



HOW-TO-GUIDE

Online Registration

A quick reference for registering for The Centre's community programs.

2024



centre FOR
autism
services
ALBERTA



STEP 1:

Visit the Centre for Autism Services Alberta Website.

www.centreforautismab.ca



STEP 2:

Sign into the website by clicking sign in in the top right corner.



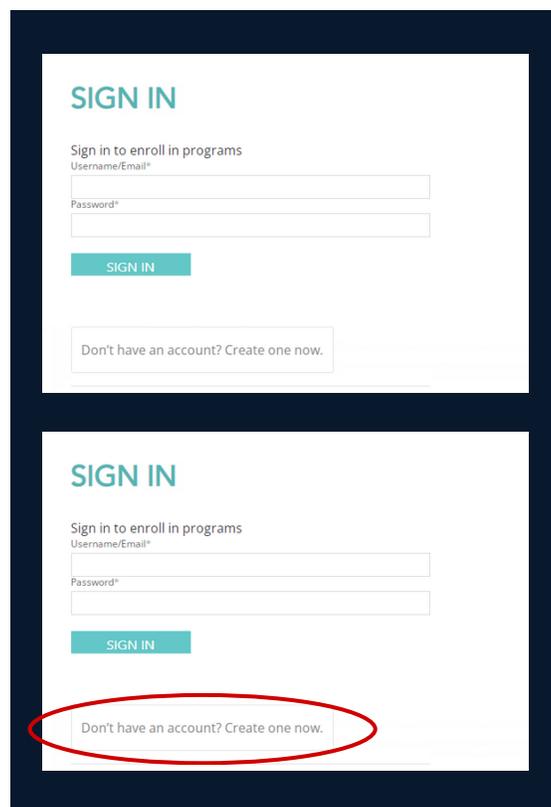
Once you've clicked sign In, this screen will prompt you to enter your **username and password**.

If you don't have an account on the Centre's website yet, you can create one from this screen.

Click "Don't have an account? Create one now", and follow the instructions.

Once complete, you will get an email confirming you've set-up your account.

PLEASE NOTE: this email is **confirming your account creation ONLY**. It is not confirming that you are registered in a program.

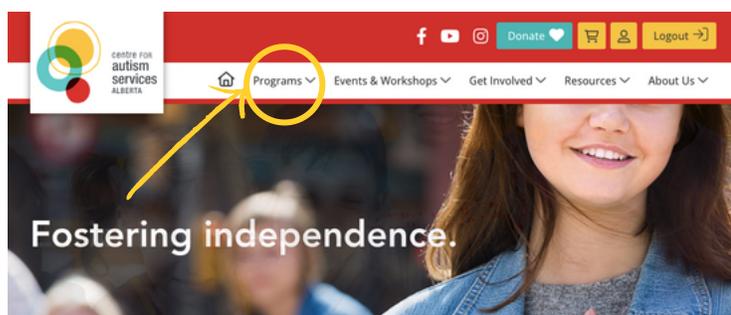


The image shows two screenshots of the website's sign-in page. The top screenshot displays the 'SIGN IN' section with the following elements: the heading 'SIGN IN', the instruction 'Sign in to enroll in programs', two input fields labeled 'Username/Email*' and 'Password*', a teal 'SIGN IN' button, and a link that says 'Don't have an account? Create one now.'. The bottom screenshot is identical to the top one, but a red circle highlights the 'Don't have an account? Create one now.' link.

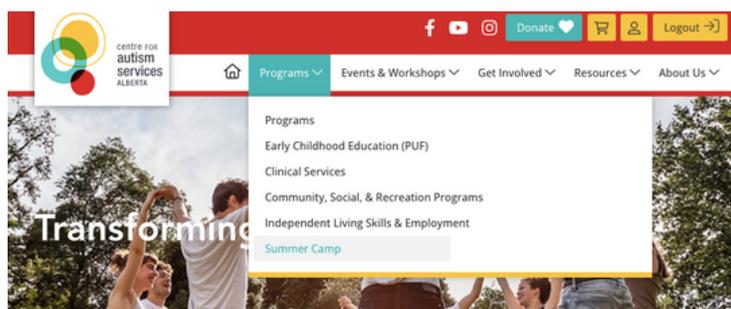


STEP 3:

Now that you've created and/or signed in to your account, you are ready to register for programs!

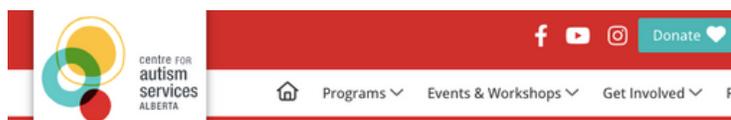


On the Centre's homepage, hover over the Program button to see the dropdown menu.



Choose the category of program you want to register in. This will take you to a page which lists the programs in that category.

The example shows the process of finding Summer Camp programs.



SUMMER CAMP

Edit

Our popular summer camps give Autistic children and teens an opportunity to enjoy one of the most important up - going to summer camp!

Learn new skills, have fun, make friends, and create summertime memories in a safe, supportive environment summer camps are all about. All CFASA camps are supervised by Centre-trained aides and employ a high staff.

- [Little Aces | Edmonton \(ages 3 to 5\)](#)
- [Junior Aces | Edmonton \(ages 5 to 8\)](#)
- [Camp Ace | Edmonton \(ages 9 to 12\)](#)
- [Teen Camp | Edmonton \(ages 13 to 17\)](#)
- [Half Day Art Camp | Edmonton \(ages 9 to 12 & 13 to 17\)](#)



Once on the program category page, click on the program you wish to register in to learn more and be brought to the enrollment page.



STEP 4:

Now that you've created and/or signed in to your account, you are ready to register for programs!

On this page you will get all the details about the program you'd like to enroll:

- program details
- times
- dates
- locations
- and cost

Scroll down to the bottom of the page and click the **ENROLL IN THIS PROGRAM** button.



DATES

Creative Artists | Ages 9 to 12 with autism
August 6 to 9

Artists' Studio | Autistic teens ages 13 to 17
August 6 to 9

TIMES

Creative Artists | Ages 9 to 12 with autism
9 a.m. to 12 p.m.

Artists' Studio | Autistic teens ages 13 to 17
1 p.m. to 4 p.m.

LOCATION

Nina Haggerty Centre for the Arts
19225 118 Ave, Edmonton.

ENROLL IN THIS PROGRAM



STEP 5:

Time to register! Be sure to input all of the requested information, paying special attention to those fields marked with a * (this information is required).

Once you've entered all of the Attendee Information, Parent Information, Emergency Contacts, and Pick-ups, and confirmed the program dates you'd like to enroll in, you can proceed to payment

IMPORTANT NOTE:

You will be asked to enter your credit card information, name and billing address. **You MUST make sure the billing address entered is the same address that is linked to your credit card, or the payment will not be processed (this is a security feature).**

Once you've entered all of the requested information, click "process payment".

If the transaction was successful, your webpage will refresh with a registration confirmation.

STEP 6:

Check your email!

If your payment **was received successfully**, you will get an **email confirming registration and receipt of payment**. This email will confirm the attendee/participant name, program and payment.