



PROCEDURE

REGISTRATION FOR TRAINING ACTIVITIES

1. Access the AMOM website :

- Open your web browser and enter the URL of the AMOM website www.amom.net

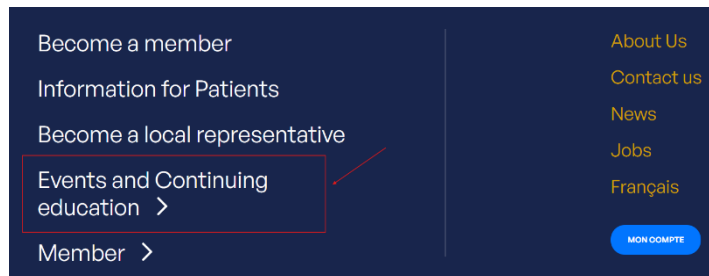
2. Log in to your account :

- Click on the **Login** button located at the top right. Then enter your email address and password, and click on **Login**.

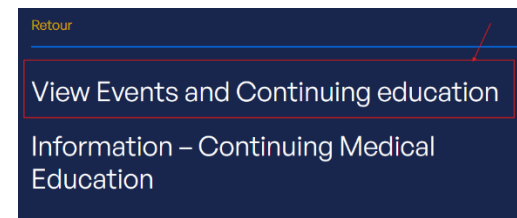


3. Navigate to the Training and Events section :

- Once on the AMOM website, click on the **MENU** at the top right, then on **Events and Training**



- Finally, click on View Events and Continuing education.

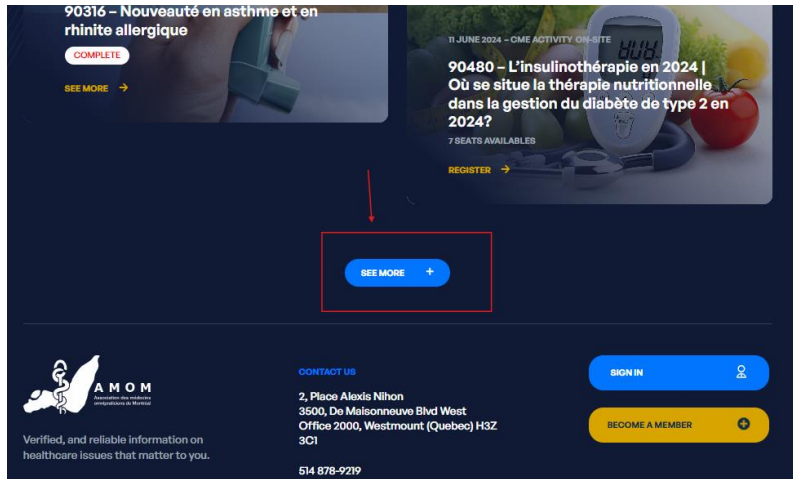


4. Explore the available training activities :

- Browse the list of available training activities to find the one that interests you.
- You can use search filters to refine your results by borough name, keywords, and activity number (under keywords).

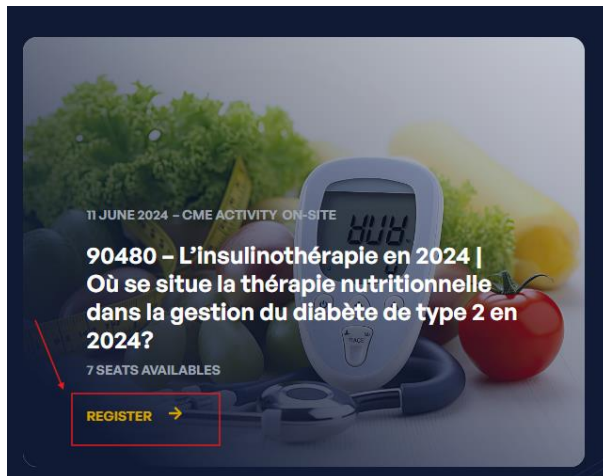


- To see the rest of the training sessions, click on See more +



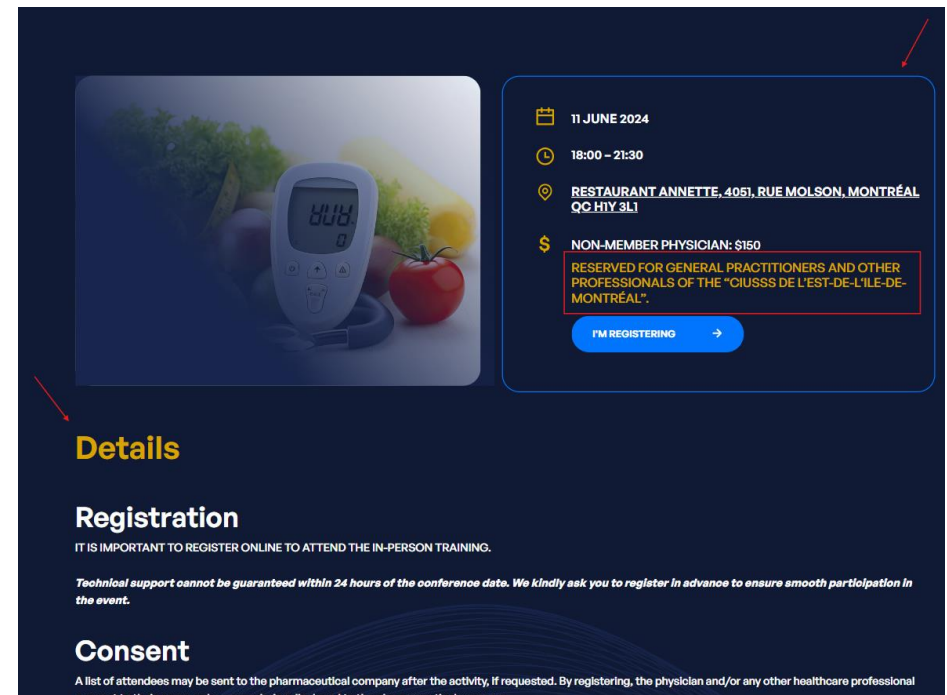
5. Select the training activity :

- Click on **Register** under the title of the training activity you wish to enroll in to access its detailed page.



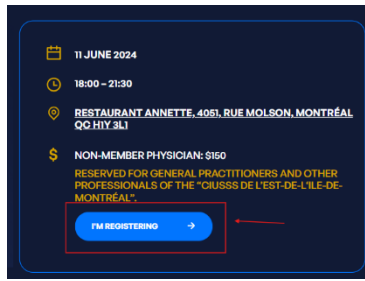
6. Check the details and prerequisites :

- On the activity page, carefully read the details such as the date, time, location (in presence or online), training content, and any prerequisites before registering. **Sometimes, the training is reserved for participants in a specific clinic or for a specific CIUSSS.**



7. Click on I'M REGISTERING :

- Once you are ready to register, look for the **I'M REGISTERING** button. Click on it to start the registration process.



The activity will be added to your cart, but this doesn't mean you are registered yet.



8. Add more activities to your cart :

- If you want to register for additional training activities, click on **Add another CME Activity**. You will be redirected to the training activities page. You will need to follow steps 4 to 7 of this document to add an activity to your cart.



9. Fill in billing details :

Enter your billing details to complete the order. Only fields marked with a red asterisk* are mandatory.

Billing details

First name* Last name*

Company name (optional)

Country / Region*
Canada

Street address*

Town / City*

Province*
Quebec

Postal code*

Phone*

Email address*

Additional information

Order notes (optional)

10. Complete the registration and pay if necessary :

- Follow the instructions to finalize your registration. If the activity incurs fees, you'll have the option to pay by inserting your credit card directly or by paying through PayPal. Then click on **Place order**.

The screenshot shows the 'Your order' page with a billing form. The order summary is as follows:

Produit	Subtotal
90480 - L'insulinothérapie en 2024 Où se situe la thérapie nutritionnelle dans la gestion du diabète de type 2 en 2024? × 1	\$160.00
Subtotal	\$160.00
TPS	\$7.50
TVQ	\$14.96
Total	\$172.46

The billing form includes fields for Card number, Expiry (MM/YY), and CVV. There are radio buttons for 'Credit card' (selected) and 'PayPal'. A yellow 'PLACE ORDER' button is at the bottom right.

- If the activity is free of charge, you simply need to click on **Place order** at the end of the billing form.

This screenshot shows the 'Your order' page with a billing form. The order summary is as follows:

Produit	Subtotal
90480 - L'insulinothérapie en 2024 Où se situe la thérapie nutritionnelle dans la gestion du diabète de type 2 en 2024? × 1	\$0.00
Subtotal	\$0.00
Total	\$0.00

The 'PLACE ORDER' button is highlighted with a red box and a red arrow.

- You should see the following page if the registration is completed successfully.

The screenshot shows the 'Checkout' page with a confirmation message: "Thank you. Your order has been received." The order details are as follows:

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:
2730315	May 27, 2024	asabbagh@amom.net	\$0.00

The 'Order details' table is as follows:

Product	Total	Action
90480 - L'insulinothérapie en 2024 Où se situe la thérapie nutritionnelle dans la gestion du diabète de type 2 en 2024? × 1	\$0.00	Unsubscribe
Subtotal:	\$0.00	
Total:	\$0.00	

11. Receive registration confirmation:

Once your registration is complete and your payment is processed, if applicable, you will receive a registration confirmation by email. Be sure to check your inbox for the details. Here is an example.

The screenshot shows an email confirmation page titled "Merci pour votre commande". The content is as follows:

Hi Aline,

We have finished processing your order.

[Order #2730315] (May 27, 2024)

Product	Quantity	Price
90480 - L'insulinothérapie en 2024 Où se situe la thérapie nutritionnelle dans la gestion du diabète de type 2 en 2024?	1	\$0.00
Subtotal:		\$0.00
Total:		\$0.00

Below the table is a section for "Billing address".