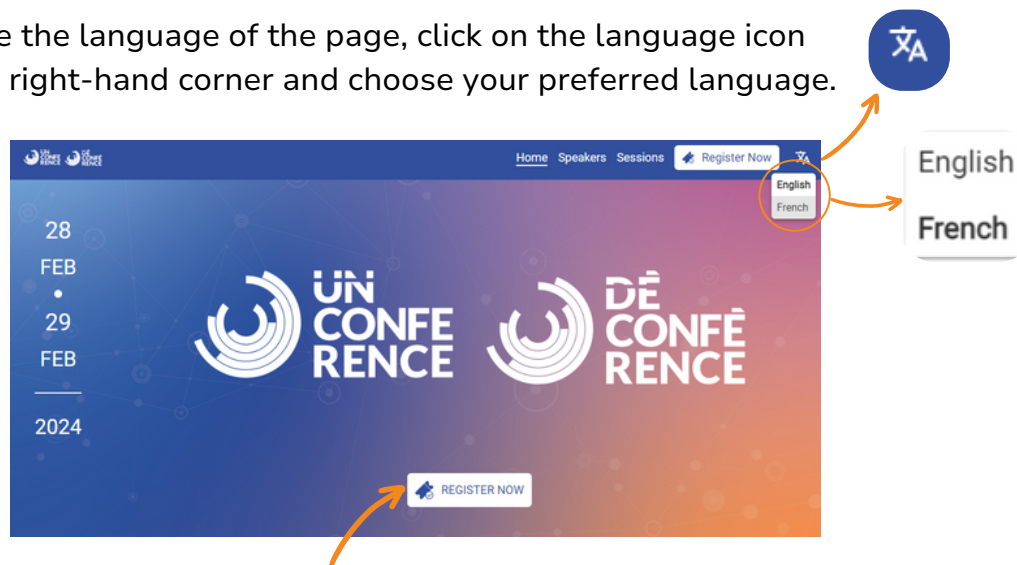


To register for CCDI UnConference 2024, please visit:

<https://site.pheedloop.com/event/unconference2024/home/>

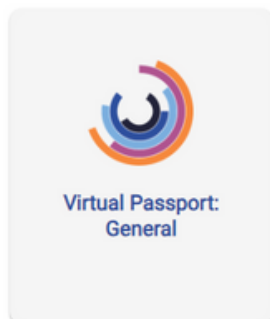
To change the language of the page, click on the language icon in the top right-hand corner and choose your preferred language.



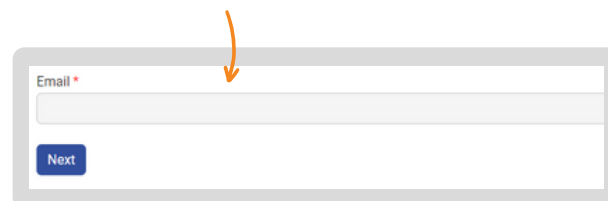
Click on the “Register Now” button to begin the registration process.

If you are completing registration for another person, please complete the process with their email address and details.

Please click on the “**Virtual Passport: General**” to begin the registration process. You will find this option at the bottom of the page.



Enter the ticket owner's email address. Please ensure correct spelling as all event communications will be sent to this email.

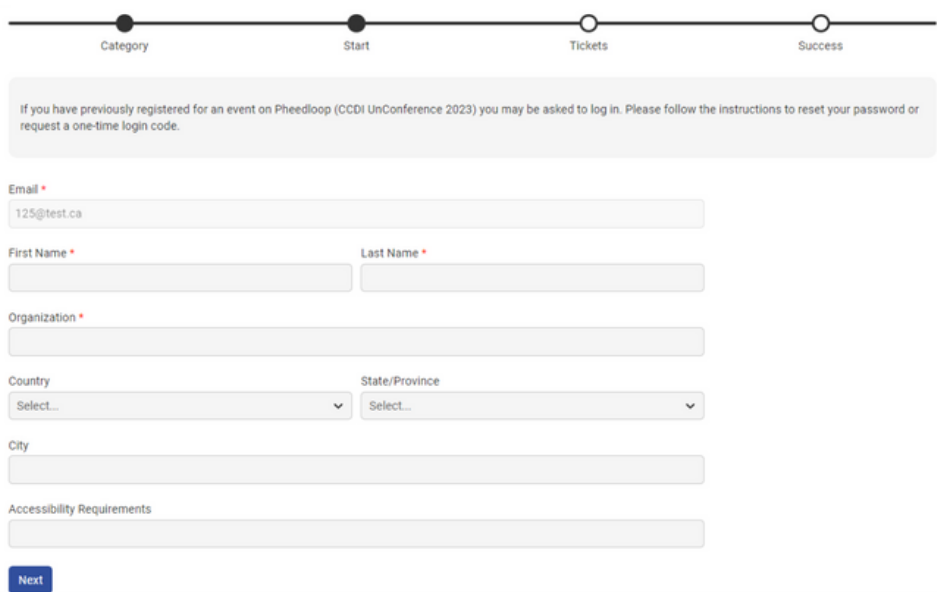


If you have previously registered for CCDI UnConference 2023 with the email address you entered, you may be required to log in. Please follow the instructions to reset your password or request a one-time login code. After completing that process, you will be directed back to the “**Register**” page to choose your category.

### Steps

1

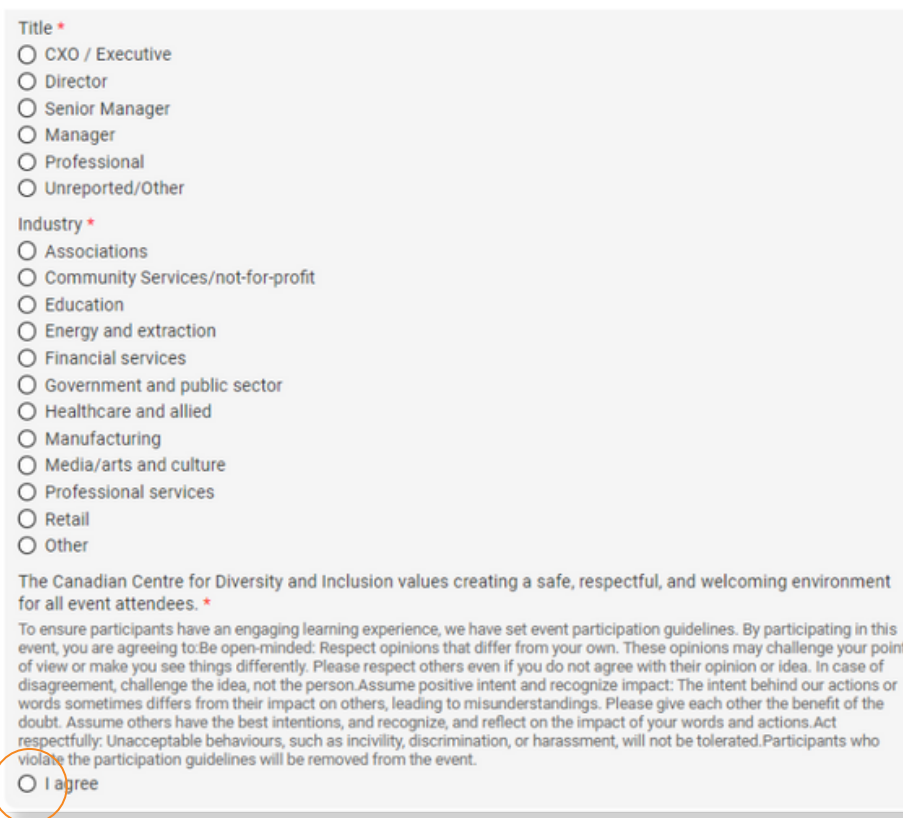
Complete the form and ensure all mandatory fields have been filled out, then click “Next”.



A registration form with a progress bar at the top showing four steps: Category, Start, Tickets, and Success. The 'Start' step is currently active. Below the progress bar is a text box with instructions for returning users. The form contains several input fields: Email (with '125@test.ca' entered), First Name, Last Name, Organization, Country (dropdown), State/Province (dropdown), City, and Accessibility Requirements. A blue 'Next' button is located at the bottom left of the form.

2

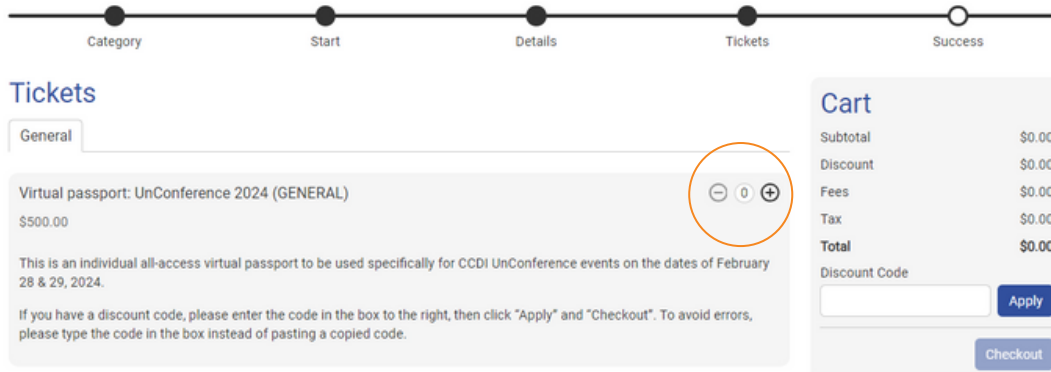
Choose “Title” and “Industry” options of the ticket holder. Please agree to the participation guidelines by clicking on “I agree”.



A form section with two radio button lists. The first list is titled 'Title \*' and includes options: CXO / Executive, Director, Senior Manager, Manager, Professional, and Unreported/Other. The second list is titled 'Industry \*' and includes options: Associations, Community Services/not-for-profit, Education, Energy and extraction, Financial services, Government and public sector, Healthcare and allied, Manufacturing, Media/arts and culture, Professional services, Retail, and Other. Below these lists is a paragraph of text regarding participation guidelines, followed by a radio button labeled 'I agree' which is circled in orange.

3

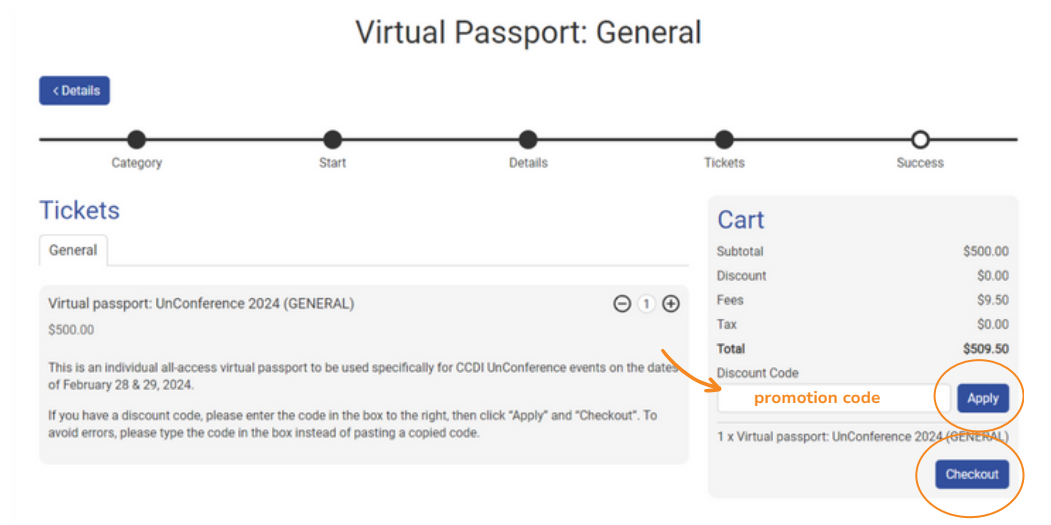
To purchase your pass, click on **“Add”** once. Do not add more than one pass or you will encounter an error.



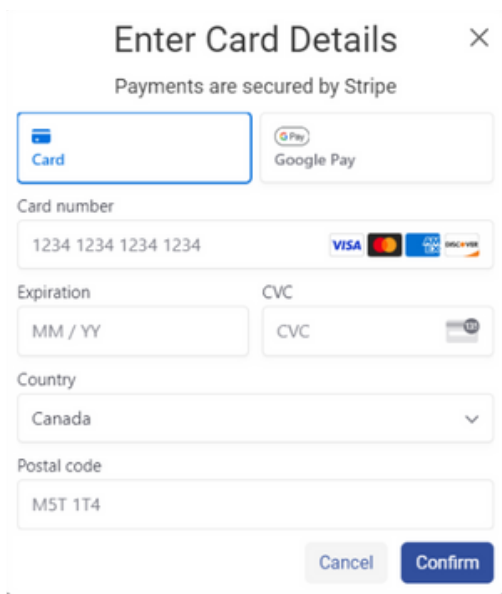
Complete this step only if you have received a unique promotional code

4

Input your unique promotional code in the field **“Discount Code”**. Click **“Apply”** and the total will be updated to \$425.00 plus an \$8.07 transaction fee.



- 5 Click “Checkout” and you will be prompted to enter payment details. Click “Confirm” to process the payment and complete registration.



- 6 You will be presented with the **Success!** page confirming your registration is complete. You may also download your invoice directly from this page. You will receive an email from the PheedLoop platform confirming your registration was successful and another email with an invoice. Please note you will not receive a link to access the event. An email containing the link to access the platform will be sent to you two to three days before the event. Please ensure to check your spam/junk folders for all emails related to CCDI UnConference 2024. If you have any questions or need assistance with the registration process – please email [events@ccdi.ca](mailto:events@ccdi.ca).

