

## **CCRR On Line Workshop Registration Begins September 2014!**

**Why?** Quick access to registration for clients, reduces payment problems, gives our staff immediate information on registration.

**Payment:** Is by credit card; or a pre-paid credit card – purchased and loaded with an amount; or a Visa gift card for a set amount. These act regular credit cards as the card has funds.

**Fee Increase as of September 2014:** the rates for our CCRR workshops will increase: **\$15.00 for subscribers and \$25.00 for non-subscribers** per workshop. North Shore CCRR Registered Licence Not Required providers will be free.

### **To Register for Workshops:**

#### **CCRR Subscribers and Registered Licence Not Required (RLNR) Clients:**

- Click on Log In at the top of the website
- Click on Forgotten Password in order to receive an initial Password
- Enter your e-mail address and click Continue
- You will receive an e-mail immediately with your Password
- Now you can Log In with your e-mail and new Password. You can change your Password by going to your Account at anytime
- Shop for your workshop(s)
- To check out, use either the Check Out tab or click on the basket in the top right corner
- Pay with credit card via Pay Pal – if there is a problem, you will get a message – recheck the number, use another card, etc. Registration is not complete until payment confirmed
- North Shore CCRR RLNR clients will be processed as free
- Once payment confirmed, the system will add you to the attendance list for each registered workshop
- You will receive an on-line receipt
- A workshop is full at maximum capacity. There are no waitlists for workshops

**It is important to update us if there is any change in your e-mail address.**

**Not a CCRR Program Subscriber?** Register by clicking on Create an Account and follow the registration process. You may want to subscribe to get the reduced workshop rate. To subscribe, contact Fariba Aghdassi at [fariba.aghdassi@nscr.bc.ca](mailto:fariba.aghdassi@nscr.bc.ca) or at 604-982-3314. When your subscription is processed, you will be notified to go on line and register as a program subscriber.

#### **There will be no credits or refunds given if you cannot attend your workshop**

- If you cannot attend, you can send someone else in your place. That person needs to have your name to attend with your registration.

There might be challenges during this transition; however, we are confident that this will provide improved service in the future. **Register at:** [www.nscr.bc.ca/nscrw](http://www.nscr.bc.ca/nscrw)