

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

May 2023

Background

LGAA's Membership Policy sets out that any new applicant for membership who is employed with a municipal government and has never been a member of LGAA is eligible for a First-Time Member promotional discount.

Eligible First-Time Members will receive a 50% discount on their first-year membership fee, plus a \$100 credit voucher that may be used to:

- Offset the cost of any event or program hosted by LGAA, or
- Offset the cost of their membership fee in the second year of membership*.

This guide provides instruction on how First-Time Members can claim the \$100 credit voucher.

*The option to apply the credit voucher towards your membership fee is only available to members that joined LGAA in 2023 or later.

Instructions

Which scenario applies to you?

I have not yet registered for the event.



Start on step 1

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



Proceed to step 7

Members who are using the voucher for their 2nd year membership fee should start on step 7.*

I have registered for the event and paid my invoice.



The credit voucher may only be used prior to payment. Please remember to apply the voucher to the balance on an invoice before paying for a future event or your 2nd year membership fee.*

*The option to apply the credit voucher towards your membership fee is only available to members that joined LGAA in 2023 or later.

Step

1

The screenshot shows a web browser window with the URL lgaa.ab.ca/event-4704242. The browser's address bar includes several bookmarks: Apps, Reedy Insights, AB Munis, LGAA, Personal, GoA directory, Officials Directory, Census Profile Tables, and MA Resources. The website's navigation menu includes Home, About Us, Join LGAA, Programs & Training, Member Portal, Jobs, Partners, FAQs, and Contact. The page content features a breadcrumb trail (Home > Leadership Workshop), a 'DETAILS' section with a 'Back' link, and an 'Add to my calendar' button. The main heading is 'Leadership Workshop'. A grey box contains event details: 'When: 25 Dec 2022, 9:00 AM - 12:00 PM', 'Location: Online', and 'Spaces left: 30'. Below this is a 'REGISTRATION' section with two options: 'Members - \$200.00' (with a note about 2022 membership fees) and 'Non-Members - \$275.00'. Payment logos for VISA and Mastercard are shown, along with a yellow 'REGISTER' button. A large blue arrow points to the 'REGISTER' button. To the right of the event details, the text 'This is for demonstration purposes.' is displayed. A dark blue callout box contains the instruction: '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


Select the member rate.
Then click next.

CANCEL

BACK

NEXT

REGISTRATION

Leadership WorkshopAdd 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 to leave this page and login to your account.

Click 'Cancel'.

Local Government Administration Association of Alberta
Strength Through Networking

Home About Us ▶ Join LGAA Programs & Training

Home > Leadership Workshop > My profile > Event registration

DETAILS

Leadership Workshop

Invoice not paid. To change or cancel registration, please contact us at info@lgaa.ab.ca

[VIEW / PAY INVOICE](#)

Registration fee	\$210.00 (CAD)
Subtotal	
GST	
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

Make sure you are on our website at www.lgaa.ab.ca


Go to the top right corner of the screen and click on 'Log In'. This takes you into your account.

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.

Once logged in, 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 \$105.00. This represents your \$100.00 voucher plus \$5.00 in GST.

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

16 Feb 2022

[Invoice #02222](#)
 Event registration
 Leadership Workshop
Balance due **\$210.00**

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

Balance due: \$110.00

 Please complete payment of the
 registration fee within 13 minutes

Make sure your invoice and the new member voucher have the blue checkmark (2). Then click 'Pay Online' (3).

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

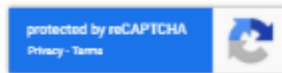
ZIP/postal code

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@lgaa.ab.ca or call 825.733.8881.