

CHICA-CANADA ONLINE MEMBERSHIP REGISTRATION
INSTRUCTIONS
31/12/08

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LINK TO ONLINE MEMBERSHIP REGISTRATION

Click the “Membership Information/ Registration” button on the home page at www.chica.org. Click the online registration link.

PAPER APPLICATIONS

If you wish to register using a paper application, the 2009 Membership Application is available at this site. Download the form, complete the information and mail, email or fax your application with payment as instructed on the form.

If you use a paper application, CHICA-Canada staff will add you to the online database. It is extremely important that the email address you provide us with is correct as that will be the user identification to access your membership profile online. If you have already sent in your 2009 CHICA-Canada membership application/renewal, we will add you to the online membership database. You do not have to re-register. We will advise you of your user name and password to access your membership profile online.

EXPIRY DATE

Registrations expire 12 months from the date of online processing. Current (2008) members of CHICA-Canada who usually have a December 31 2008 expiry date will have the date extended to January 31, 2009. Their 2009 membership expiry date will be December 31, 2009. Renewal reminders will be sent by email and mail. Membership will be considered to be not renewed if payment has not been received 3 months after the expiry date.

INSTITUTIONAL MEMBERSHIP

Institutional Memberships – Each representative of the Institution must be registered separately giving an individual user name and password. To ensure that all Institutional membership representatives are captured under each Institutional Membership, notification will be sent to the person designated to CHICA-Canada as the person who is responsible for renewing the Institutional Membership. This may be an administrative person or an ICP, as designated by that Institution. Contact chicamembership@mts.net if a person other than the designated First Representative is to be advised of Institutional Membership renewals.

ONLINE REGISTRATION

Complete all the requested information. You can update your membership profile as changes occur (See Editing Your Profile below.)

Page 1 –

Definition of Membership Categories

Expiry Date

Cancellation Policy

Replacement or Transfers of Current Membership (contact CHICA-Canada directly)

Coupon Code (for CHICA-Canada use only)

Page 2 –

Member Contact Information

Create your own user name (your personal email address) and password (your choice).

Notification re publication of member contact information

- Member and Source Guide

- Conference Exhibitors and Sponsors

Page 3 –

Institution Type, Discipline, and Education information

Page 4 -

Membership Type: Individual, Institutional (First representative or additional representative), Student/Silver
Fees payable

Page 5 –

Each CHICA-Canada membership fee includes a membership in one chapter of your choice. Choose that chapter here. You can purchase membership in additional chapters on the next page. If you do not wish to have a chapter membership, indicate this at the end of the chapter list.

Page 6 –

You may choose additional chapter membership on this page. Additional chapter memberships are \$25.00 each.

Page 7 –

Confirmation of contact information, membership type, chapter(s) and total fees owing.

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Payment options: VISA or MasterCard

EMAILED CONFIRMATION

You will receive 3 email confirmations:

1. Confirmation of User Name and Password
2. Confirmation of Member Contact Information, Chapter and Fees Payable. Also includes link to New and Returning Member page at www.chica.org. Documents of interest are posted here. **DO NOT ENTER YOUR CHOSEN MEMBER USER NAME OR PASSWORD HERE.** The user name and password is automatically entered and is the www.chica.org Member Login user name and password. The user name and password for 2009 will be included in the emailed confirmation you receive when you pay your 2009 membership fees.

Also includes information on how to edit your personal profile.

3. Moneris Receipt for successful payment

TO EDIT YOUR MEMBERSHIP PROFILE

To edit your membership profile, click on the membership application link. Login using the user name and password you have created. Click on “Click here to register for membership or edit an existing membership.” Your membership profile will appear on screen and can be edited and saved.

MEMBER AND SOURCE GUIDE

The contact information published in the CHICA-Canada Member and Source Guide is taken from the membership profiles. Please ensure that your membership profile is correct no later than December 31 of each year. If you would like us to change your personal information on-line for you, please contact us at any time.

FOR ASSISTANCE

For assistance with membership registration, please email chicamembership@mts.net

CHICA-Canada
Membership Registration – chicamembership@mts.net
Membership Services Office – chicacanada@mts.net
Telephone: 1-866-999-7111/1-204-897-5990
Fax: 1-204-895-9595