

How to Register for the BCRPA's 2012 Symposium

Step 1: Set Up a BCRPA Online Account* - If you don't already have one.

(*an online account is NOT the same as a BCRPA membership; if you have a membership, you already have an online account)

Why do I need to do this?

A BCRPA account is our way of being able to track you through our system and register you properly for all our events. You only need to do this once. So next year, you just need to login and register.

Creating an Account

- a. From any webpage of the BCRPA website there is a “**create new account**” in the right column of the page. Click on this option.
- b. Enter a valid e-mail address (this will be the email you use to log into your online account once it has been set up. **note:** previous log-in passwords from the old BCRPA site are no longer valid)
- c. Answer the CAPTCHA question
- d. Click “Create new account”
- e. A link to confirm your registration and change your password will be sent to your email address
- f. When you receive this confirmation in your email inbox, click on the link in your email message to log-in
- g. Change your password and save
- h. Enter your contact information and save

Step 2: Begin the Registration Process

- a. Now that you're logged into your BCRPA account, click on 'Register Online' from the Symposium 2012 page <http://www.bcrpa.bc.ca/symposium-2012>. You will know that you are logged in because there will be a “Hello [your name]” at the top of the right hand column of the webpage you are on.
- b. Select either the [Symposium](#) or [Pre-Symposium](#) button and then click “Add to Cart” next to the registration option of your choice.
- c. Fill in the online registration form and click on the “Add to Cart” button.
- d. Before you check out, you will have the option to return to add either Symposium or Pre-Symposium to add that option to your shopping cart.
- e. Review the contents of your shopping cart, if correct click on “Check Out”
- f. Enter credit card payment or click on “Cheque or Money Order”
- g. Click “Review Order”
- h. Click “Submit Order”
- i. Registration Complete! (ensure you have an order number)

Are you registering for Multiple People?:

One person can register multiple people while signed into their personal BCRPA online account. However, each registration must be done separately so that the BCRPA will have names and session selections for each individual conference delegate.

- a. Log into your BCRPA online account, click on 'Register Online' from the Symposium 2012 page <http://www.bcrpa.bc.ca/symposium-2012>.
- b. Follow the registration instructions listed in Step 2 above
- c. Each individual attending Symposium and/or Pre-Symposium must be registered as an individual; therefore you must complete each registration one at a time. A registration is complete when actions a – i in Step 2 above are done.
- d. You must fully complete each registration before starting the next registration.
- e. Repeat Step 2 until each individual has been registered.

Frequently Asked Questions

Q1. How do I return to the registration page from my shopping cart to add Symposium or Pre-Symposium to my existing order?

A1. A link to either the Symposium or Pre-Symposium registration page will appear in the yellow box at the top of your shopping cart page. Click on this link to add either Symposium or Pre-Symposium to your order. Note: you can only add 1 Symposium and 1 each of the Pre-Symposium sessions to any one order.

Q2. When I register for multiple people, is there a way that I can pay in just 1 transaction?

A2. Yes, click on "Pay by Cheque/Money Order" at the end of each registration. Make note of your Order Numbers then call the BCRPA (604) 629-0965 to have 1 payment run through on your credit card. Or send 1 cheque with total payment and order numbers to the BCRPA.

If sending in a cheque please ensure you provide us with each order number so that we are able to process the payment correctly.

Q3. I need an invoice from my registration, how do I get this?

A3.

- a. Sign into your online account
- b. Click 'My Account'
- c. Click on 'Orders'
- d. Click on the blue order number for invoice
- e. Click on Printable invoice

Q4. My organization has a membership; does that mean I automatically do as well?

A4. No, this does not mean you have a membership as well. Unless you are specifically named on the Organization's membership list, your Organization's Membership does not apply to you. You are able to purchase an individual government/affiliate membership to your organizations membership if you would like to become a BCRPA member. If you participate in more than one BCRPA activity each year, you should consider a membership. The fee is \$60 and entitles you to receive member rates on all our conferences and events as well as monthly Communiques and discounts on job postings and other benefits. For a full list of membership benefits please check out our member benefits page found here: http://www.bcrpa.bc.ca/service_member_benefits/benefits.htm

Q5. How do I purchase a BCRPA membership?

A5. Purchasing a Membership

- a) Go to page http://www.bcrpa.bc.ca/forms_publications/forms/member_renewal.asp
- b) Scroll down and select "Individual Government/Affiliate Member"
- c) Click on "Apply Now"
- d) Fill out the information on the form
- e) Your organization must be a member in order for you to purchase this category of membership.
- f) When it comes to paying for the membership, select pay by cheque if you are submitting a cheque or pay by credit card.

****Please note if you are purchasing your membership and registration at the same time and wish to pay via cheque, please purchase the membership first and then contact BCRPA before you purchase your registration so we can grant you permission to receive the member rate before you pay for your membership. You will not receive the member rate if you do not contact us.

If you are paying with a credit card you will receive the member rate right away.

Q6. Does registering for Symposium allow me to earn Continuing Education Credits?

A6. Nikki and Tracey to provide information on applicable credits.