

## EfM Mentors – Training Event Registration – First Steps

Detailed steps to guide you through the Training Event Registration process. *Please pay particular attention to the directions related to payment 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 Amilia 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 Training Event Registration – 2020/2021 click on the + sign beside Foundations Events or Formation Events as appropriate
  - Scroll down to the particular event you are planning to register for
  - 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 mentor registration **do not** create a second Amilia account to complete your training event registration; simply log in with the email address and password already associated with your account and follow the steps detailed on the next page*
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- *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")
  - Once you have filled in the requested "Account Owner" information click "Continue Purchase"
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## 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 training event registration ...
- Those who have completed a mentor registration previously will find that many of the questions in the training event registration are already filled in – please confirm that the information is correct and ensure that all remaining questions are answered
- When you have completed the training event registration questions and entered today's date you will then be able to proceed to the payment section

## Selecting your payment option – please read carefully

- You will see two options for payment – online payment and offline payment
- A standard training event registration fee of \$75.00 has been established this year for all Foundations and Formation events
- It is expected that the majority of mentors will pay the event registration fee using the online payment option available in Amilia
  - Online payment can be made by credit card (MasterCard or VISA) or by E-check; choose your preferred option and fill in the requested information – there is a help screen associated with E-check payments if needed
    - You will have an option to save your credit card information on the Amilia website for future registrations processed through your account
    - All credit card and banking information is secured on the Amilia website and no one associated with Amilia or the Diocese of Kootenay has access to your confidential financial information
  - If you are not paying the full training event fee of \$75.00 at the time of registration – some dioceses have undertaken to pay all or a portion of the training fee – then you must select the offline payment option
    - This will allow you to complete your registration while recording an outstanding balance of \$75.00 on your account
    - You must then contact the EfM Canada office by email; arrangements will be made to credit your account once the diocesan funds have been received

## Confirmation of your registration

- When you have filled in the payment section your registration will be complete and you will be notified that a confirmation email has been sent to the email address used to create your account
  - 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
  - for the majority who selected online payment the Invoice will show that the registration fee has been paid in full; this will serve as both a confirmation of registration and a receipt
  - for those who selected offline payment the Invoice will show an outstanding balance; this will serve as a confirmation of registration and notification of a balance due to be paid by the diocese – this will only apply to those dioceses that have confirmed the necessary arrangements with EfM Canada

***Many thanks for taking part in the online registration process!***