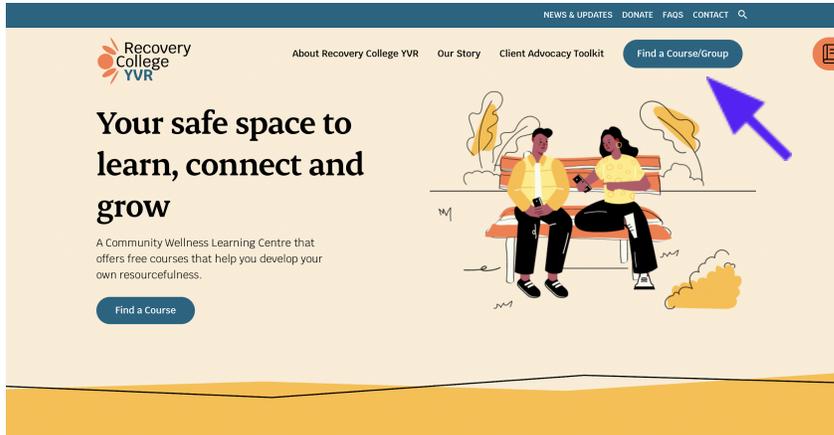


Registration Guide

1. Go to the link: <https://recoverycollegeyvr.ca/> and click **Find a Course/Group**.



2. Click **All Courses/Groups**.



3. Select the course you are interested in and click **Learn more**.



4. Select the session you want to attend, and press **Add to registration**; that will put it in your cart.

The screenshot shows the 'Art Therapy for Wellness' page on the Recovery College YVR website. The page includes a navigation bar with links for 'NEWS & UPDATES', 'DONATE', 'FAQS', and 'CONTACT'. Below the navigation is the Recovery College YVR logo and a search bar. The main heading is 'Art Therapy for Wellness', followed by a description of the weekly art therapy sessions. A 'Details' section lists the schedule as 'Wednesdays and Fridays, 11.00 am – 1.00 pm' and notes that registration is required for virtual sessions. Below this is a filter section with options for 'Arts', 'Self-Discovery', 'Virtual', and 'Wellness', and a 'Filter by Location' dropdown. The 'Upcoming Sessions' section displays three session cards. Each card includes the session title, filters, time slot, date, format, and location, along with an 'Add to Registration' button. A blue arrow points to the 'Add to Registration' button on the first session card.

5. Click the **book icon** on the top right of the webpage.

This screenshot shows the 'Upcoming Sessions' section of the website. It features the same three session cards as the previous image. A blue arrow points to a book icon in the top right corner of the page, which is used to access the user's cart or registration list.

6. Click **Finalize Registration**.

The screenshot shows a web interface for registering for 'Art Therapy for Wellness' sessions. The main heading is 'Upcoming Sessions' with a sub-note: 'The following upcoming course/group sessions are available for registration.' There are three session cards visible, each for 'Art Therapy for Wellness'. Each card includes a date, time (11:00 am to 1:00 pm PDT), format (Virtual), and location (Online). The first card is for Wednesday, April 26, 2023. The second card is for Friday, April 28, 2023. The third card is partially obscured by a modal window. A blue arrow points to the 'Finalize Registration' button on the third card. A 'Your Course Registrations' modal window is open in the top right, showing a list of added courses, including 'Art Therapy for Wellness' for April 26, 2023. The modal also contains a 'Keep Browsing' button.

Upcoming Sessions
The following upcoming course/group sessions are available for registration.

Art Therapy for Wellness
Arts Self-Discovery
Virtual
11:00 am to 1:00 pm PDT
DATE: Wednesday, Apr 26, 2023
FORMAT: Virtual
LOCATION: Online
+ Add to Registration

Art Therapy for Wellness
Arts Self-Discovery
Virtual
11:00 am to 1:00 pm PDT
DATE: Friday, Apr 28, 2023
FORMAT: Virtual
LOCATION: Online
+ Add to Registration

Art Therapy for Wellness
Arts Self-Discovery
Virtual
11:00 am to 1:00 pm PDT
DATE: Wednesday, Apr 26, 2023
FORMAT: Virtual
LOCATION: Online
+ Add to Registration

Your Course Registrations
Added Courses
Art Therapy for Wellness (1 sessions)
April 26 2023, 11:00 am - 1:00 pm PDT
Finalize Registration
Keep Browsing

7. Enter your personal information, check the Consent to Providing Information and Privacy Policy boxes, and click **Complete Registration**.

NEWS & UPDATES DONATE FAQS CONTACT

Recovery College YVR About Recovery College YVR Our Story Client Advocacy Toolkit Find a Course/Group

Registration

| Course | Action |
|--|--------|
| Art Therapy for Wellness Apr 26 2023, 11:00 am - 1:00 pm (1 sessions) | Remove |

Attending Participant Information

Although your data is stored on a secure server, for additional privacy protection you may choose to register for courses using an anonymous e-mail address and/or a pseudonym.

Please ensure the e-mail address you use to register is a valid, working e-mail that you will check regularly so you will not miss communications from the course facilitators.

I AM 18 YEARS OF AGE OR OLDER *

PARTICIPANT FIRST NAME *

PARTICIPANT LAST NAME *

PARTICIPANT EMAIL *

PARTICIPANT PHONE NUMBER (EG. 604-111-2222)
604-111-2222 (10 digits)

DO YOU REQUIRE ANY SPECIAL CONSIDERATIONS (I.E. MOBILITY)?

HOW DID YOU HEAR ABOUT RECOVERY COLLEGE YVR?

Information Sharing and Consent

The information you provide is collected for the purposes of service delivery, communicating course/group reminders, and course/group notifications. We will not contact you in any other way, unless indicated otherwise (i.e. email subscriber).

Recovery College YVR will be collecting and storing information from participants in the following ways:

- Recovery College YVR will store information in a secured location on our website. Information stored on the website will be used to manage course/group schedules, course/group attendance, to contact you about the course(s)/group(s) you have registered for and/or if there are any changes in the course/group delivery.
- Recovery College YVR will also store information from the online registration in CMHA North and West Vancouver's secured database for the purpose of program planning, management, evaluation, and reporting for Recovery College YVR. Data will be aggregated for reporting purposes, which means the information will not contain personal information.

The information is collected and retained under the authority of the **Freedom of Information and Protection of Privacy Act (FOI/PIPA)**.

I CONSENT TO PROVIDING MY INFORMATION TO RECOVERY COLLEGE YVR. *

I AGREE WITH AND ACCEPT THE **PRIVACY POLICY** *

Thank you, but we will not be able to proceed with your registration without your acceptance of our privacy policy. Please contact info@recoverycollegeyvr.ca or for more information.

Complete Registration

8. You will see a window confirming your registration and will get a confirmation email.

The screenshot shows a web page for Recovery College VVR. At the top left is the logo for Recovery College VVR. To the right of the logo are navigation links: "About Recovery College VVR", "Our Story", "Client Advocacy Toolkit", and a button labeled "Find a Course/Group". The main heading is "Thank You for Registering!". Below this, there is a decorative orange and yellow wave graphic. Underneath the graphic, the text reads: "Thank you for registering for Recovery College VVR. With courses now being offered both online and in-person, we ask that you check to confirm the location of your course." Below this text is a table with two columns: "Course/Group Name" and "Details". The table contains one row for "Art Therapy for Wellness". The details for this course are: START DATE: Wednesday, Apr 26, 2023; END DATE: Wednesday, Apr 26, 2023; TIME: 11:00 am to 1:00 pm PDT; SESSIONS: 1; LOCATION: Online. At the bottom right of the table area is a button labeled "Add Courses to your Calendar".

| Course/Group Name | Details |
|--------------------------|---|
| Art Therapy for Wellness | START DATE Wednesday, Apr 26, 2023 END DATE Wednesday, Apr 26, 2023 TIME 11:00 am to 1:00 pm PDT SESSIONS 1 LOCATION Online |

If you need help to register, please call:

778-836-9243

or email:

info@recoverycollegeyvr.ca