## How to register for Convention

Step 1: Verify and record your unique RPO User ID.

To do this, log into the RPO website by visiting <u>www.rpontario.com</u>. Click the Log In button in the top left corner of the screen.



Enter your credentials in the boxes' or use a social platform to sign in. If you are having troubles you can always click forgot password. (Hint: try to remember which email you used to sign up for your membership. Some members used a workplace email and some used their personal email).



Once you have successfully logged in you will be redirected back to the main page. Your name should now appear where the Log In button used to be. Click on your name in the top left hand corner of the screen.

	Your Name thange password Log out Recreation Professionals of Ontario Educate ~ Engage ~ Evolve Enter search string Q				
	Home About RPO Become A Member Events Members Only Contact Us				
Home A Professional Organization for Leisure Recreation Providers in Healthcare Settings Recreation Professionals of Ontario is committed to the professional development and support of its members involved					
	in recreation services for seniors. -Formerly known as Activity Professionals of Ontario.				
pontario.com/Sys/Profile					

## Scroll down the page to find your unique User ID and write it down.

## **Membership details**

Membership level	Professional - \$165.00 (CAD) Change Subscription period: 1 year No automatically recurring payments
Membership status	Active
Member since	21 Sep 2015
Renewal due on	21 Sep 2021 You can renew starting 23 Jun 2021
User ID	#########
First name	Your
Last name	Name
e-Mail	yourname@whateveremailyouused.com
Phone	
Avatar	

If using a public computer don't forget to log out.

## Step 2: Register for your free ticket to Annual RPO Convention

Navigate in a web browser to click the free ticket button. <u>https://www.accelevents.com/e/4thannualrpoconvention</u>

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Recreation Professionals	3rd Annual RPO Convention
Educate ~ Engage ~ Evolve	i Thu, Oct 22, 2020 from 7:30 AM to 6:00 PM (EDT)
	Free Ticket
About Agenda Sponsors Speakers	s Exhibitors
(f) 💌 ն 😂 Welcome Delegates!	/
With this year's theme being "Here to Stay!," it's very fitting as we work our way i imagined that we would be attending a virtual convention during a world wide par had an outbreak or not, we have all been pushed to our limits. We've all cried and of "What was I thinking getting into health care?!" But in the end, we're all Recrea	through COVID-19. Who would have ever ndemic? Whether working in a home that has d laughed many times and had those moments ation Professionals and this is what we do: we

Enter your unique RPO User ID in the access code box and click the apply button.

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Select ticket quantity as 1 and click the continue button.

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	Tickets			Total \$0.00
	Free Admission Available with Twatogo, cell The is your taked to the RPC Please don't share the listed will not be able to access on	ton Free 3rd Annual Convention, with anyone disc or your revention. Thank you		Continue
		Convrict @Accelevants 2020   Prive	ov Policy   Terms of Service	

Fill out the required form. Make note of your email and password, as it will be how you access the online convention October  $21^{st} 2021$ . Click the continue button.

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	Ticket Buyer		holding will be released to others.	
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	Email*			Free Admission Free
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	Create a Password *			Total \$0.00
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Click the scroll down button to transfer the information from the buyer to the ticket holder. Your information should automatically populate. Click the continue button.

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Congratulations! You have your free ticket to the 4<sup>th</sup> Annual RPO Convention!

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Click close and you should be redirected back to the event page. From here you can edit you profile and register into sessions. Click your name for the drop down menu or agenda to bring up the convention agenda.



From here you can register into sessions you are interested to create you own agenda for convention. If you have any questions feel free to reach out to Tammy at <u>president@rpontario.com</u>. Have fun!

