

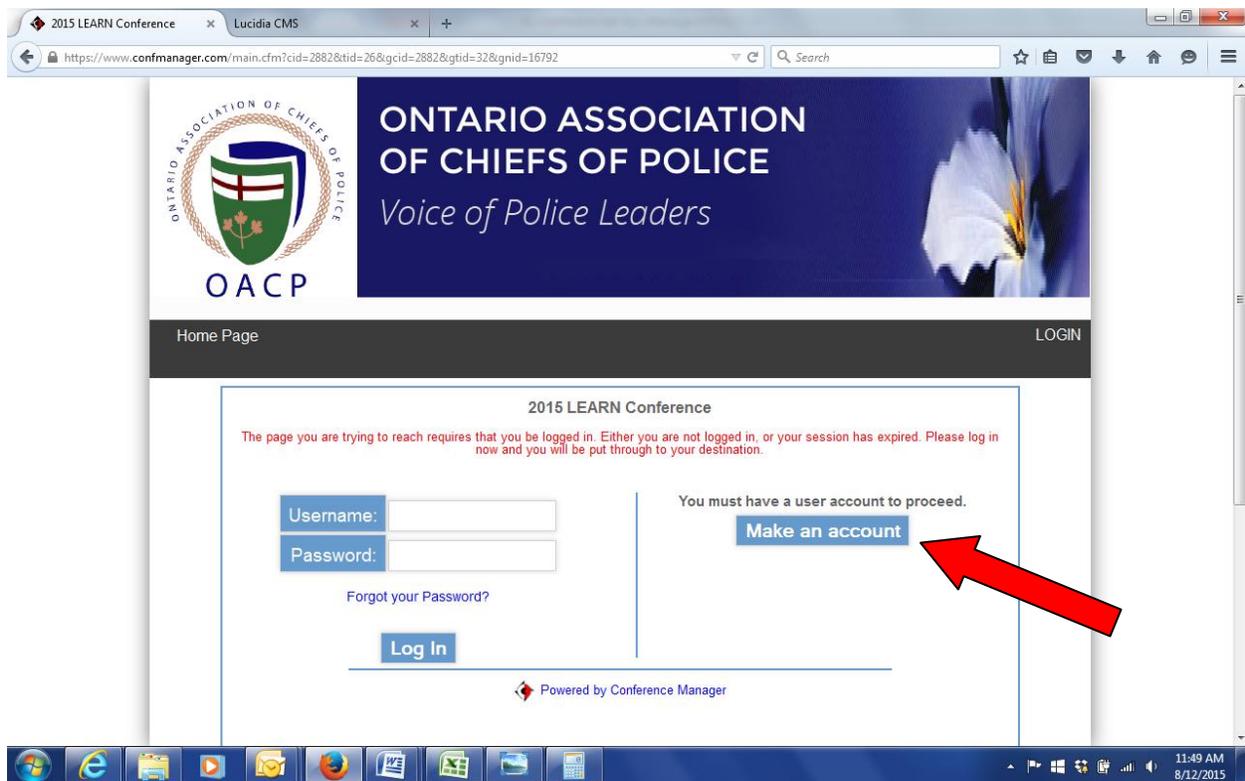
OACP Event Registration - Login Instructions

The OACP conference registration system has recently been reformatted. This means that all registrants will now have to create an account before they are able to proceed with their respective registration(s).

Here are some simple steps on how to complete your registration:

Step 1:

Please click on 'Make an account'



Step 2:

Please note: If you are **registering on behalf of someone else**. (Ex. You are registering your colleague for an event, or you are in charge of registering a number of people for your service), please ensure that you fill out all of the information for the individual to whom you are registering for. You will also have to create a password for this individual. (This information will be emailed to the registrant upon completion of the registration)

Please fill in all of the information and press 'Submit'. Please be advised that your username is automatically set to default as your email address. The password is entirely up to you to create.

ONTARIO ASSOCIATION OF CHIEFS OF POLICE
Voice of Police Leaders

OACP

Home Page LOGIN

Conference Sign-up

Preferred Language: English Français Español

Title: Dr. Prof. Mr. Mrs. Ms. Miss None

First Name: Middle:

Last Name: Generation/Suffix:

Degree:

Job Title:

Department:

Company/Affiliation:

E-mail:

Webpage:

Address:

Town/City:

State/Prov:

Zip/Postal Code:

Country:

Telephone:

Fax:

Cellphone:

Please select a user name and password:
Make note of this information to log in to the website, register for the conference and/or abstracts and papers:

Password:

Confirm Password:

Powered by Conference Manager

Step 3:

You will now be taken to the main page of the event in which you wish to register for. Here, depending on the various registration streams you may have to select from a drop-down menu. Click 'Next'.

2015 LEARN Conference

Start date: 28-September-2015
End date: 29-September-2015
Venue: Unifor Family Education Centre
115 Shibley Avenue
Port Elgin, ON N0H 2C5
1-800-265-3735
Description: On behalf of the Ontario Association of Chiefs of Police, the Law Enforcement and Records (Managers) Network (LEARN) is holding a conference in Port Elgin, hosted by the Saugeen Shores Police Service. This is a great opportunity for people in policing involved with records (including CPIC, RTID, disclosure of information, record checks and criminal records) to learn about current trends and hot issues, while networking with peers from across the province.
Final deadline: **18-September-2015**

Click next to register

Cancel 1 2 3 4 5 Next
User Details

Powered by Conference Manager

Step 4:

Because you've already created an account, your information should automatically populate in the fields. Please fill in any missing information (ex. Police Service, Rank etc.) and click 'Next'.

Please Note: This page is important for those of you **registering on someone else's behalf**. If you are registering for someone else please remember to enter your email address in the 'CC E-mail Address' line. This will ensure that you will be copied on this registration.

The screenshot shows a web browser window with the URL <https://www.confmanager.com/main.cfm?cid=2882&nid=&tid=32&f=1>. The page is titled "2015 LEARN Conference" and "Lucidia CMS". The main content area is a registration form for OACP Events. The form includes a "Previous" button, a "Cancel" button, and a "Next" button. The form is titled "Entering registration information for OACP Events. If you want to register another person click Register Someone New". Below the title, there is a section for "Required Fields" with the following information:

- Title: Mr. Mrs. Ms. Miss Dr. Prof. None
- First Name: OACP
- Last Name: Events
- Generation/Suffix: [Dropdown]
- Job Title: [Text]
- Company/Affiliation: [Text]
- Department: [Text]
- E-mail: events@oacp.ca
- CC E-mail Address: [Text]
- Webpage: [Text]
- Telephone: [Text]
- Cellphone: [Text]
- Fax: [Text]
- Address: [Text]
- Town/City: [Text]
- State/Prov: [Text]
- Zip/Postal Code: [Text]
- Country: Canada
- Rank: Please choose one
- Zone: Please choose one
- Police Service: Please choose one

Red arrows point to the "Rank", "Police Service", and "Next" buttons. The "Next" button is located at the bottom right of the form. The "Rank" and "Police Service" buttons are located at the bottom of the form. The "Next" button is also located at the bottom right of the browser window.

Step 5:

Complete the registration and enter payment information. To pay for the registration immediately using a credit card, please click the 'Pay Online' button. If you wish to pay for your registration at a later date or via cheque, please click the 'Pay Later' button.



Your registration is now complete! You will receive an email confirmation (receipt or invoice) shortly. If you would like to register another person for this event, please repeat the steps for the new registrant.