

## NEW METHOD - Oakville Community Foundation Event Registration



Our wonderful technology has some new tools including our own Event Registration system! That's right, no more Eventbrite registrations.

**Starting with our 2020 Annual General Meeting**, we will be using our Event Registration system to confirm attendance for all **our** programs. Please note, it's really important that we know who is coming, and we hope you find this new system easy to use!

We have put together this handy Tutorial to walk you through the steps, just in case you get stuck.

### Event Registration Tutorial

#### How do I register for the AGM and "In Conversation with Donovan Bailey"?

- If you would like to attend our AGM and "In Conversation with Donovan Bailey" visit this link: [https://ocf.fcsuite.com/erp/donate/list/event?event\\_date\\_id=1264](https://ocf.fcsuite.com/erp/donate/list/event?event_date_id=1264)

OR

- If you would like to attend only the "In Conversation with Donovan Bailey", visit this link: [https://ocf.fcsuite.com/erp/donate/list/event?event\\_date\\_id=1284](https://ocf.fcsuite.com/erp/donate/list/event?event_date_id=1284)
- You will see a screen similar to the one below:

#### Annual General Meeting

Oakville Community Foundation's Annual General Meeting

<b>Date</b>	05/27/2021
<b>Start Time</b>	5:30
<b>Location</b>	Virtual
<hr/>	
<b>Name</b>	<b>Price</b>
<a href="#">Annual General Meeting</a>	0.00

- Click on the "[GREEN Link](#)" (at the bottom of the page).

## NEW METHOD - Oakville Community Foundation Event Registration

- A new page will appear (as per image below).

[Donate To A Fund](#)   [Grant Catalog](#)   [Event Tickets](#)

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Oakville Community Foundation's Annual General Meeting

**Event**   2021 Annual General Meeting

**Date**   05/27/2021

**Name**   Annual General Meeting

**Quantity**  

[ADD TO CART](#)

- Fill in the number of people who will be attending in the “quantity” section.
- Click Add To Cart.
- A new page will appear (as per below).

[Donate To A Fund](#)   [Grant Catalog](#)   [Event Tickets](#)

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### Item added to cart

What would you like to do next?

[Add More Tickets](#)

[Checkout](#)

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- Click Checkout (a new page will appear as per below)

**Required Checkout Information**

**Name \***  Individual  Organization

First Name  Middle Name

Last Name  Suffix

**Address \*** Street Address \*


Apartment, Suite, Building, other

City \*  State \*  Postal code \*

**Email \***

**Phone \***

\* required information



- Fill in your information (or any guest information) and click review at the bottom of the page when you are finished.
  - *Please note that all fields marked with an \* are required. You will not be able to move forward until these fields are complete.*
  - **\*Please note where it says “State” fill in **ON**, or your corresponding**

State \*

ON

province.

- A new page will appear confirming your personal details. Click Submit Registration at the bottom of the page.
- A new page will appear to thank you for registering. If you would like to register a guest, you can fill out their information by clicking on the Add Guest button.

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### Thank you

Thank you for supporting the Oakville Community Foundation. We look forward to seeing you at our event!

ANNUAL GENERAL MEETING AND IN CONVERSATION WITH DONOVAN BAILEY :: 2021-05-27

### Annual General Meeting

Ticket 1377: Quantity 1: Purchased 05/06/2021 09:23

#### Guest Name

Add Guest

- Once you have successfully registered, you will receive an email with your registration receipt.

## Registration Receipt Inbox x



**The Oakville Community Foundation** <no-reply...> 12:12 PM (0 minutes ago)  
to me ▾



Attached is your registration receipt.



Reply

Forward

If you need help registering, please contact Gillian McLaren at [gillian@theocf.org](mailto:gillian@theocf.org) for assistance.