

Registration Instructions for CPABC Convocation Ceremony and Dinner – May 9, 2020

1. Log in at the following URL: <https://services.bccpa.ca/imis/Convocation>
2. Review your member information. Please update your first and last name as you wish it to appear in the Convocation program.

Member Information

The following information reflects the most current data that CPABC has recorded in our system. All graduates' names will appear in the convocation program. If you wish to have your name displayed differently please update your name in program/ad field by clicking on the pencil icon and enter your name (first and last ONLY) as it should appear. **Reviewing/updating your name is required for all graduates, regardless if you plan to attend the convocation on May 9 or not.**

If you have any difficulty accessing your record, please contact us at: support@bccpa.ca.



First Name	CPA tester
Last Name	Test
Name on Program/Ad	Earl Test

3. Click Save and wait for the page to refresh. If you are not attending the ceremony or dinner, then you may close the window as you are finished updating your name.
4. If you are attending convocation, please click on “Proceed to Convocation Registration”.
5. Click on “Register Myself” and wait for the page to refresh.

CPABC Convocation - May 9, 2020

Location: The Vancouver Convention Centre (West), 1055 Canada Place, Vancouver, BC

When 5/9/2020

Add to Calendar

Register Myself

Registration ends 4/3/2020 5:00 PM (Pacific Daylight Time)

My registration status: Not registered

6. Once the page refreshes, please select the appropriate registration under Registration Options and wait for the page to refresh.

Please select a registration option.

Registration Options

- Graduate Registration (Ceremony & Dinner arranged by firm)
- Graduate Registration (Ceremony & Dinner)
- Graduate Registration (Ceremony Only)
- Graduate Registration (Dinner Only arranged by firm)
- Graduate Registration (Dinner Only)

- a. **Graduate Registration (Ceremony & Dinner arranged by firm)** – Please select this option if you are attending both the ceremony & dinner, but **your firm will be submitting your formal registration and payment** for your dinner ticket. This option will allow you to register yourself and guests for the convocation ceremony. This option will also allow you to register and pay for dinner tickets for any additional guests that your firm is not paying for (*ie: if your firm is paying for two tickets to the dinner, but you need 3 in total, please register and pay for 1 guest – UNLESS your firm tells you otherwise*). However, if your firm will be registering and paying for any of your guests, please do not also register them as that will create a duplicate registration. By selecting this option, you are indicating that you will attend the dinner, but you will not be registered for the dinner until your firm contacts the CPABC Events Team.
- You must also indicate which firm is paying for your ticket if you select this option

*Please indicate which firm is paying for your dinner ticket(s)

 Required

- b. **Graduate Registration (Ceremony & Dinner)** – Please select this option if you are attending both the ceremony & dinner **at your expense**. This option will allow you to register yourself and guests for the ceremony and dinner. Payment for your dinner ticket(s) is required.
- c. **Graduate Registration (Ceremony Only)** – Please select this option if you are only attending the ceremony and not the dinner. This option will allow you to register yourself and guests for the ceremony.
- d. **Graduate Registration (Dinner Only arranged by firm)** – Please select this option if you are not attending the ceremony and will be attending the dinner, but **your firm will be submitting your formal registration and payment** for your dinner ticket. This option will still allow you to register and pay for dinner tickets for any additional guests; however, if your firm will be registering and paying for any of your guests, please do not also register them as that will create a duplicate registration. By selecting this option, you are indicating that you will attend the dinner, but you will not be registered for the dinner until your firm contacts the CPABC Events Team.
- You must also indicate which firm is paying for your ticket if you select this option

*Please indicate which firm is paying for your dinner ticket(s)

 Required

- e. **Graduate Registration (Dinner Only)** – Please select this option if you are not attending the ceremony and will be attending the dinner **at your own expense**. You will be able to register yourself and guest(s) for the dinner. Payment for your dinner ticket(s) is required.
7. Once you have made your registration selection, all applicable questions based on your registration selection will appear. Please answer the questions below and click to save your responses.

Questions -

Do you have any dietary restrictions?

If you have an immediate family member (parent, spouse, child or sibling) who is a designated CPA (CA, CGA, CMA) who you would like to introduce you, provide their full name, designation, relationship to you, and email address.

If there are fellow grads that you would like to be seated with during the banquet, please provide their full given name(s) (not their informal names) so that we can identify the correct graduate, and number of people in their party. We will try our best to accommodate your request.

Save Responses

8. Ceremony - If you are attending the ceremony, please indicate the number of your guests (up to a maximum of 10) and click "Add" and wait for the page to refresh. **Please note that you have not registered any ceremony guests until you click "Add" and the yellow box for "In Itinerary" appears next to Ceremony – Guest.**

Saturday, 09 May 2020 ▲

5/9/2020 2:30 PM	Ceremony - Guest 8 In Itinerary	
Quantity (max 10) <input style="width: 40px;" type="text" value="8"/>	West Ballroom A/B	
Update	Price	0.00
Remove	Time	2:30 PM - 5:30 PM

- If you have more than 10 guests that would like to attend the ceremony, please email Tara at events@bccpa.ca

9. Graduate Dinner – If you have initially selected the dinner, it will be added to your itinerary.
- a. If you are paying for your own dinner ticket at the time of registration, you will be given the option to enter any dietary restrictions and requests to sit with other fellow grads. Click "Save Response" to save this information and wait for the page to refresh.
 - b. If you are adding a dinner guest, please add the quantity and click on update.

5/9/2020 6:30 PM	Dinner - Guest	
Quantity (max 20) <input style="width: 40px;" type="text" value="1"/>	West Ballroom C/D	
Add	Price	95.24
	Time	6:30 PM - 11:00 PM

- c. Once the page refreshes, please indicate all guests first & last names. Please also add any dietary restrictions for your guests.

5/9/2020 6:30 PM

Quantity (max 20)

[Update](#)
[Remove](#)

Dinner - Guest 2 In Itinerary

West Ballroom C/D

Price 95.24

Time 6:30 PM - 11:00 PM

*** Please indicate the first and last name of your dinner guest(s)**

If your guest(s) have any dietary restrictions please indicate their first/last name and their restrictions

[Save Responses](#)

- d. **If your firm** is going to formally register and pay for your dinner ticket, your itinerary will be updated with a \$0 dinner ticket and you will not have the option to submit any dietary restrictions and requests to sit with other fellow grads. Your firm will be responsible for submitting this information on your behalf. By selecting this option, you are indicating that you will attend the dinner, but you will not be registered for the dinner until your firm contacts the CPABC Events Team.
10. Once you are done registering yourself and any guests, click “Proceed to Checkout” at the bottom of the page.
11. You will then see your total amount owed for the dinner. Please review to ensure the total matches the tickets you require. (ie: \$100 total = 1 ticket for the gala dinner, \$200 total = 2 tickets for the gala dinner.. etc) Note, ceremony guests will not appear as this is part of your main registration.

Shopping Cart

Items

Item	Quantity	Price	Total	
CPABC Convocation - May 9, 2020	1	190.48	190.48	Remove

[Update](#)

12. If you have registered yourself and any guests for dinner, enter payment details.

Cart Charges

Item Total	190.48
Shipping	0.00
Handling	0.00
GST	9.52
TRANSACTION GRAND TOTAL	200.00

Payment Details

Payment amount 200.00

Payment method

* Card number

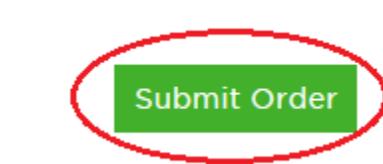
* Name on card

* Expiration date

CSC

Card address
800 - 555 West Hastings ST
Vancouver
BC
V6B 4N6
Canada
[Choose another address](#)

13. To finalize your registration, click on “Submit Order” at the bottom of the page.



14. You will then be brought to the Order Confirmation page showing a complete summary of your order. You will also receive a copy of your Order Confirmation by email.

15. If you need to make any changes to your introducer, your dietary restrictions, or your seating requests for the dinner, please email Tara at events@bccpa.ca to update this information. All changes need to be completed by **Monday April 3, 2020**.

16. If you need to cancel a registration, change your registration option, increase/decrease your number of ceremony guests, please contact Tara at events@bccpa.ca. Please note: Dinner tickets are non-refundable 10 days prior to the event.

17. Any additions or changes need to be completed by **Monday April 3, 2020**.
18. For further details about Convocation, please visit: <https://www.bccpa.ca/news-events-publications/events/may-2020-convocation/>
19. If you have any questions, please contact Tara at events@bccpa.ca