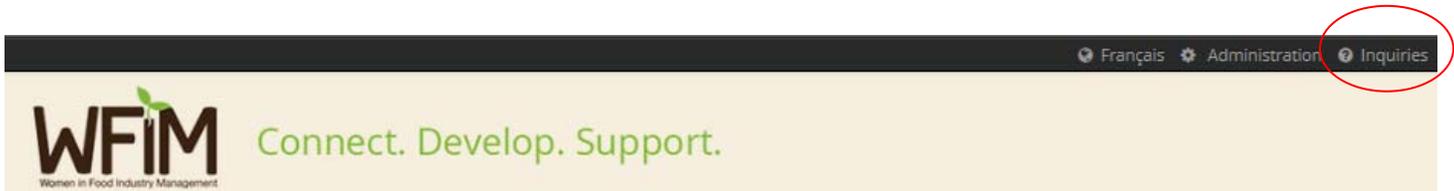


WFIM has moved its event registrations to a new platform inside our Member Portal. The registration process is a little different now, and there are a lot of self-serve features that we didn't have before. Once you are familiar with the registration process, it will seem as easy as pie!

If, after reading through these instructions, you still have difficulty, please use the Inquiry system to contact us (on the very top menu bar, to the left of your name).



To Register for WFIM Events:

1. Go to www.wfim.ca > Events > Event Calendar

Select the event you want to attend. Scroll to the bottom of the event notice, and click either to **“Login to Register”**, or **“Register as a Non-Member”**.



Follow the instructions provided. For non-members, enter personal information requested & click “Next”.

1. Select the ticket type you wish to purchase (i.e. member, non-member), and the quantity of tickets for each type.

Note: Members are able to select and assign tickets to members and non-members. Non-members can only select and assign non-member tickets.

Click the green button to “Continue to step 2”.

2. Click on the green button to “Assign the Ticket”.



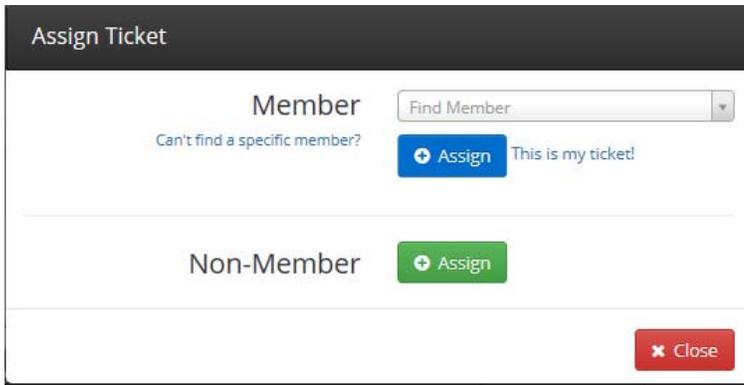
Please select "Assign Ticket" to choose your session(s).

	Ticket	Type	Fee	Name
	1	Not-Yet-Member - Regular	\$70.00	Assign Ticket

If you are a member purchasing your own ticket, click on **“this is my ticket!”** to assign it to yourself.

If you are a member purchasing tickets for other members, you can search for their name, select it, and then click on the blue “Assign” button to assign the ticket to them.

If you are a non-member, click on the green “Assign” button. Enter all of the personal details required.



For the Leadership Academy: at this point you get to select the 3 leaders that you will join in a roundtable session. Make sure you select a different leader for each time slot.

When finished, click the green “Add” button. Repeat for each ticket you are purchasing.

3. Click on the green button to “Continue”.

Answer the registration questions.

Note: We send out a list of all participants and their contact details prior to the event so that you can plan your networking. If you do not wish to be on this list, select “No thanks”.

Click on the green button to “Continue”

4. Confirm your registration details.

If there is an error, click “Back” to get to the original registration page. Click **“Manage Ticket”** to make changes.

[+ Add Ticket](#)

Please select "Assign Ticket" to choose your session(s).

	Ticket	Type	Fee	Name	Action
	1	Not-Yet-Member - Regular	\$70.00	nan kla	Manage Ticket Transfer Remove

If the details are correct, **click the green “Process Payment” button.**

5. Enter your payment details.

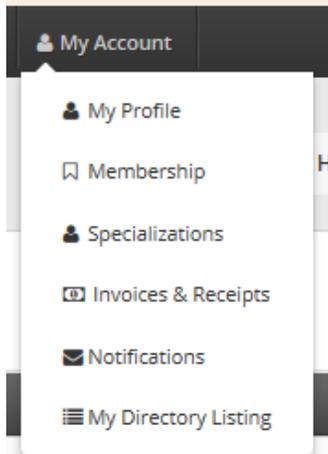
We currently accept PayPal, Visa or Mastercard payments.

Thank you for registering! You will receive an e-mail of payment confirmation.

To get a receipt for the event:

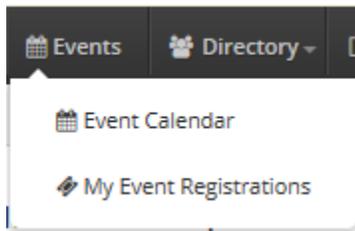
6. Login at www.wfim.ca

Click on **“My Account”**, then select **“Invoices & Receipts.”**



To add another ticket, or to modify, transfer or delete your registration:

7. Click on **“Events”**, then select **“My Event Registrations”**.

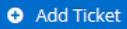


Click on the green **“Modify”** button for the event you would like to modify.

Upcoming	History	Withdrawn
----------	---------	-----------

Event Name	Event Date	Date Registered	Action
Leadership Academy	November 3, 2015	2015-10-05 14:20:13	Modify

Now you can modify your ticket.

 Add Ticket

Please select "Assign Ticket" to choose your session(s).

	Ticket	Type	Fee	Name	Action
	1	Member - Regular	\$45.00	Nancy Klassen, Associate Director - HR, Kerr Bros. Limited	Manage Ticket Transfer Remove

 Add Ticket

 Continue 

- Click the blue button to **“Add a ticket”**
- **“Manage ticket”** to change your registration details.
- **“Transfer”** the ticket to someone else.
- **“Remove”** the ticket (cancel your registration). *Note: due to contracts with venues, etc., there are strict timelines after which registrations cannot be canceled.*

Complete the steps as required.

If the change you make cause changes to your invoice (i.e. additional charges), you will be taken to the payment screen. Refunds will be processed automatically.