## **USER GUIDE**

Fountain of Health (Mental Health Foundation of Nova Scotia) - Registration page

This user guide will walk you through the steps to register for the Fountain of Health's Workshop. Please follow the instructions below:

## Step 1:

- Open your preferred web browser and enter the following URL:
- <u>fohmhf.ca</u>
- The website will launch, and you will land on the homepage.

#### Language Selection

- In the header section (top right corner of the page), choose the language that suits you.
- For English, click on "EN".
- For French, click on "FR".



#### **Step 2: Course Registration**

- Scroll down to the Course Registration section.
- Locate the "The Art and Science of Aging Well" course.
- Click on the "Register Now!" button below the course column.



### **Step 3: Course Details and Time Selection**

- You will be directed to the Course details page.
- Choose the preferred time for the workshop based on your convenience.
- Click on the "Sign up" button.

| 1  |                              | 2        | )    | 3            |
|--|------------------------------|----------|------|--------------|
| Choose Course                                | rse Fill in your Information |          |      | Confirmation |
| The Art and Science of Aging Well<br>Webinar |                              |          |      | 1 Hour       |
|  |                              |          |      |              |
| COURSE DETAILS                               | LANGUAGE                     | DURATION | TIME |              |

#### **Step 4: Fill in Your Information**

- You have now completed the course selection (you will see a tick above the text).
- Proceed to fill in your information in the provided form.



- Once you have filled in all the required information, ensure you fill in all the mandatory fields indicated by the "\*" symbol.
- Click the "Next" button at the bottom of the page.

### **Step 5: Confirmation Page**

- By clicking "Next," you have completed the information filling step.
- You will now be on the Confirmation page.
- If you are satisfied with the provided information, click on "I CONFIRM" to complete the registration process.
- If you need to make any changes, click on "CANCEL" to return to the form page.



# **Step 6: Registration Confirmation**

- Clicking "I CONFIRM" will complete your registration, and you will see a confirmation message.
- Click the "DONE" button below the congratulatory message.
- You will be redirected to the homepage of the Registration page.



Congratulations! You have successfully registered for the Art and Science of Aging Well webinar at Fountain of Health.