

How to Claim your \$100 First-Time Member Voucher

February 2022



Local Government Administration Association
Strength Through Networking

Instructions

Which one applies to you?

I have not yet registered
for the event.

Start on step 1

I have already registered
for the event, but not yet
paid the invoice.

Proceed to step 7

Step

1

Local Government Administration x

lgaa.ab.ca/event-4704242

Apps Reedy Insights AB Munis LGAA Personal GoA directory Officials Directory Census Profile Tables MA Resources

Home About Us Join LGAA Programs & Training Member Portal Jobs Partners FAQs Contact

Home > Leadership Workshop

DETAILS

[Back](#) Add to my calendar

Leadership Workshop

When: 25 Dec 2022
9:00 AM - 12:00 PM
Location: Online
Spaces left: 30

This is for demonstration purposes.

REGISTRATION

- **Members – \$200.00**
To take advantage of member pricing, your 2022 membership fees must be paid in full and you must register using the same email as your LGAA profile.
- **Non-Members – \$275.00**

VISA Mastercard

REGISTER

Go to
lgaa.ab.ca/events.
Select your event and
click 'Register'.

REGISTRATION

Leadership Workshop

Event Leadership Workshop
25 Dec 2022 9:00 AM - 12:00 PM
Location: Online

Enter registrant email

* Email I'm not a robot

CANCEL

NEXT

Enter your email.

You must use the same email that is registered with your profile.


Hint: use the same email where you receive our e-Bulletin newsletter.

Then click "I'm not a robot" and complete the CAPTCHA test.

Then click next.

REGISTRATION


Leadership Workshop

Add to my calendar 

Event Leadership Workshop
25 Dec 2022 9:00 AM - 12:00 PM
Location: Online

Choose registration type

* Mandatory fields

 Your email is already in our database. You can log in to auto-fill your contact information without logging in.

LOGIN

the registration

Spaces left 30

* Registration **Members – \$200.00**

To take advantage of member pricing, your 2022 membership fees must be paid in full and you must register using the same email as your LGAA profile.

Non-Members – \$275.00

CANCEL

BACK

NEXT

Select the member rate.
Then click next.



REGISTRATION

Leadership Workshop[Add to my calendar](#) 📅

Event	Leadership Workshop
	25 Dec 2022 9:00 AM - 12:00 PM
	Location: Online
Registration type	Members – \$200.00
Subtotal	\$200.00
GST	\$10.00
Total amount	\$210.00 (CAD)

Enter registration information

* First name	<input type="text" value="Darren"/>
* Last name	<input type="text" value="Doe"/>
* Position Title	<input type="text" value="Manager"/>
Email	<input type="text" value="test@municipality.ca"/>
* Organization	<input type="text" value="Town of Somewhere"/>

Enter your details.
Then click next.

CANCEL

BACK

NEXT

REGISTRATION

Leadership Workshop



Review and confirm

Event: Leadership Workshop
25 Dec 2022 9:00 AM - 12:00 PM
Location: Online

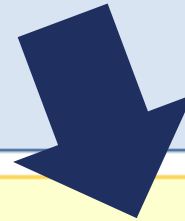
Registration type: Members – \$200.00

Subtotal: \$200.00
GST: \$10.00
Total amount: **\$210.00 (CAD)**

Payment instructions: Payments can be made online via MasterCard or Visa. Payment by cheque is not available for this event.

Click 'Pay Online'.
This step is necessary
to complete your
registration and
generate the invoice.



 Note that unpaid registrations will be automatically canceled after **15 minutes**.

CANCEL

BACK

PAY ONLINE

Registration information

First name: Darren

Last name: Dan

Step

6

Local Government Administration Association of Alberta

<https://lqaa.ab.ca/>

Enter credit card details

 /

Billing information

Details

Invoice #02225 \$200.00

- Registration for "Leadership Workshop" (25 Dec 2022 9:00 AM - 12:00 PM, Online), Members

Total tax: \$10.00 (CAD)

Total amount: \$210.00 (CAD)



[Cancel](#)

~~Pay \$210.00 (CAD)~~

The invoice is now generated; however, the \$100 credit voucher is not yet applied.

You can confirm this by checking what price is being charged.

To claim the voucher, you need leave this page and login to your account.

Click 'Cancel'.

You will be taken to a summary page that indicates that your invoice is not paid.

Go to the top right corner of the screen and click on 'Log In'.

Enter your email and password for your LGAA account.

If you have forgotten your password, click 'Forgot Password' and follow the steps to reset your password.

Administration Association of Alberta
working

Programs & Training ▶ Member Portal J

Profile > Event registration details

DETAILS

Leadership Workshop

Invoice not paid. To change or cancel registration, contact [administrato](#)

[VIEW / PAY INVOICE](#)

Event	Leadership Worksho
	25 Dec 2022 9:00 AM
	Location: Online
Registration type	Members – \$200.00
Subtotal	\$200.00
GST	\$10.00
Total amount	\$210.00 (CAD)

[VIEW / PAY INVOICE](#)

Registration Form

LOG IN

Enter

Email

Password

Remember me

LOG IN

[Forgot password](#)

Add to my calendar

Balance due: \$210.00

[Please complete payment of the registration fee within 14 minutes](#)

MESSAGES

Once logged in, you are taken to 'My Profile' in the member portal. Go to the menu for 'Invoices and payments' (1).

Below you will see all outstanding invoices as well as your 'New Member Voucher' credit for \$100.

MY PROFILE

[EDIT PROFILE](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

Balance due (2 items): \$110.00
 Payments can be made online via MasterCard or Visa.

If paying by cheque, please make cheque payable to the Local Government Administration Association, include a copy of the invoice, and mail to Local Government Administration Association, Box 1111, Didsbury, Alberta, T0M 0W0

[PAY ONLINE](#)

Search Records Found: 2

Date	Transaction	Balance due <input checked="" type="checkbox"/>
16 Feb 2022	Invoice #02222 Event registration Leadership Workshop	\$210.00 <input checked="" type="checkbox"/>
Payments can be made online via MasterCard or Visa. Payment by cheque is not available for this even...		
15 Feb 2022	Payment New Member Voucher	\$100.00 <input checked="" type="checkbox"/>

Make sure your invoice and the new member voucher have the blue checkmark (2).

Then click 'Pay Online' (3).

Balance due: \$110.00

Please complete payment of the registration fee within 13 minutes

Step



9

Local Government Administration Association of Alberta

<https://lqaa.ab.ca/>

Enter credit card details

Card number

mm / yy CVV ?

Darren Reedy

Billing information

Address 1

Address 2

City

Canada

State/province

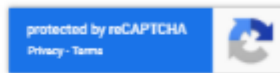
ZIP/postal code

Phone

Details

Invoice #02226	\$104.76
• Registration for "Leadership Workshop" (25 Dec 2022 9:00 AM - 12:00 PM, Online), Members	
Total tax:	\$5.24 (CAD)
Total amount:	\$110.00 (CAD)

Store card details for faster checkouts



[Cancel](#)

[Pay \\$110.00 \(CAD\)](#)

Your outstanding balance is now reduced to reflect the credit from your New Member Voucher.

You can now proceed to enter your credit card details and click 'Pay'.

Thank you for joining LGAA and taking advantage of
your First-Time Member promotional discount!

Questions?

Email info@lgaab.ca or call 780.803.3501