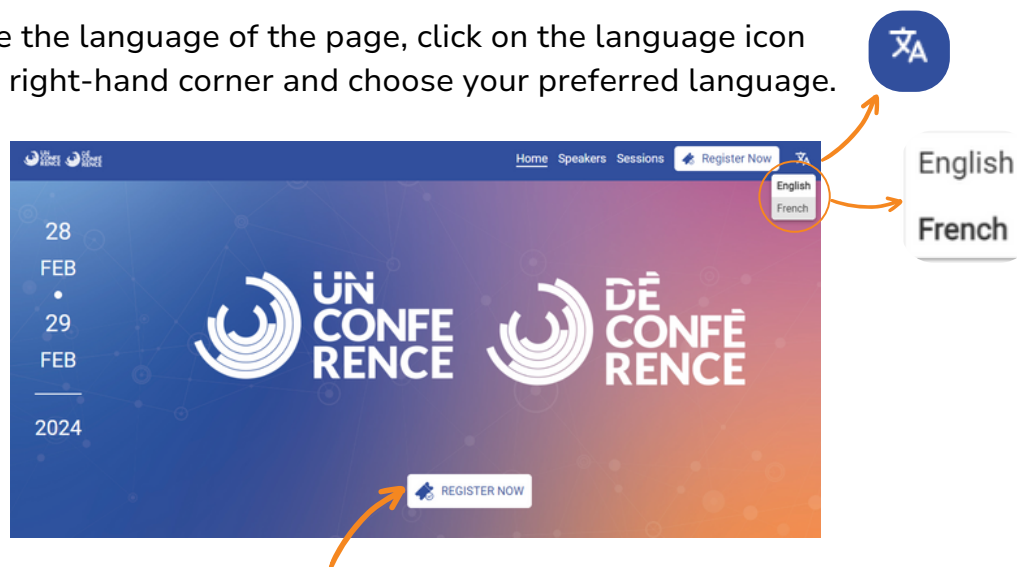


To register for CCDI UnConference 2024, please visit:

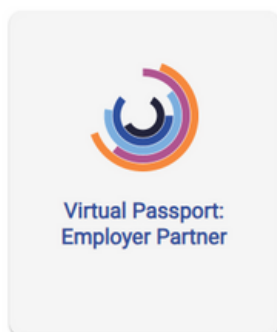
<https://site.pheedloop.com/event/unconference2024/home/>

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

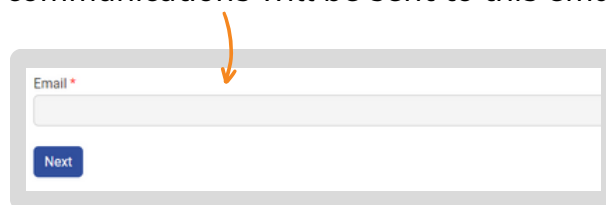


Click on the “Register Now” button to begin the registration process.

Please click on the “**Virtual Passport: Employer Partner**” category to purchase your pass. You will find this option at the bottom of the page.



Enter your **email address**. Please ensure correct spelling as all event communications will be sent to this email.

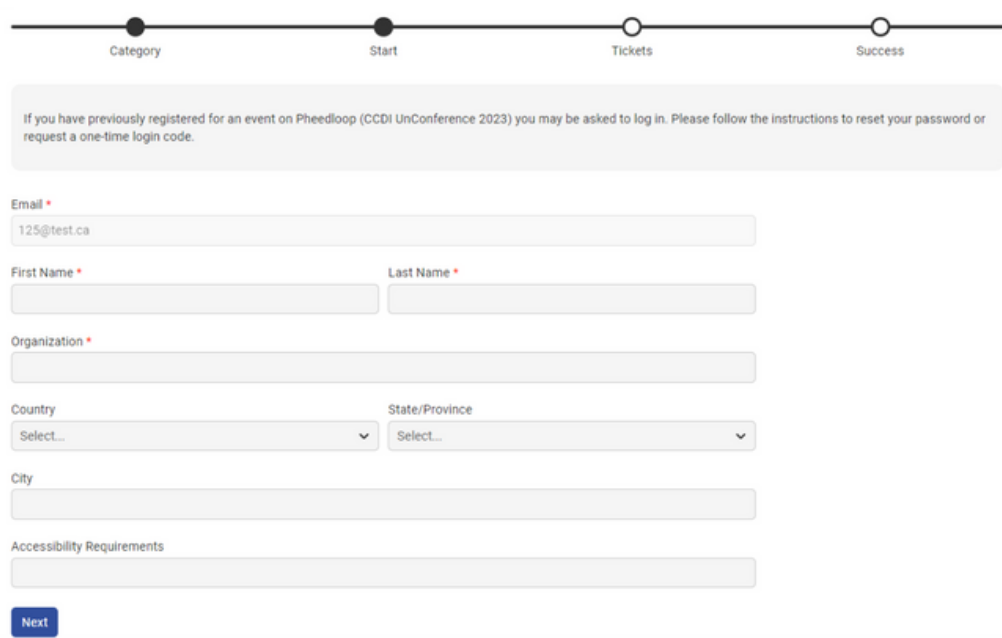


If you have previously registered for CCDI UnConference 2023 with the email address you entered, you may be required to log in. Please follow the instructions to reset your password or request a one-time login code. After completing that process, you will be directed back to the “**Register**” page to 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: "If you have previously registered for an event on Pheedloop (CCDI UnConference 2023) you may be asked to log in. Please follow the instructions to reset your password or request a one-time login code." The form contains several input fields: Email (with a red asterisk), First Name (with a red asterisk), Last Name (with a red asterisk), Organization (with a red asterisk), Country (dropdown menu), State/Province (dropdown menu), City, and Accessibility Requirements. A blue 'Next' button is located at the bottom left of the form.

2

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



A screenshot of the 'Virtual Passport: Employer Partner' page. At the top, there is a progress bar with four steps: Category, Start, Tickets, and Success. The 'Tickets' step is active. Below the progress bar is a blue '< Start' button. The main content area is titled 'Tickets' and has a 'General' tab selected. It shows a 'Virtual passport: UnConference 2024 (Employer Partner)' for \$500.00. A red circle highlights the '0 + Add' button. Below this, there is a text box with instructions: "This is an individual all-access virtual passport to be used specifically for CCDI UnConference events on the dates of February 28 & 29, 2024. Please note that you can only purchase one pass at a time. If you add an additional pass, you will receive an error and will need to remove the additional profile fields below. If you are purchasing a pass for yourself, please enter your own details. If you are purchasing a pass on behalf of someone else, please enter their details and ensure the correct spelling of their email address. Please input your unique promotional discount code in the box to the right, then click 'Apply' and 'Checkout'. To avoid errors, please type the code in the box instead of pasting a copied code." To the right of the main content is a 'Cart' section with a table showing Subtotal (\$0.00), Discount (\$0.00), Fees (\$0.00), Tax (\$0.00), and Total (\$0.00). There is also a 'Discount Code' input field with an 'Apply' button and a 'Checkout' button.

# REGISTRATION INSTRUCTIONS

## Employer Partner

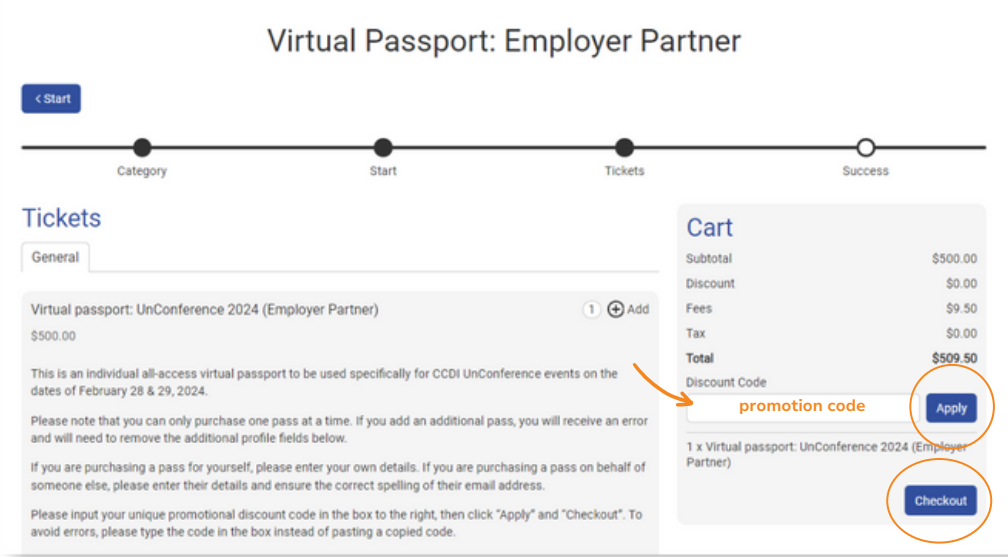


**3** Ticket owner details will populate automatically. If you are issuing a ticket to another individual, please fill out the mandatory fields with the individual's information.

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



- 5** Input your organization's unique promotional code in the field "Discount Code". Click "Apply" and the total will be updated to \$0.00 or \$425.00 plus an \$8.07 transaction fee. Click "Check-out" – if you are purchasing a discounted pass, 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 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).

