Conference Registration User Tutorial

	CONTINUING EDUCATION EVENTS COMMUNITIES	APPLICATIONS RENEWALS STORE
		Login Assistance
	Username	Important Note
		Your licence/individual account is separate from your Certificate of Practice account due to Regulatory Requirements. Follow the instructions below to retrieve your user credentials.
	Password	
		Username
	Keep me signed in	Your OAA username is "OAA" followed by your OAA Account ID. e.g. "OAA12345". Note: Your OAA Account ID is different than your licence or Certificate of Practice number.
	SIGN IN ->	If you have forgotten your username click "Forgot my username?" and enter your email address of record.
	Forgot username? Forgot password? Reset my password	NOTE: If your licence / individual and Certificate of Practice accounts use the same primary email address you will not be able to retrieve your username and must contact the OAA directly. See below.
<u>Registering</u> Under "Ever	<u>Your Personal Package</u> its," find "Virtual OAA Conference	≥ 2022 "
	Ontario Association of Architects	

OAA Events

Click the "Register Myself" button at the bottom of the instructions.

Virtual OA	A Conference 2	022
Inspiring Climate Action	C President	
As we contin climate emer unimaginable quickly chan energy efficie action! The ar discussion. T need to be m	ue to cope with a global pa gency—needs our attentio disaster. Buildings new ar jing climate patterns and o nov. The time for talking ar chitecture profession mus his is our most valuable co ade.	ndemic, an even greater challenge—the on and creative solutions. Our planet faces of old must be resilient not only in the face of disasters, but also in terms of carbon and nd planning has passed. We now need t insert creative thinking into the climate ntribution to the collaborative decisions that
From May 11 sustainable p We aim to ins	to 13, the 2022 OAA Confer rojects that explore archit pire you!	rence will showcase creative ideas and ectural thinking applied to the climate crisis.
HOW TO RE	GISTER:	
1) Please sign Forgot you	in with your OAA Usernam username? Click <u>here</u> to re	ne. esel it.
2) Once you I	ave signed in, select "REG	ISTER MYSELF*
3) Select "AD	D" Virtual Conference and t	hen "PROCEED TO CHECKOUT".
If you are not	an OAA member please cre	ale a nonmember account.
PAYMENT OF	PTION S:	
 To pay by field and click Confirmation 	cheque OR online banking, "SUBMIT ORDER" to recei ria email, which also serves	enter your name at the PURCHASE ORDER we an automatically generated Order as an invoice/receipt.
2) VISA and company cha	MasterCard payments are a ges a non-refundable 2.5%	ccepted. Please note the payment processing convenience fee.
NOTES:		
- In order to n your individua	ceive your Continuing Educ l account. Practice account	cation hours please ensure you login under s will not receive Continuing Education hours;
- The OAA wi	email you the Platform Acc	cess Link one day prior to the event
If you have an	y questions please email <u>C</u>	onferenceregistration@osa.on.ca.
Price 25.00		REGISTER MYSELF
When 5/11/2022 8:30 A	M - 5/13/2022 5:30 PM	
Where Confer	ence Platform	REGISTER SOMEONE ELSE
		Last day to register is 5/9/2022 My registration status: Not registered

Click "Add" the Virtual Conference Registration, followed by "Proceed to Checkout"

Note: If you would like to see a copy of the <u>Agenda-At-a-Glance</u>, you can click on the "**Virtual Conference Registration**" link and the schedule will open in a pop-up window.

Program			
Only display progra	am items in registra	ant's itinerary	
Wednesday, 11	May 2022		
5/11/2022	Virtual Confe	erence Registration	
	Click on link	above for virtual schedule	
ADD \rightarrow	Price	0.00	
	Time	5/11/2022 - 5/13/2022	

Select your payment method and then click "Submit Order" to complete your registration.



 CONTINUING EDUCATION
 EVENTS
 COMMUNITIES
 APPLICATIONS
 RENEWALS
 STORE

 Member Services
 = Cart

 Please review your cart before checking out.

 Payment Options
 Instructions

 • Payment by Cheque
 • Payment by Online Banking
 • Payment by Interac e-Transfer
 • Payment by Visa or Mastercard

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If paying in US funds, please follow the directions on the OAA Website to ensure the payment meets the OAA's requirements. <u>More Information</u>

Click on "Submit Order" below to finalize your order.

Shopping Cart

Items				
Item	Quantity	Price	Total	
Virtual OAA Conference 2022	1	25.00	25.00	Remove

UPDATE \rightarrow

Cart Charges

Item Total	25.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	25.00

Promotional Code:

SUBMIT ORDER ->