

REVIEWING YOUR PROGRAM REGISTRATIONS IN ONLINE ACCOUNT

CAN follows up with those who submitted registration requests for a program (one-week after registration has closed). At this time, participants will be notified that their registration for the program(s) has been updated, and they will be able to log into their online account to review their updated program registrations and additional details. The following outlines how to access this information through a participant's online account.

Programs Page of Online Account

The programs page is not only where a participant will find programs you would like to submit registration requests for, but it is also a place where you will be able to quickly review recent registration requests and their current registration status. Programs that are listed on this page have not yet begun.

Programs tab - Use this tab to get to the *Programs* page of your account (*Programs* page seen below).



Amy Turcotte | Sign Out

Programs

Program History

My Account

Help

My Upcoming Programs

Manage Registrations

Program	Date & Time	Venue	Attendees
Multisport - Vancouver (9:00-10:30am)	Jul 11th, 2016 - 9:00am	Memorial South Park	Lyle

My Pending Program Registrations

Program	Date & Time	Venue	Attendees
Family Camp - Shawnigan Lake	Aug 19th, 2016 - 7:00pm	George Pringle Memorial Camp	Amy, Lyle, Glenda
Bike - Vancouver	Aug 8th, 2016 - 9:00am	Memorial South Park	Lyle

Upcoming Programs

The programs that are listed under *Upcoming Programs*, are those programs that a participant is confirmed/enrolled into. This means that a participant has secured a spot in the programs listed.

The *Manage Registrations* button will take a participant to the list of all of their program registration history (including upcoming programs). Here they will be able to access additional program details.

Pending Program Registrations

The programs that are listed under *Pending Program Registrations*, are programs that participants are NOT enrolled into. After participants receive the email notifying them that their registration status has been updated, if a program remains as *Pending*, they are NOT enrolled into the program. However, these participants remain on the list of those interested in the program, and CAN will follow up (via email) if a space does become available.

Program, Date & Time, Venue, and Attendees

Participants are reminded to check the program, times, location and family members for their program registrations - especially for those programs listed under *Upcoming Programs*.

Find Programs

PROGRAM HISTORY PAGE OF ONLINE ACCOUNT

This page lists all submitted registration requests for past, current and upcoming programs. Here participants will be able to review their registrations, as well as view additional program details.



Amy Turcotte | Sign Out

Programs

Program History

My Account

Help

My Program Registrations

Program	Date & Time	Venue	Attendees	Status	Manage
Family Camp - Shawnigan Lake	Aug 19th, 2016 - 7:00pm	George Pringle Memorial Camp	Amy Lyle Glenda	Pending Pending Pending	View
Bike - Vancouver	Aug 8th, 2016 - 9:00am	Memorial South Park	Lyle	Pending	View
Multisport - Vancouver (Waitlist)	Jul 11th, 2016 - 9:00am	Memorial South Park	Lyle	Not Enrolled	View
Multisport - Vancouver (9:00-10:30am)	Jul 11th, 2016 - 9:00am	Memorial South Park	Lyle	Confirmed	View
Movie Matinee - Surrey	Feb 7th, 2016 - 11:00am	Hollywood 3 Cinemas	Amy	Confirmed	View

Program, Date & Time, Venue, Attendees, Status and Manage

The *Program History* page is another location for participants to review program date & time, location, family members registered, as well as the **status** of the registration. At a program, if there is any confusion around whether or not a participant is registered, they may log into their account to show they are **Confirmed** into a program on their *Program History* page.

Additional Questions?

Any additional questions regarding how to access/view information in the online registration system may be emailed to info@canucksautism.ca.

View Button

The *View* button on the *Program History* page is important as it takes participants to additional information relating to the program (i.e. program description, required apparel/equipment, facility information, duration of the program, etc.).

Also, while registration is still open, participants may adjust their registration request by selecting this button - they will then be able to remove/cancel a request. This is only available while registration is open.

Status Descriptions

Confirmed - those programs that participants are confirmed to attend

Pending - those programs that participants are not confirmed into, but remain on the list of interested participants (should a space become available)

Not Enrolled - those programs that a participant is not enrolled into (and that they do not remain on the waitlist for)

View Program Page
The *View* page is the first place for participants to look to review details of their upcoming CONFIRMED programs. Please read through the information below to ensure you are aware of all the uses for this page.

1. General Program Description
This is a general overview of the program.

2. Facility Information
If there are any facility details to be relayed, it will be listed here (i.e. pool change rooms, directions on how to enter building, etc.).

3. Reminder to be prepared to present this page on first day of a program
If there is any confusion at a program as to whether or not a participant is enrolled into a program, it is the participant's responsibility to produce this page to confirm their enrollment. This page may be shown on a participant's personal device, or by printing out the page and having it available to show CAN staff.

4. Classes
All classes will be listed on this page. Specifically, participants should be sure to check all dates prior to the class starting so that they aware of any dates that the class is not running (i.e. over a holiday weekend).

5. Venue
The facility and address are located here.

6. Attendance
This section is important, as it shows the registration status of each family member. In this instance, you may see that Lyle is the family member *Confirmed* into this program.

Multisport Program

The Multisport program is a great opportunity for participants with autism, and their siblings, to try a variety of sports activities in a safe and supportive environment!

Facility Information: Turf Field
This program has a subsidized program fee of \$25 per participant. Participants *Confirmed* into this program will be emailed a statement of this fee by end of day on Wednesday, May 18. Those *Confirmed* into the program will be required to arrange payment by end of day Friday, June 24.

Please be prepared to show the CAN staff this page to confirm your enrollment on the first day of the program. Confirmation may be shown by printing out this page, or on your own mobile device.

Age Requirement: 5 - 15 years
This program is for participants with autism, as well as their siblings.

Registration

Registration Start	Registration End
12:00 pm, 18-Apr-2016	12:00 pm, 22-Apr-2016

Classes

Start Date	End Date	Venue
Jul 11th, 2016 - 9:00am	Jul 11th, 2016 - 10:30am	Memorial South Park
Jul 12th, 2016 - 9:00am	Jul 12th, 2016 - 10:30am	Memorial South Park
Jul 13th, 2016 - 9:00am	Jul 13th, 2016 - 10:30am	Memorial South Park
Jul 14th, 2016 - 9:00am	Jul 14th, 2016 - 10:30am	Memorial South Park
Jul 15th, 2016 - 9:00am	Jul 15th, 2016 - 10:30am	Memorial South Park

Venue Information

Memorial South Park
5955 Ross Street
Vancouver
See it on a map

Attendance
This program is for participants with autism and their families.

Name	Attendance	Registration Status
Amy Turcotte		
Lyle Magoo III	Registration Requested	Confirmed
Glenda Magoo		

[Return to Program History](#)