

EfM Mentors – Mentor Registration – First Steps

Detailed steps to guide you through the registration process. *Please pay particular attention to the provision for mentors to register students without internet access that are highlighted below.*

*If you have already created an initial Amilia account **do not** create a second account.*

Signing in and creating your online registration account

- To begin, click on the appropriate link in the Registration section of the EfM Canada website; it will open a new window to begin the online registration process in the web portal Amilia
- At the bottom of the screen, underneath Mentor Registration – 2020/2021 click on the + sign beside Mentor Registration – Face-to-Face & Online Groups
- Click on the blue button – bottom right of the event description, underneath " Session" – you will be taken to a Log in window

- *If you have already created an Amilia account to complete a training event registration **do not** create a second Amilia account to complete your mentor registration; simply log in with the email address and password already associated with your account and follow the steps detailed on the next page*

- *If this is your first time using the Amilia portal you will need to create a new user account*
- At the bottom of the Log in window click on the words "Create an account" – highlighted in blue – you will be taken to a "Create an account" window
- Enter your First name, Last name, Email and Password – click the "eye" icon in the Password section if you want to see the characters you are typing
 - this is the first step in creating a user account in Amilia, the web-based user platform used by the Diocese of Kootenay to accept online registrations and payments for its two independent diocesan programs: EfM Canada and Camp Owaissi
 - make sure that you write down your account credentials then click "Create an account" to continue
- You will then receive notification that a confirmation email has been sent by Amilia to the address you've given, together with instructions to open the email and to click on the link provided to continue the validation of your account
 - ** if the confirmation email does not appear in your Inbox please check your Junk Mail or Spam folder
- After you have followed the instructions in the confirmation email:
 - a. you will be returned to a Log in window - enter the email and password used to register your account and click "Log in" at the bottom of the windowOR
 - b. you will be taken to a newly created account window where you will be asked to identify the account owner (you've created the account - you are the account owner)

- Enter the information requested to complete the "Account Owner" screen
** as the account owner:
 - you will not have to complete the initial steps to create an account a second time
 - you will be able to use your email and password to log in to your account, to make changes to your account information (eg. change password), to review your account history and to register for programs and events (described as making a "purchase")
 - you will also be able to use your Amilia account to process registrations for students who do not have internet access; you will need to contact the EfM Canada office for assistance with the steps involved
- Once you have filled in the requested "Account Owner" information click "Continue Purchase"

Continuing with your EfM registration

- This should mark the end of the process to create and validate your Amilia account - you should now be able to continue with your mentor registration ...
- Those who have completed a training event registration previously will find that many of the questions in the mentor registration are already filled in – please confirm that the information is correct and ensure that all remaining questions are answered
- Mentor registration does not involve an annual fee; you will bypass the fee payment screen that is associated with both the training event registration and student registration processes

Confirmation of your registration

- When you have completed the registration questions and entered today's date you will be notified that a confirmation of your registration has been sent to your email; this will be in the form of an Invoice from Diocese of Kootenay – Ministries – please make sure to check your Junk Mail and Spam folders if it does not arrive in your Inbox

Many thanks for taking part in the online registration process!