

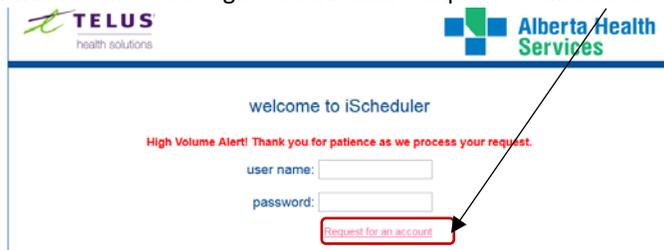
## Finding Balance Practitioners' Day Registration Instructions

The **Finding Balance Falls Prevention Practitioners' Day** is being held on Wednesday, November 14<sup>th</sup> from 9:00 am – 4:00 pm. The event will be hosted from Edmonton, with options to participate across the province via videoconference or audio line.

Registration for the event is hosted through platform called ischeduler. Please follow the steps below to register for an ischeduler account and to sign up for the event:

### 1. Create an account in ischeduler. *If you already have an account, skip to B*

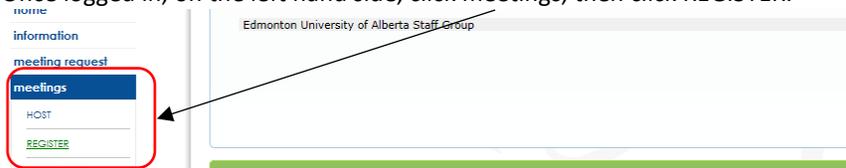
1. Visit <https://ischeduler.albertahealthservices.ca/ischeduler>
2. You will be taken to a login screen. Click "Request for an account" (red underlined text below).



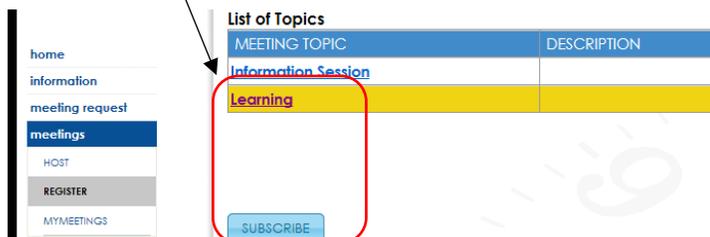
3. A form will pop up. Complete all mandatory fields in the form.
  - *If you do not know your primary sight selection, choose any sight close to your work location. You will not have to participate in meetings from the sight you choose.*
  - *AHS employees must use their assigned AHS user name. Non-AHS employees can create a user name of their choice*
4. Submit the form.
5. An email will be sent to the email address you provided with your log in and password information. You now have an account. You can log into ischeduler with the password provided.

### 2. Register for the Practitioners' Day in ischeduler.

1. Log in to ischeduler: <https://ischeduler.albertahealthservices.ca/ischeduler>
2. Once logged in, on the left hand side, click meetings, then click REGISTER.



3. Select "learning" and then click "subscribe"



4. A list of events will appear in order of dates. Scroll through the list to find Wednesday, November 14, 2018 and look for "Finding Balance Falls Prevention Practitioners' Day". Select and click "sign up".
5. An electronic form will come up. *The form indicates that the providing site is the University of Alberta, Edmonton Clinic Health Academy, Room 2-490. This will be the host site. There will also be a list of "attendee sites" that have been pre-reserved for the event.*
  - Use the drop down menus to select the **site** and **room** that you wish to attend from. You will also be asked to select the **room codec** in the third drop down menu - there will only be one option to select once you choose your site and room.
    - *Please note - You can choose any site from the drop down list, however, we are encouraging people to attend from one either the **providing site** or one of the **attendee sites** that have been pre-selected to allow for networking. If you do a select a site that is not on the attendee site list, you will have to wait for confirmation about room availability.*
    - You can also opt to participate in the event by phone via audio line:  
Phone number 1 (866) 236-8306; Part Code 8060557
6. Click Register.