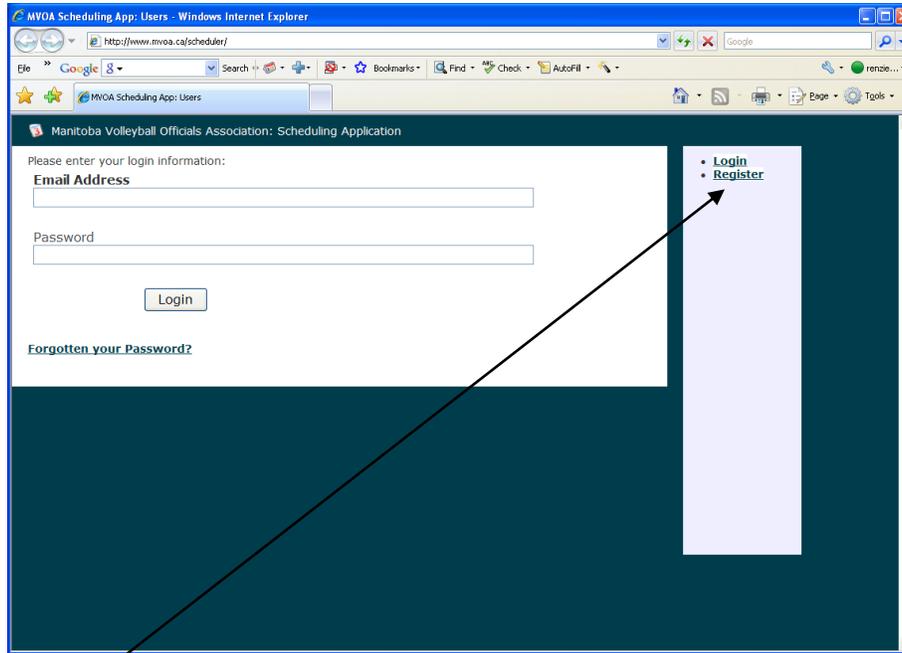# HOW TO REGISTER

Enter the following website in the address bar: **www.mvoa.ca/scheduler/**

The following screen will appear:

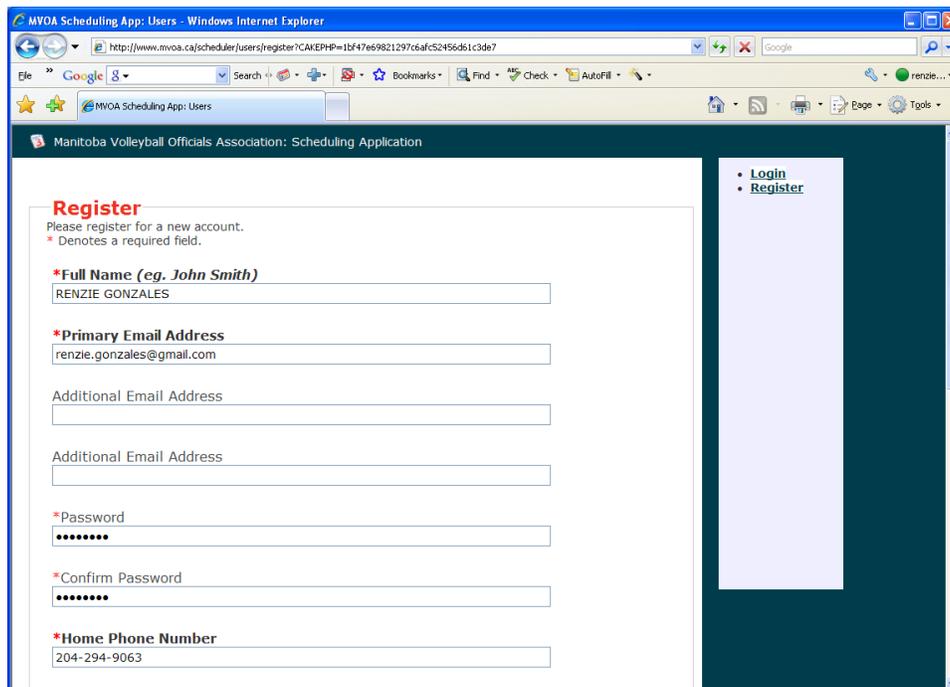Click on **Register**. The following screen will appear:

Fill the fields out with your information. Fields with a red ***** are mandatory fields that must be filled.

Date of Birth has the format **YYYY-MM-DD**. When entries are complete, click on **Register**.

The following screen will appear:
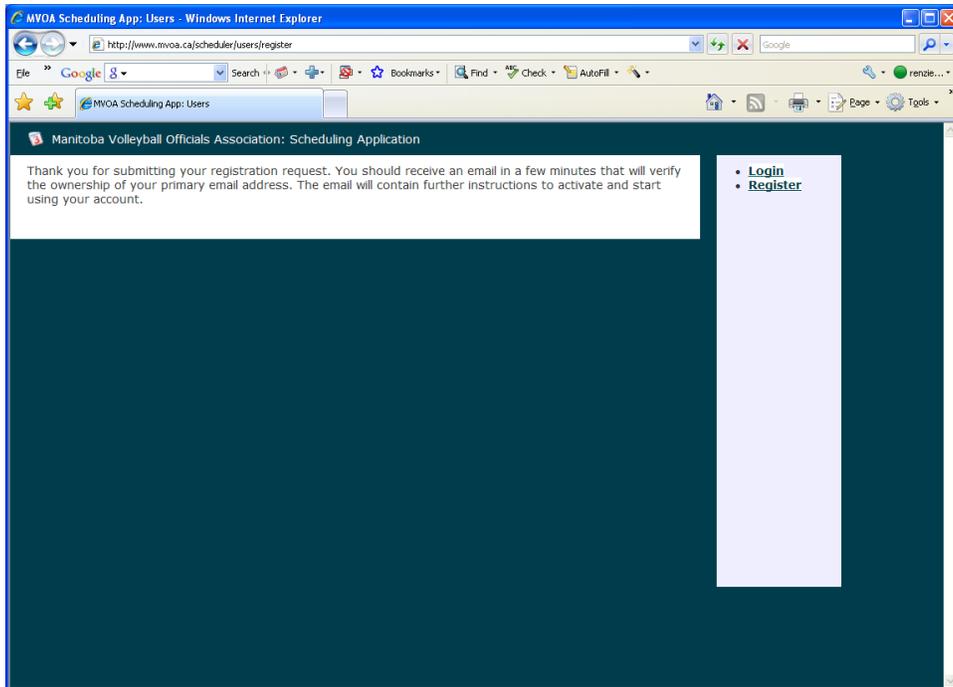
This window can now be closed.

You should receive email from **Ed Toews** for the email address you provided. When you open the email there will be a link that you must click on.

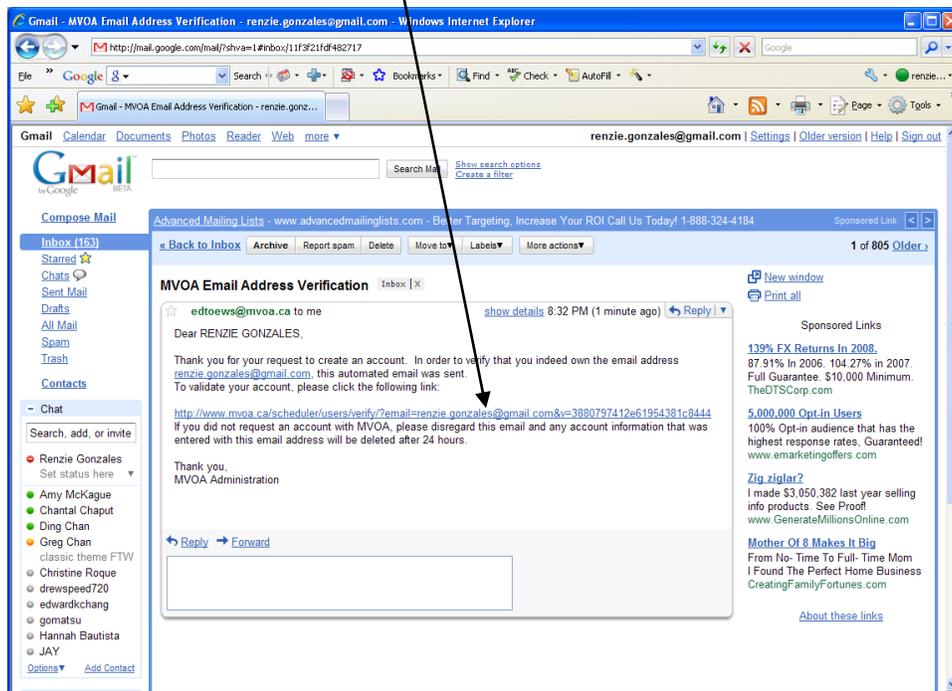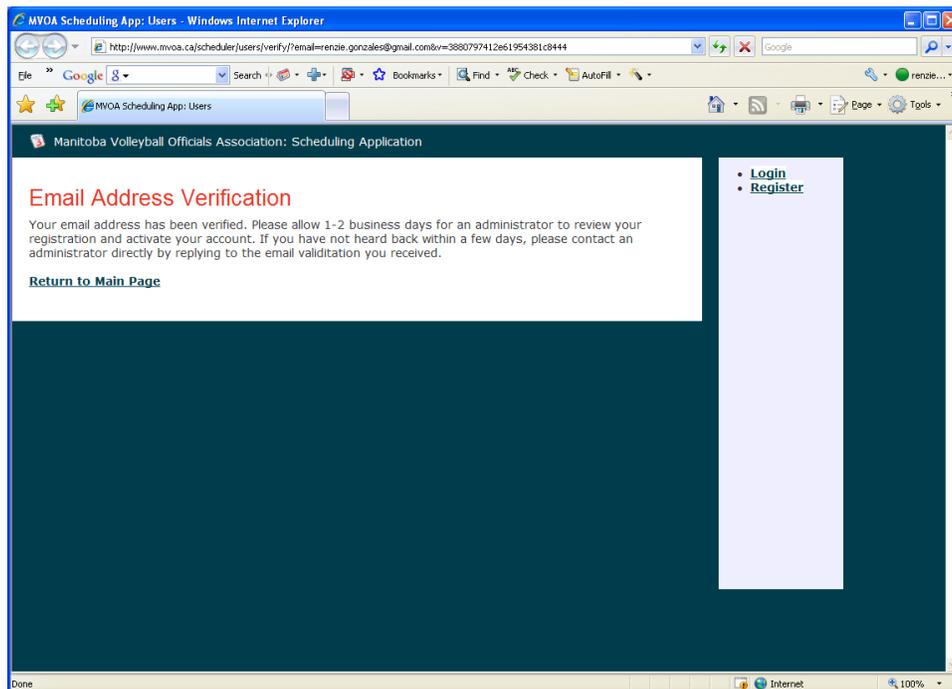*** **It is important that you click on the link in your email to confirm and validate your account. If you do not do this step, you will not be registered.**

After you click on link the following screen will appear:

Once you receive a **second** email from **Ed Toews**, you will be able to Login. If you do not receive a second email after 2 days please email Azad Hosein: azadhosein@mvoa.ca