

Print these instructions and read through them carefully prior to registering. Print a copy of the registration form from the conference brochure to follow along to help understand the workshops and when they are taking place!

For those of you new to online registration, we would like to reassure you that this is a very quick, easy and secure process.

To Log in enter your personal MCCA Membership number and your password. Your password is your last name in lowercase. If you require assistance contact Dianne at djonespearson@mccahouse.org

If at any time, you are experiencing technical difficulties registering online, please be patient and try again.

Once you complete your registration you will receive an email. This will be a confirmation and receipt of your registration. Print this for your records.

For conference, you will receive an official confirmation for each person via fax. Please retain BOTH your records.

Step 1 . Select your package.

For example:

- 001 - One Day Conference
- 002 - Two Day Conference
- 003 – Three Day Conference

You will choose one of these for each person(s) you are registering.

Bulk Buys: you must register 4 MCCA members. The price will be discounted at the end of the registration.

Step 2. Choose additional keynotes, Awards dinner ticket(s) etc...

These are directly underneath the packages for your day.

Step 3. Select your workshop choices.

- Keep in mind, you must choose a morning and afternoon, unless it is a full day or stream.
- Remember to choose a vegetarian meal if required.
- If you plan to attend MCCA's Annual General Meeting, please select this when you register.

- If you plan to attend the awards banquet or the tours, please indicate your choice on the registration as well before checking out.
- Keynote address is automatically included in the full day unless otherwise indicated.

NOTE: If you do not see your workshop choice that is because it is full and not available.

Step 3. Check Out.

Once you have completed all registrations, continue to the page where your choice is to submit or cancel. Submit your registration and this where you will pay. Remember – bulk pricing will automatically discount at the end.

IMPORTANT POINTS TO KEEP IN MIND WHILE REGISTERING ONLINE:

1. For **Bulk Buys** each person for a bulk buy will be given a discounted price. Please note, if you are registering for a bulk buy you must register the number of people required (4) in order to qualify for the discounted price.
2. You do not have the options of 2nd or 3rd choices when registering online. If there is a discrepancy in your registration, an MCCA Staff will contact you.
3. All registrants will receive a regular meal unless they select vegetarian.
4. Complete all steps thoroughly.
5. Print off your credit card confirmations for your reference.
- 6 You will receive a fax once the registration has been verified by MCCA.

If you require assistance please call Dianne at 888-323-4676 or 204-586-8587 ext.27 Monday to Friday 8 am to 4 pm.

Revised February 2010