

### **ONLINE REGISTRATION FOR JOINT ORIENTATION**

### 1. Click on the registration link provided by CMNRP.

# Click on "REGISTER".

Joint Orientation

Date	Ongoing	
Location	Various. Please visit the CMNRP website Ottawa, ON www.cmnrp.ca	
Event Description	We can add the description	
Contact & Support	For any inquiries, please email acloutier@cmnrp.ca or call 613-737-2660 x 2660	
<b>Pricing</b> All prices in Canadian dolla	rs	
Ticket		Price
SOLD OUT Labour Proc	ess Module	\$0.00
L&B Beyond the Basics		\$0.00
L&B High Risk, Day 1		\$0.00
L&B High Risk Day 2		\$0.00



2. Add the name and email for the participant who will attend joint orientation.

strant info	
* First Name	
* Last Name	
* Email Address	
* Company / Institution Name	
* Type in Gmail for Google	
Classroom	
* Unit	
	New hire with NO perinatal experience New hire with perinatal experience
experiencer	Kew hire with perinatal experience Experienced staff requiring training
Past contact phone number in a	ase of a cancellation due to COVID
best contact prione number in c	

3. Select the modules the participant will be attending.

"Sold Out" means that the room capacity has been reached. Please contact CMNRPinfo@cmnrp.ca to indicate that you have participants to register.

Labour Process Module FREE	SOLD OU
L&B Beyond the Basics FREE	Add to cart
L&B High Risk, Day 1 FRFF	Add to cart

4. Review the modules you have selected.

If you are a manager or nurse educator, click on "check here if you are registering on behalf of someone else". Add your information and submit. You will receive a registration confirmation email.

Checkout		
Date & Location	Joint Orientation Ongoing	
	Various. Please visit the CMNRP website Ottawa, ON www.cmnrp.ca	
Registrant Information	MJ Trepanier Trepanier arianecloutier@gmail.com	
Review Your Order	L&B Beyond the Basics	
	L&B High Risk, Day 1	
	L&B High Risk Day 2	
Billing Information	Check here if you are registering on behalf of someone else.	
Provide details of the p	erson submitting this registration	
	Enter the person's information below • or click here to use MJ Trepanier Trepanier's information	
* First Nam		
* Last Nam		
* Email Addres	\$	
	SUBMIT REGISTRATION .	

# CONFIRMATION

1. An email will be sent to the participant and person who registered. Click on "view your personalized event webpage".

Dear		
Thank you for registeri	ng online!	4
Please Note: You can :	access your personalized event registration information at any time by <u>clicking here</u> .	
Event	Joint Orientation	
Date	Ongoing	
Location	Various. Please refer to the orientation schedule	
	Ottawa, ON <u>www.cmnrp.ca/jointorientation</u>	
Hosted By	Champlain Maternal Newborn Regional Program	
	2305 St. Laurent Blvd, Suite 300A	
	Ottawa ON K1G 4J8 http://www.cmnrp.ca	
Main Attendee	acloutier@cmnrp.ca	

### **Online Registration Information Received**

### Purchase(s)

Labour Process Module	
L&B Beyond the Basics	
Click here to view your personalized event webpage.	

2. Select the "Purchases and Payment" tab.

You may ADD modules up to the CMNRP deadline date for registration by clicking on "Update Purchase".

Dear	
You are registered to attend:	
Event	Joint Orientation
Update Purchase Add to your registratior choices. Update Purchase	n, and review your
Date	Ongoing
Location	Various, Please refer to the orientation schedule Ottawa, ON www.cmnrp.ca/jointorientation
Contact & Support	For any inquiries, please email acloutier@cmnrp.ca or call 613-737-2660 x 2660

# 3. Add a module.

Duchasco & Doversont	
Puchases & Payment:	
· · ·	

#### Purchases

Thank you for your registration. We look forward to seeing you!

Add To Purchase	#S000000
Labour Process Module	
L&B Beyond the Basics	

## Add To Purchase

		Order Summary
Labour Process Module FREE	SOLD OUT	Labour Process Mo
		L&B Beyond the Basi
L&B Beyond the Basics FREE	Max per person: 1	
L&B High Risk, Day 1 FREE	Add to cart	
L&B High Risk Day 2 FREE	Add to cart	

# **FREQUENTLY ASKED QUESTIONS**

### Will I receive a confirmation email when I register my staff?

Yes, you will receive a confirmation email, as long as you clicked on "I am registering on behalf of someone else" (as described in section 4). If you forgot to click on this box and provide your email information, please contact <u>CMNRPinfo@cmnrp.ca</u>.

### My staff member can no longer attend a module. How do I cancel the registration?

While the system will allow you to add a registrant, there is no way to cancel the registration online. You must contact <u>CMNRPinfo@cmnrp.ca</u>.

I want to register a staff member to one of the regular CMNRP workshops. (Breastfeeding, Labour Support, Fetal Health Surveillance in Labour, Substance Use, Perinatal Loss, NRP)

You cannot register for these workshops through the joint orientation online registration. You must register through the CMNRP website, <u>www.cmnrp.ca</u> and register each participant to the workshop they are to attend. There is no way to cancel a registration online. You must contact <u>CMNRPinfo@cmnrp.ca</u>.