be adjusted at a later date.

Example:

First Name: Councillor
Last Name: 1

First Name: Councillor
Last Name: 2

First Name: Mayor
Last Name: Mayor

Actions	Name	Registration Type
Remove	Edit	Councillor 2	Guest November 2 & 3

Add Another Guest

| ◀ Previous | Cancel | Next ▶ |

If you've clicked next once you've completed adding attendees, you will see the Registration Summary. You can click the Finished Adding People button at the bottom of the page. This will take you to the payment page.