



ATF Registration: How-To Guide

- To begin registration, go to <https://cvent.me/YgalP0>
- Click “Register” and fill out your personal information.
- Select your registration type.
 - If you are a Full or Individual/Associate BCSTH member, select “Member” and the member rate (\$25.00) will automatically be applied to your registration.
 - If you are not currently a BCSTH member, select “Non-member” and the non-member rate (\$50.00) will automatically be applied to your registration.
 - If you are interested in becoming a BCSTH member, please contact Hannah at hannah@bcsth.ca for more information about membership benefits.
 - If you are registering for the AGM or Program Meetings and do not wish to attend the ATF, select either the “AGM”, “Program Meeting” or “AGM+Program Meetings Only” option.
 - If you are an ATF speaker, board member, or are registering with BC Housing or MPSSG, select the “Other” option and select your role.
 - If you would like to buy a t-shirt and are **not** registering for the ATF, select the “T-Shirts” option.
- Provide your mailing address. For BCSTH members that wish to order T-shirts, please enter the mailing address of your **organization** so we can send your shirt(s) along with your ATF Swag.
- Please advise us of any accessibility needs you may have related to attending the virtual ATF - let us know what we can do to help you feel supported in accessing the event and we will do our best to accommodate you.

AGM & Program Meetings

- Next, you will be prompted to register for the AGM and Program Meetings, which will be held on October 15, 2020.
 - Please select only **one** program meeting, as they will run simultaneously from 2:00pm-3:30pm.

- You are not required to attend the AGM or Program Meetings – do not select a Program Meeting or the AGM if you do not wish to attend.

Keynotes and Workshops

- As you scroll down, you will be prompted to choose the keynote speaker sessions and workshops you wish to attend.
 - On each day of the ATF, there will be 5 workshops you can choose from that will run simultaneously. Please select only **one** workshop for each day - you can change your workshop selection after your registration is completed. Workshop capacity is limited, so we suggest finalizing your selections as early as possible.
 - To register for a workshop, look for the “Workshop Selection” heading for each day and click the dropdown menu under “Available Sessions” to view the workshops. You can click on each of the workshops to find a description with more information. Once you have decided on a workshop, click “Select” to register.
 - Please note that you **must select a workshop for each day** of the ATF in order to complete your registration. Registration for the Keynote Speakers, Opening and Closing Remarks is optional but HIGHLY recommended – we will have prize draws throughout the event that you won’t want to miss! If you’ve registered for a workshop and won’t be able to attend, please contact us at atf@bcsth.ca to let us know.

ATF T-Shirts

- Before you complete your registration, you can select t-shirts to purchase (see image below). Shipping is included in the cost (\$20.00), and member organizations can have their shirts shipped along with their ATF swag if ordered by September 28, 2020.





Group Registration

- Once you've completed your workshop and keynote selections, click "next" to be directed to your registration summary and scroll through to review your registration details. At the bottom of the page, you will see the "Add Group Member" option which you can use to add additional group members to your registration. This is **not** required for individuals registering from the same organization, but is recommended if you would like to pay for multiple registrations in one transaction. You can add up to 10 people per registration.
 - If you would like to add additional registrants, select "Add Group Member" at the bottom of the page.
 - You will need to provide the email address and personal information of each registrant, and select the workshops and keynote speakers they would like to attend. Your registrants can make changes to these selections after registration.

Finalizing Registration and Payment

- Once you've added all of your registrants, click "next" to review your order summary. If you are registering as a Full or Individual/Associate member, non-member, speaker or from BC Housing/MPSSG, **you do not need to enter a coupon code** – the correct rate has already been applied to your registration.
- In order to complete your registration, select your preferred payment option. You can pay online by credit card through Paypal, or you can mail a cheque to our office at **119 W Pender St #325, Vancouver, BC V6B 1S5**. Please be sure to print off your invoice and include it with your cheque.
- Once your registration is complete, you and your registrants (if applicable) will each receive an email with your receipt and confirmation number. Please save this information, as you will need your confirmation number to log into the CVENT platform and make changes to your registration if needed.

Making Changes to your Registration

- Go to <https://cvent.me/YgalPO> and click "Already Registered?", then enter your email address and confirmation number.
 - You can find your confirmation number in the email you received when you first registered. If you do not have your confirmation number, click "Forgot Confirmation Number" and it will be re-sent to you. Be sure to check your junk mailbox.



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- If you do not see the “Already Registered?” option, look to the top right corner of the CVENT page and click “Post Registration”

- Click “Modify Registration”. On the first page, you can make changes to your personal information if needed.
- On the second page, you will be able to make changes to your workshops, keynotes, and AGM/Program Meetings. You can also add T-shirts to your order.
- Click “next” to review your changes, and then “submit” to finalize your changes.

Please contact Natasha (atf@bcsth.ca) or Asia at (asia@bcsth.ca) with any questions regarding registration. We will be happy to support you however we can.