



## How to Participate in the CIC's GPS e-Conference series

### *Getting started*

- Start at the CIC website <http://www.canadianinternationalcouncil.org/>
- Navigate to e-Conference homepage by clicking on "The GPS e-Conference Series" link or by going to <http://www.canadianinternationalcouncil.org/gps>
- To get started, click large 'Register' button

### *Filling out registration*

- Fake fill out registration page info with name and email
- Click 'Submit'

### *Accepting email confirmation*

- Open the email address you used for registration
- Find the activation email from CIC, open it, and click 'Accept'
- This re-directs you back to the CIC homepage, where you should now see your name in the top-left-hand corner
- Click on your name

### *Building the Profile*

- From your profile page, click 'Edit Profile' on the right hand side
- On the 'Personal Information' page, enter your biographical details and other information you wish to share with e-Conference participants
- Scroll down to the bottom of the page and click 'Save'

### *Adding a Picture*

- Still on the Edit Profile page, click on the link near the top named 'Photo'
- Click 'Browse' to find a photo on your computer, select it from the dialogue box that appears, then click 'Open'



- Click 'Save' and you should see your photo appear

#### *Navigating back to e-Conference site*

- Go back to the e-Conference landing page by clicking the CIC logo on the top left or going to <http://www.canadianinternationalcouncil.org/>
- Navigate to e-Conference homepage by clicking on "The GPS e-Conference Series" link or by going to <http://www.canadianinternationalcouncil.org/gps>

#### *The Discussion Page*

- Once back on e-Conference homepage, click on 'Go To Discussion' button
- On discussion page, scroll down to see poll, Expert Contributions and Additional Resources
- Click on 'Read' and 'Download' to view expert contributions

#### *Leaving a Comment*

- Scroll down to bottom of the discussion page to see the 'Post Comments' box
- Write your comment (or post it from a word processor)
- Click the 'Subscribe to Receive Updates' checkbox
- Click 'Submit'
- Your comment should now appear beside your picture on the discussion page. The email you used to register will receive an email each time a new comment has been posted.