

Munis 101

Pre-Election Registration: Guidelines for Administrations

To register members of council or administration in advance of 2025 Municipal Elections:

[Register Here](#)

Step 1: Enter Attendee Details

- Use a **generic first and last name** for each registrant:
 - **First Name:** Mayor, Reeve, Councillor 1, 2, 3, etc.
 - **Last Name:** [Your Municipality's Name]

Personal Information

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

We pre-populated your information. Doesn't look right? [Clear Fields](#)

* First name
Councillor1

* Last name
Happytown

* Email address
councillor1@happytown.ca

I'm registering on behalf of this person

Step 2: Register on Their Behalf

- Select "**I'm registering on behalf of this person.**"
- Fill out **your information** as the person completing the registration.

Enter your personal information below

Once registration is complete, you'll receive a copy of the confirmation email.

* Your First Name
Susie

* Your Last Name
Smith

* Your Email Address
susie@happytown.ca

* Municipality
Happy Town

* Title
Administrator

Step 3: Add Multiple Attendees (If needed)

- Click "**Add Attendee**" to register multiple individuals at once.
- Follow the same naming format for each additional attendee.
- Leave the email address blank

Add a guest

Enter your guest's information below

* First Name

* Last Name

Email Address

Municipality

Title

Step 4: Select the Course

- Once all attendees are added, click "**Next**" and choose the desired course.

Step 5: Finalize Registration

- Review your order summary.
- Process payment to complete the registration.

Step 6: Post Election Follow up

- Connect directly with registrar@eoep.ca to provide attendee details
- All details and information for our courses will be sent directly to attendees, one week prior to delivery of the session.

Questions and to Register for Munis 101

Visit eoep.ca or email Registrar@eoep.ca.

The Elected Officials Education Program is a non-profit proudly operated through a partnership of [Alberta Municipalities](#) and the [Rural Municipalities of Alberta](#) to support Alberta's municipal elected officials to serve their community effectively.