

Canucks Autism Network's New Registration System

How-to-Document





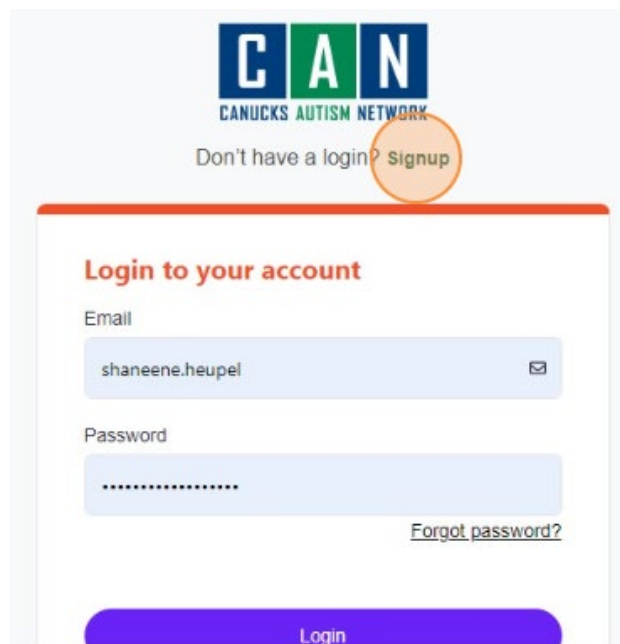
Contents

How to Create an Account	3
Step 1: Sign-up	3
Step 2: update your password.	4
Step 3: update the primary account holder's account.....	4
Step 4: add family members to your account.	4
Step 5: update each family member's details.	5
Registering for Programs.....	6
Accessing Program Lists	6
Selecting a Program	6
Registering for a Program.....	8
Additional Functions:	9
How to see what programs you have registered for:.....	9
How to withdraw from a program	10
Contact us	11
Phone	11
Email.....	11

How to Create an Account

Step 1: Sign-up

1. Follow this link to our new registration system website:
<https://canucksautism.perfectmind.com/SocialSite/MemberRegistration/MemberSignIn>
2. Click "sign up" under the CAN logo.



CAN
CANUCKS AUTISM NETWORK

Don't have a login? [Signup](#)

Login to your account

Email
shaneene.heupel

Password
.....

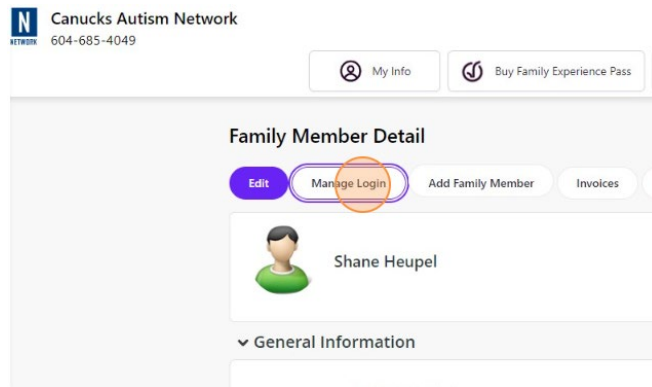
[Forgot password?](#)

Login

3. Enter the information for the primary account holder.
Who is the primary account holder? The main contact person for program and event correspondence.
4. Click "submit".

Step 2: Update your password.

1. Your temporary password will be sent to your email.
2. Click “manage login”.



3. Enter your current password (this will be the temporary password sent to your email address).
4. Enter a new password.
5. Click “save”.

Step 3: Update the primary account holder's account.

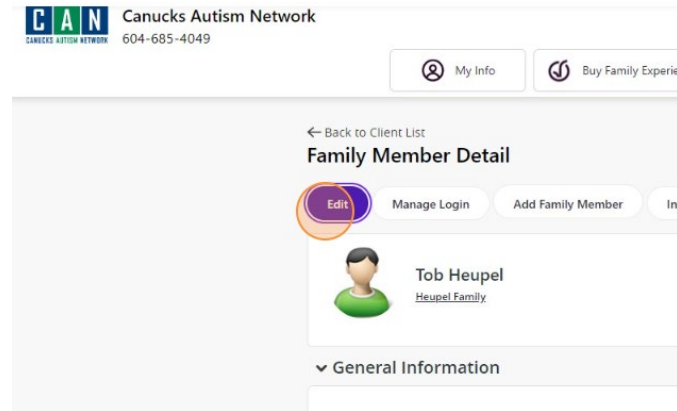
1. Login to your account
2. Navigate to “my info”.
3. Click “edit”.
4. Fill in the required information:
 - a. Autism diagnosis.
 - i. Upload diagnosis if applicable (children aged 13 and under)
 - b. Birthday.
 - c. Upload an image.
 - d. Gender and pronouns.
 - e. Emergency contact information.
5. Click “save”.

Step 4: Add family members to your account.

1. Click the “my info” tab.
2. Click “add family member”.
3. Enter family member's information.
 - a. Name
 - b. Birth date
 - c. Email/phone number if not the same as the primary account holder's.
 - d. Gender.
 - e. Contact relation (relationship to the primary account holder).
4. Repeat for each family member (restricted to family members within one household)

Step 5: Update each family member's details.

1. Click the "my info" tab.
2. Click on the family member you would like to update.
3. Click "edit"

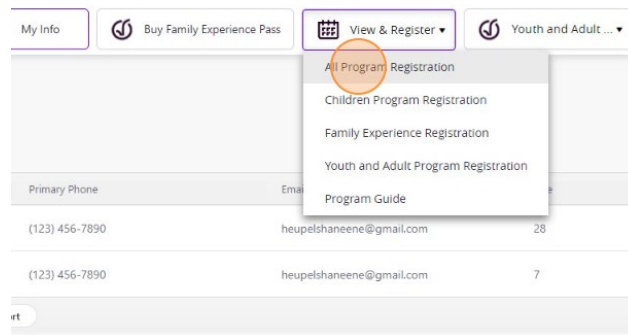


4. Fill in the required information:
 - a. Autism diagnosis.
 - i. Upload diagnosis if applicable (children 13 and under)
 - b. Birthday.
 - c. Upload an image.
 - d. Gender and pronouns.
 - e. Emergency contact information.
5. Click "save".
6. Repeat for each family member on the account.

Registering for Programs

Accessing Program Lists

1. Login to your account.
2. Click the “View & Register” drop down menu.
3. Select the type of programs you would like to register for:
 - a. All Program Registrations
 - b. Children Program Registrations
 - c. Family Experience Registration
 - d. Youth and Adult Program Registration



Selecting a Program

1. Once you have accessed a program type (i.e., children’s programs, youth and adult programs, etc.), it is time to find a program to register for!
2. You can filter this page to show you:
 - a. A specific date/time range.
 - b. Specific days of the week.
 - c. A specific location.
 - d. A specific service type (service = program type, i.e., swim, gymnastics, hockey)
 - e. Programs for specific age ranges.

Filters [Reset](#)

Date Range [Reset](#)

Time Range [Reset](#)

Days of week [Reset](#)
 Mon Tue Wed Thu Fri Sat Sun

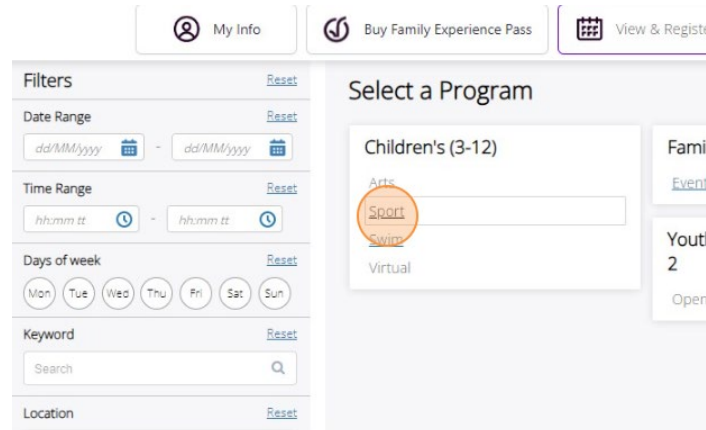
Keyword [Reset](#)

Location [Reset](#)

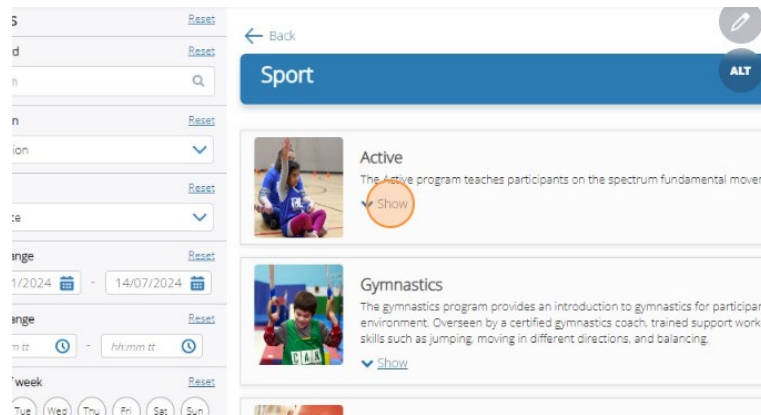
Service [Reset](#)

Age [Reset](#)
 yr - yr

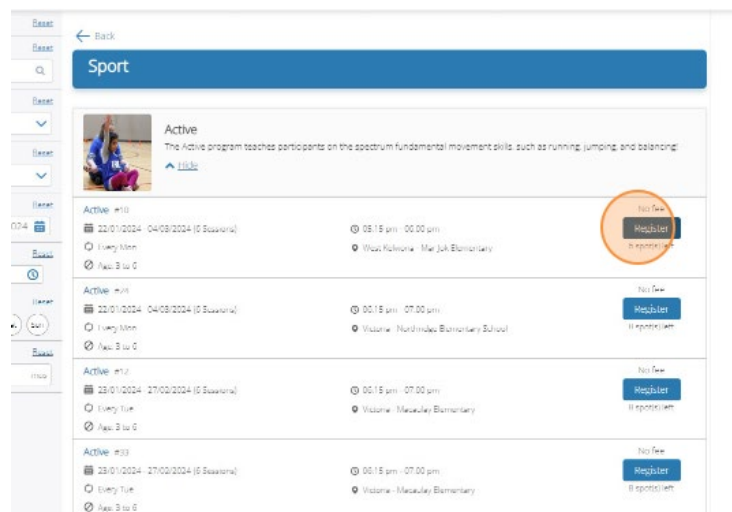
- Choose a program category (i.e., art, sport, employment, recreation)



- Click "show" under the program of interest to view specific date/time options for a specific program.



- Click register to begin the registration process of your program of interest.



Registering for a Program

1. Review program details:
 - a. Does the date/time of the program fit into your schedule?
 - b. Does the participant meet all the requirements (i.e., age requirements)?
2. Click "register"

The screenshot shows the registration page for the 'Active' program. At the top, there is a navigation bar with the CANUCKS AUTISM NETWORK logo, contact information (604-685-4049), and a user profile dropdown for 'Shane Heupel'. Below this is a menu with options: 'My Info', 'Buy Family Experience Pass', 'View & Register', 'Youth and Adult ...', and 'How-To & FAQ'. The main content area features a 'REGISTER' button and program details: 'Active', dates '22/01/2024 - 04/03/2024', time '05:15 pm - 06:00 pm', and '6 spot(s) left'. A 'Fees' section shows a 'Program Fee' of 'Free'. A 'Course Dates' table lists sessions from 22/01/2024 to 04/03/2024, all on 'Every Mon' at 'Mar Jok Elementary'. An 'About this Course' section lists 'West Kelwona' with a 'Show Map' link. A 'Restrictions' section shows an 'Age Restriction' of '3 to 6'. A registration end time of '22/01/2024 at 05:15 PM' is also displayed.

3. Select the family member you are registering into the program.

The screenshot shows the registration page for the 'Multisport' program. The navigation bar and menu are identical to the previous screenshot. The main content area features a 'Back to Event' button and program details: 'Multisport', dates '22/01/2024 - 04/03/2024', time '06:00 pm - 07:00 pm', and '8 spot(s) left'. A 'Restrictions' section shows an 'Age' of '7 to 12'. A registration end time of '22/01/2024 at 06:00 PM' is also displayed. A progress indicator shows three steps: '1. Attendees', '2. Questionnaire', and '3. Payment', with 'Attendees' currently selected. Below this, a section titled 'Who would you like to book?' lists three family members: 'Sam Heupel' (Age: 5), 'Shane Heupel (You)' (Age: 28), and 'Tob Heupel (Brother)'. The 'Tob Heupel (Brother)' option is selected with a checked checkbox. There is also an 'Add Family Member' button. A 'Next' button is located at the bottom right. A yellow banner at the top right indicates '1 spot held'.

4. Click "next" (note: from this point forward, your spot will be held. If you are inactive for more than 5 minutes, you will lose your spot)
5. Fill out the questionnaire.
6. Add payment information.
7. Click "Place My Order" to complete your registration.

Additional Functions:

- Add the event to your calendar.
- Print registration confirmation.
- Print receipt.
- Book another event (book another program).

How to see what programs you have registered for:

1. Navigate to the “My Info” Tab.
2. Select the family member that you want to check programming for.
3. Scroll down to the bottom of the page:
4. Open the “schedules” drop down menu.
5. All upcoming programs for the family member are listed in the calendar.
 - a. Select more than one family member’s schedule by selecting their name on the top left side of the calendar.

▼ Schedules

Shane Heupel
 Sam Heupel
 Tob Heupel

< January 2024 >
 [Switch to List View](#)
[Export to PDF](#) ▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	<div style="background-color: #c8e6c9; padding: 2px; border-radius: 3px; margin-bottom: 2px;">05:15 PM-06:00 PM</div> Sam Heupel Active / Mar Jok Elementary <div style="background-color: #bbdefb; padding: 2px; border-radius: 3px; margin-top: 2px;">06:00 PM-07:00 PM</div> Tob Heupel Multisport / Mar Jok Elementary	23	24	25	26	27
	<div style="background-color: #c8e6c9; padding: 2px; border-radius: 3px; margin-bottom: 2px;">05:15 PM-06:00 PM</div> Sam Heupel Active / Mar Jok Elementary <div style="background-color: #bbdefb; padding: 2px; border-radius: 3px; margin-top: 2px;">06:00 PM-07:00 PM</div> Tob Heupel Multisport / Mar Jok Elementary	29	30	31	01	02
04	05	06	07	08	09	10
	<div style="background-color: #c8e6c9; padding: 2px; border-radius: 3px; margin-bottom: 2px;">05:15 PM-06:00 PM</div> Sam Heupel Active / Mar Jok Elementary <div style="background-color: #bbdefb; padding: 2px; border-radius: 3px; margin-top: 2px;">06:00 PM-07:00 PM</div> Tob Heupel Multisport / Mar Jok Elementary	05	06	07	08	09

How to Withdraw from a Program

1. Login to your account.
2. Navigate to the “my info” tab.
3. Select the family member you would like to withdraw from a program.
4. Scroll to the bottom of the page and open the “schedules” drop down menu.
5. Click the actions button.
6. Click the “withdraw” option to withdraw from the program.



Contact us

If you require further assistance, please don't hesitate to reach out to us at...

Phone

604-685-4049 ext. 229

Email

info@canucksautism.ca