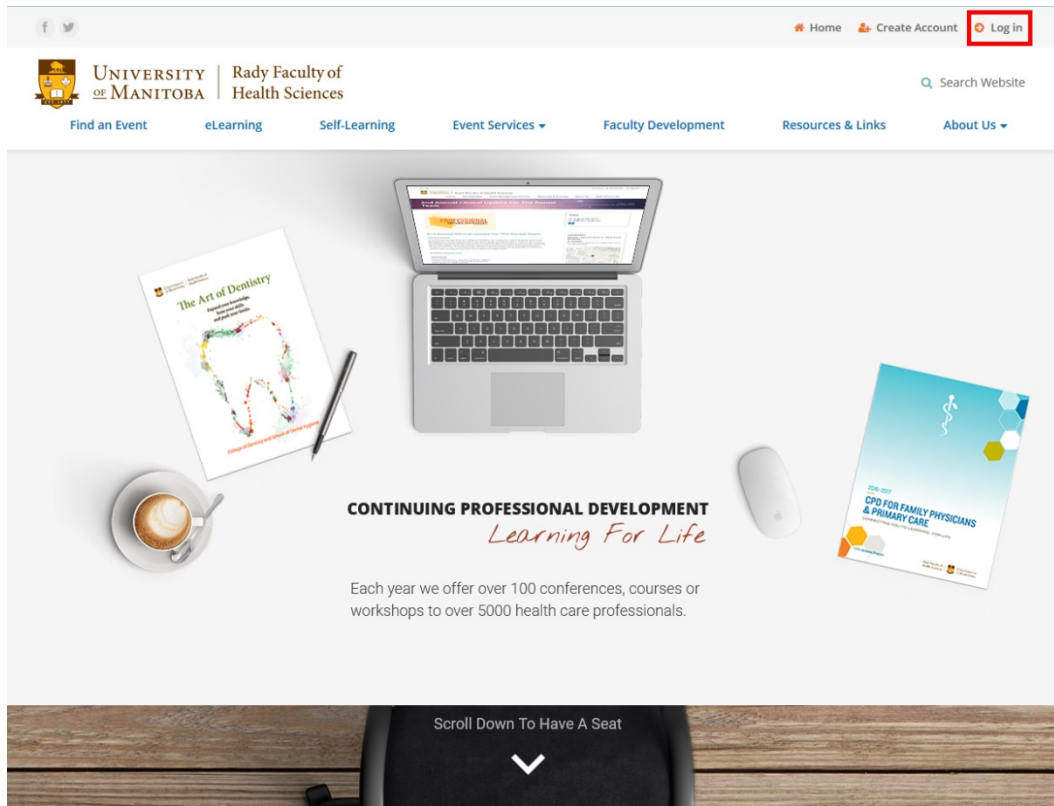


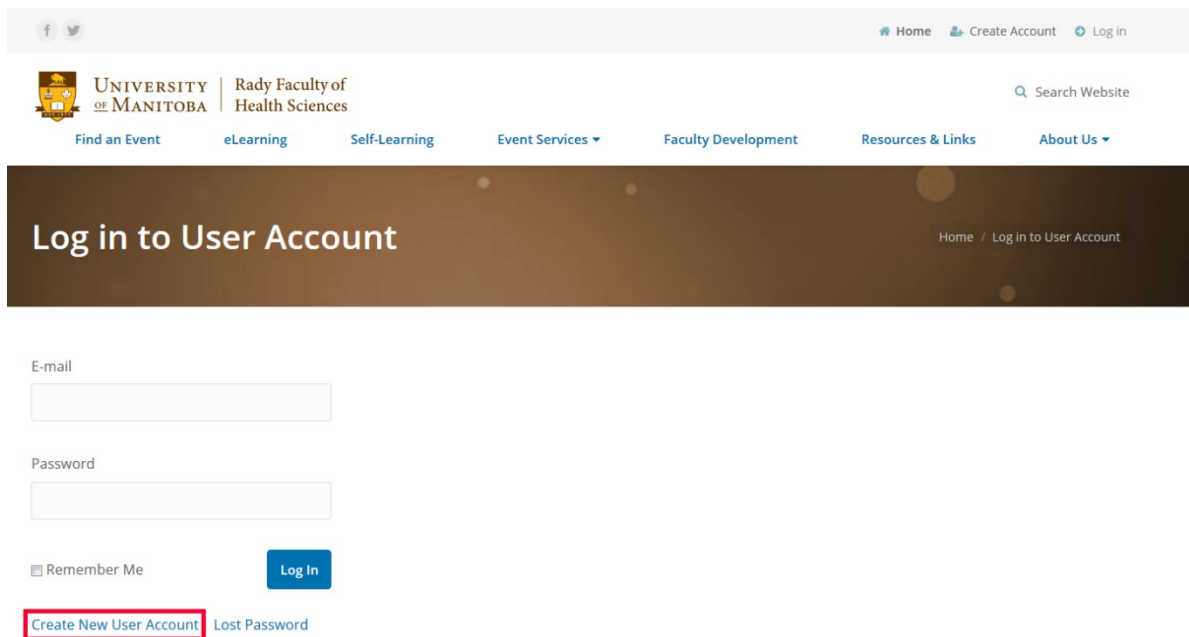
Steps to Create Your Profile and Register for an Event

Access the site: www.cpd-umanitoba.com

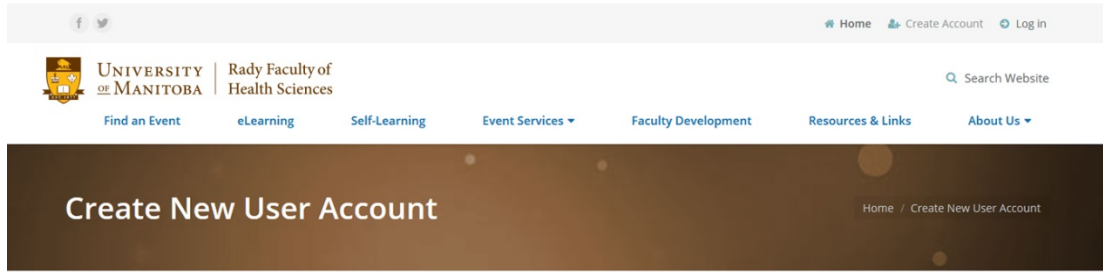
Click on **Log In** (top right corner) to **create your profile**.



You will now see this screen. Select **Create New User Account**.



On the next screen you will be asked a number of questions. After you complete the questions once, you will not have to answer the questions again when registering for an event. Note: **SELECT YOUR EMAIL CAREFULLY**. Your email is how you are identified in the system and you will not be able to change your email.



Name

Prefix *

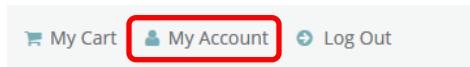
Please Select

First Name * Middle Name * Last Name *

No Middle Name

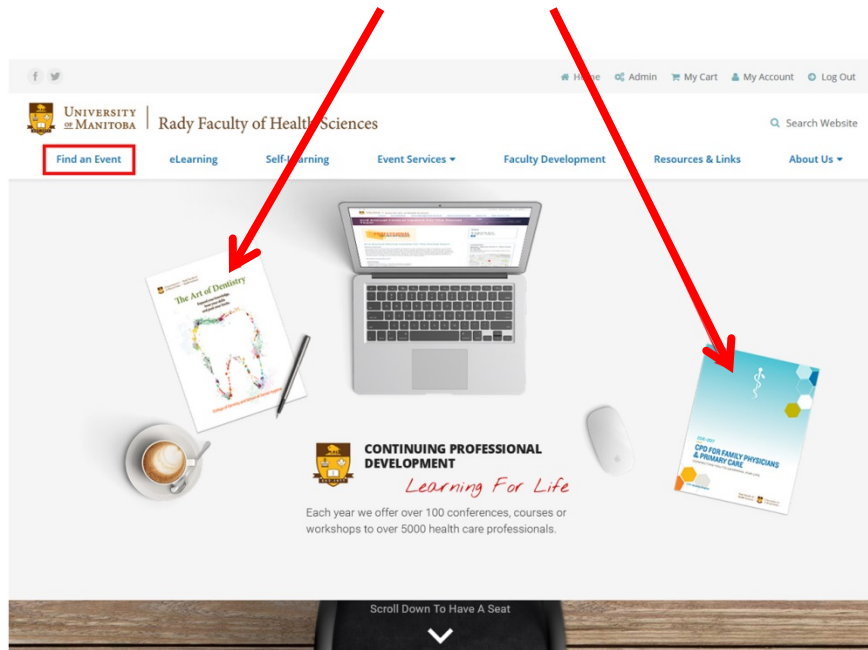
Contact Information

After completing your profile you will be returned to the **Log in to User Account** screen – just type in your email and password and then you will be able to access your account at the top right of the screen.



REGISTERING FOR AN EVENT

From the Home Page, click on **Find an Event**. Note: The two brochures on the Home Page are clickable and will lead to the **Annual Brochures** for Dentistry and Family Physicians and Primary Care.


















Once on the Find an Event page. There are a few methods to find events -you can use the calendar or the **main event listing**. Ensure you scroll down the page if you don't see the below listing of all events. The coloured icons are representative of different types of events. Also use the **keyword search** and/or **category search** to locate events. Once you find the event you want to register for, click **Register**.

Use our SEARCH feature to find the right course or event for you!

Are you a dentist or doctor looking for courses for your discipline? Want to find hands-on skills sessions or online courses? Looking for courses available outside of Winnipeg? Courses that will help you as a clinician or as a teacher? Our powerful search feature will help you find what you're looking for!

-  Medicine
-  Nursing
-  Dentistry/Dental Hygiene
-  Pharmacy
-  Rehabilitation Sciences
-  Allied Health
-  Faculty Members
-  Administration

Profession	Event	Venue	Start Date	End Date	
  	Southern Health - Santé Sud - Steinbach: Community-Based CPD Program for Primary Care - 2016-17 Annual Registration	Southern Health: Bethesda Regional Health Centre: Room Summit Room	Sep 7, 2016 9:00 am	Sep 7, 2016 11:00 pm	Register
 	Crucial Conversations: Tools for Communication when Stakes are High	UM Bannatyne: Chown Building: Room-474, George & Fay Yee Centre for Healthcare Innovation	Sep 15, 2016 8:00 am	Sep 16, 2016 4:00 pm	Sold Out
  	Southern Health-Santé Sud-Boundary Trails Health Centre: Community-Based CPD Program for Primary Care - 2016-17 Annual Registration	Southern Health: Boundary Trails Health Centre: Multi-purpose Room	Sep 15, 2016 10:00 am	Sep 15, 2016 4:30 pm	Register
  	Northern Health Region - Thompson: Community-Based CPD Program for Primary Care 2016-17 Annual Registration	Rural MBTelehealth Sites & In-Person Thompson Clinic: Room-153	Sep 15, 2016 5:30 pm	Sep 15, 2016 7:30 pm	Register
   	Arrhythmia Day	UM Bannatyne: Basic Medical Sciences Building: Room-Frederic Gaspard Theatre	Sep 30, 2016 8:15 am	Sep 30, 2016 3:00 pm	Register

After clicking on Register, you will see the event page with all the event details. At the bottom of the event page there are **Event Ticket** options for purchase. Click on the appropriate selection under Qty and then click **Add to Event Cart**.



Event Tickets

	Price	Qty*
Physician	\$190.00 (CAD)	<input type="radio"/>
Nurse and Allied Health	\$75.00 (CAD)	<input type="radio"/>
Resident/Student	\$35.00 (CAD)	<input type="radio"/>
Speaker	\$0.00 (CAD)	<input type="radio"/>
Committee Member	\$0.00 (CAD)	<input type="radio"/>

[Add to Event Cart](#)

Program Coordinator

 [Karyn Iversen](#)
 Program Coordinator, CPD - Medicine
 Office of Continuing Competency and Assessment
 Rady Faculty of Health Sciences
 University of Manitoba
 Tel: 204-480-1368
 Fax: 204-789-3911
 Email: Karyn.Iversen@umanitoba.ca

This pop-up box will appear. If you have finished selecting all of your events, click **Proceed to Checkout**.

1 item was successfully added for this event.

< Return to Events List

Proceed to Checkout >

There is currently 1 item in the Event Cart.

view Event Cart

Then check to ensure all is correct on the Registration Checkout page. If all correct, click **Proceed to Finalize Registration**.

1 Attendee Information

In order to process your registration, we ask you to provide the following information. Please note that all fields marked with an asterisk (*) are required.

Arrhythmia Day

Details

Name and Description	Qty	Price	Total
Physician: (For Arrhythmia Day)	1	\$190.00	\$190.00

Attendee 1

Personal Information

First Name *
Brenda

Last Name *
Stutsky

Email Address *
brenda.stutsky@umanitoba.ca

return to Event Cart

Proceed to Finalize Registration

You will then get this confirmation of your registration. Once your payment is processed, the event you registered for will appear in **My Account** (Top Right Corner).

Thank You

Home / Thank You

Congratulations

Your registration has been successfully processed.
Check your email for your registration confirmation or click the button below to view / download / print a full description of your purchases and registration information.

View Full Order Confirmation Receipt

Registration Details

for: Arrhythmia Day

Registrant Name	REG Code	REG Status
Brenda Stutsky edit delete	72-98-1-ba82	Approved

[Click here to edit All Attendee Information](#)