

# CREATING PARTICIPANT PROFILES HOW-TO GUIDE

A quick reference for creating participant profiles for your child on the CFASA website



centre FOR  
**autism**  
**services**  
ALBERTA

# WHAT IS A PARTICIPANT PROFILE?

Participant Profiles are created as part of your User account on the CFASA website.

Participant Profiles are an online profile of your child, teen, or adult, and contain all relevant information such as Date of Birth, FSCD Number, Emergency Contacts, Medical Information, Communication styles, Behavioural traits, and more!

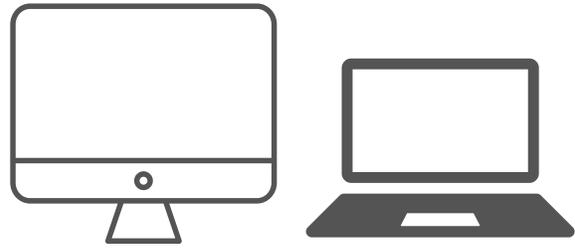
When filling out a Participant Profile, you will realize that it is very similar to filling out one of our online registration forms. By completing a Participant Profile for your child, you fill in information that would be on one of our registration forms, but you only have to fill it in once. The information is then securely stored on our website in your User account, and can be used to automatically fill in registration forms!

If you have more than one child who takes part in programs at CFASA, NO PROBLEM! User Accounts can create and store Participant Profiles for all of your children! Then when you go to register for programs, you simply select the Profile for the child you are registering, and the registration form will be automatically filled in for you.

They take a bit of time to set up, but once created, Participant Profiles can make registering for community programs and Summer Camp quick and easy!

The following guide will walk you through how to create a Participant Profile on our website. Please take the time to fill in the Profile as thoroughly as possible. It will make registration forms fill in automatically (easy for you!) and give our staff the information they need to provide the best programs and support for you and your family (great for us!).

# LET'S GET STARTED!

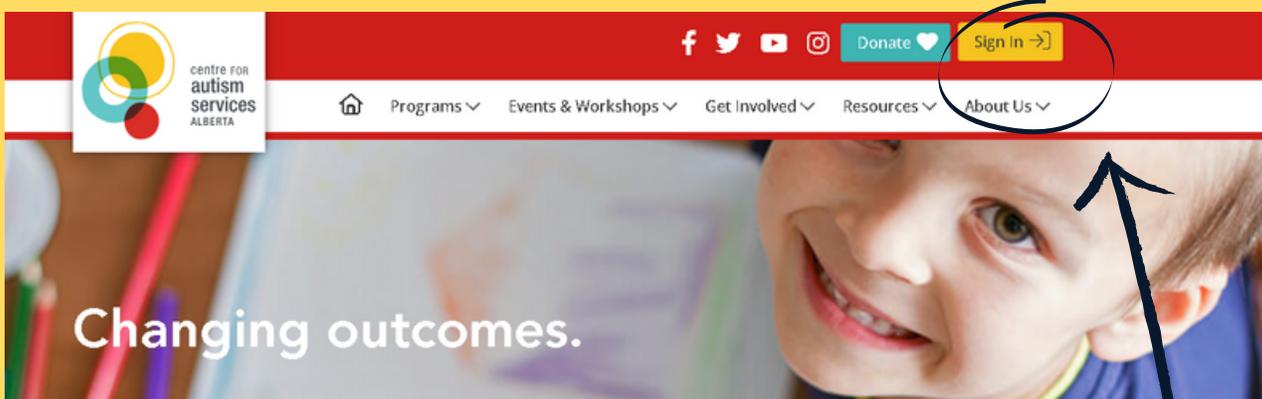


The best way to fill in Participant Profiles and register for programs on our website is to use a DESKTOP computer or LAPTOP.

Please ensure that you are using CHROME as your internet browser.



- 1 To begin, go to the Centre for Autism Services Alberta website at [www.centreforautism.ab.ca](http://www.centreforautism.ab.ca)



Click the Sign In button at the top of the page. Sign in to your User Account, or Create a User Account for yourself.

- 2 Once you are in your User Account, you should see this:

## Your Participant Profiles

Participant profiles allow you to automatically fill certain information during the event registration process.

You do not currently have any participant profiles. You may add one below.

ADD NEW PROFILE

3

Click ADD NEW PROFILE

### Your Participant Profiles

Participant profiles allow you to automatically fill certain information during the event registration process.

You do not currently have any participant profiles. You may add one below.

ADD NEW PROFILE

4

Please fill in the profile with as much detail as possible.

The more time you take to complete the Participant Profile, the more time you will save when you go to register for programs and camp.

## PARTICIPANT PROFILE

Edit

### Add Profile

#### Profile Label

This label is for your purposes only to identify which profile you would like to fill during registration.

#### Participant Information

##### Participant First Name

##### Participant Last Name

##### Participant Address

##### Participant City

##### Participant State/Province

##### Participant Zip/Postal Code

5

Once you have filled in all the information, click SAVE

<input type="checkbox"/> At risk for eloping or abruptly leaving the group?	<input type="checkbox"/> If YES to leaving, please describe (if NO, please put NA in the text area):
<input type="checkbox"/> Previous serious risk of self-harm or suicide?	<input type="checkbox"/> If YES to self-harm, please describe (if NO, please put NA in the text area):
<input type="checkbox"/> Currently presents with an unstable medical condition (e.g. seizure disorder or other condition not stabilized with medication)?	<input type="checkbox"/> If YES to unstable condition, please describe (if NO, please put NA in the text field):

Now you have a Participant Profile stored in your account for your child!

## REGISTRATION TIME!

6

When you go to register for community programs or camp, click the ENROLL IN THIS PROGRAM button as you normally would:

Updates will be posted on our website. You will be notified of any changes to programs you have registered for via email or phone call from the program coordinator.



**DATES**  
Saturdays 10:00 am -11:30 am  
Fall Session 2023 | Stay tuned for Fall 2023 dates!

**COST**  
\$50

**REGISTRATION**  
Fall 2023 registration will open August 21 at 9:00am!

**LOCATION**  
Nina Haggerty Centre for the Arts  
9225 118 Avenue, Edmonton

**7** Select the number of participants to enroll, and click ADD EVENT TO CART.

The number of participants should be 1 unless you are registering more than one child for the same program.

### ENROLL

Programs > Children 6 - 12 > Art > Fun with Art > Enroll

Details	Price	Participants
Art Tester Fall 2023	\$0.00 (CAD)	1 ▾

**ADD TO EVENT CART**

**8** Once the program has been added to your cart, click PROCEED TO REGISTRATION.

### Event Cart

Details	Quantity	Price	Total
Art Tester Fall 2023	1 <b>+</b> <b>-</b> <b>🗑️</b>	\$0.00	\$0.00
<b>Event Cart Total</b>		<b>1</b>	<b>\$0.00</b>

**🗑️ EMPTY EVENT CART** **🔄 UPDATE EVENT CART**

**< RETURN TO ENROLL PAGE** **PROCEED TO REGISTRATION >**

**7** The website will automatically show that you have one (or more) profiles saved that you can use to auto-fill the registration form. Select the Participant Profile you want to use and click APPLY.

## REGISTRATION CHECKOUT

[Edit](#)

### Participant Profiles

You have pre-saved participant profiles that you can auto-fill below.

**Please note: applying a profile will overwrite any information you have entered for that participant (attendee).**

**Jenna**  
August 9, 2023 03:02:14 pm

Attendee 1

**8** you will be given a confirmation page like the one below showing your participant information and the program you have registered for. If everything looks good, click PROCEED TO FINALIZE REGISTRATION.

Name and Description	Participants	Price	Total
Art Tester Fall 2023: (For art tester - fall 2023)	1	\$0.00	\$0.00

### Attendee 1

#### Your Contact Information

First Name \*

Last Name \*

Phone Number \*

Email Address \*

I consent to Centre for Autism Services Alberta storing and using my personal information, according to their [privacy policy](#).

[RETURN TO EVENT CART](#) [PROCEED TO FINALIZE REGISTRATION](#)

# YOU DID IT!!

9

You will receive a confirmation that your registration is successful and that your order has been processed. You will also receive a confirmation email with your receipt to the email account connected with your User Account.

## THANK YOU

[Edit](#)

### Congratulations

Your registration has been successfully processed.  
Check your email for your registration confirmation or click the button below to view / download / print a full description of your purchases and registration information.

[View Full Order Confirmation Receipt](#)

## Registration Details

### art tester - fall 2023

Registrant Name	REG Code	REG Status
Jenna Milne <a href="#">edit info</a> <a href="#">resend email</a>	3060-502-1-ca9e	★ Approved

[CLICK HERE TO EDIT ALL ATTENDEE INFORMATION](#)

# IT'S QUICK & EASY!

If you have questions or issues with creating a profile or completing registration, please contact us!

we are here to help :)

[info@centreforautismab.ca](mailto:info@centreforautismab.ca)

780-488-6600