# MYSURREYPLACE EVENT PORTAL TRAINING

Developed and facilitated by Natalie H.





We are excited to introduce our new MySurreyPlace.ca Event Portal which will allow you to sign up for Wellness events. This includes educational trainings, social groups, camps, a variety of mental health supports including yoga and mindfulness, as well as OAP Foundational Family events.



#### OUTCOMES

- **Participate** in a step-by-step presentation that will demonstrate how to navigate our new website and MySurreyPlace Event Portal.
- View the calendar of events and examples of some of the in person and online events we offer at Surrey Place.
- Learn how to sign up and create an account for yourself and other family members.
- Understand how to update your personal information and how to upload any of your important documents.





# TO BEGIN

#### Visit www.surreyplace.ca

#### **Current Webpage**

#### New Webpage February 2022

**SURREY** PLACE



## NEXT: CLICK ON SERVICES





# THEN: CLICK ON WELLNESS SERVICES

#### **Current Webpage**

#### New Webpage February 2022



# ALTERNATIVELY: Click on MySurreyPlace to be redirected to the portal







## TO VIEW UPCOMING EVENTS

#### **Current Webpage**

#### New Webpage February 2022







# EVENT VIEW OPTIONS (PRIOR TO FEBRUARY 2022)

#### Calendar View Click to View Event

#### **Click to Register**







## **EVENT VIEW OPTIONS (FEBRUARY 2022)**

#### **List View**

#### **Calendar View**

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#### SIGN IN

 Sign in by clicking in button on top right corner

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#### SIGN IN OR SIGN UP

- If you already have an account, you can put in your email and password, and it will take you to the event page.
- If you <u>don't</u> have an account, you will click on "<u>Sign up now" and</u> <u>follow the prompts</u>



#### Sign in with your email address

Email Address		
Password		
got your password?		6
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## SIGN UP: CREATING A NEW ACCOUNT

- Put in your email address
- Select 'send verification code'
- This code will be sent to the email you provided.
- Check your email for the code



#### SIGN UP: CREATING A NEW ACCOUNT

<ul> <li>Copy and paste the code or type it in.</li> <li>Then click on 'verify code'</li> </ul>	< Cancel
	Verification code has been sent to your inbox. Please copy it to the input box below.
	wellness.registration@surreyplace.ca
	Verification Code
•	Verify code Send new code





# SIGN UP: CREATING A NEW ACCOUNT

- Complete the remaining fields:
- New Password
- Confirm the Password
- First Name
- Last Name
- Click 'Create'

E-mail address verified. You can continue now	
Change e-mail	
New Password	
Confirm New Password	
First Name	
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#### SPC I.D (OPTIONAL)

#### **SURREY** PLACE

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• If you know your SPC I.D, you may enter it here

If you are a client of Surrey Place, you can find this number on your service plan
Or contact the records department:

myrecords@surreyplace.ca







#### TERMS OF USE AND PRIVACY POLICY

- 1. Click on the link to read the Surrey Place Privacy Policy
- 2. Then click on the link to read the Surrey Place Terms of Use
- 3. If you agree with the Surrey Place Privacy Policy
- 4. If you would like to receive email marketing, please check the box
- 5. Click 'Proceed'

\*\* NOTE: you will not be permitted to chek the boxes until you click each link and read the policy

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#### SUCCESS!

• If you have successfully registered, you will see this image:

Click 'Close'

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#### MYSURREYPLACE HOMEPAGE

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**SURREY** PLACE



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#### INDIVIDUAL INFORMATION

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# CONTACT INFORMATION

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#### FAMILY AND OTHER CONTACTS

- Connect your family and other contacts
- Additional step by step resources are available in our resource library.

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\*\* NOTE: you must have your SPC I.D. to connect family and other contacts\*\*





#### DOCUMENTS

• Upload and share documents with you Clinician

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# EVENT SEARCH AND FILTER FEATURES

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#### CLICK AND EXPAND OPTIONS

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# SELECT EVENT TO FIND OUT MORE

Monday, January 31

Creating Your 2022 Vision Board	Time	Location	LEARN MORE	-
REGISTERING FOI	R AN EVENT			

#### SURREY PLACE



**SURREY** PLACE



#### TO REGISTER FOR AN EVENT

1. Login (If not already)



2. Answer event questions and click register

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3. Select the profile of the participant by check the box, then click register. A popup box will appear thanking you for registering. And the screen will now show 'registered'.



#### **CONFIRMATION EMAIL**

- You will receive a confirmation email
- You can add a reminder to your calendar by clicking on the invitation.ics
- SAVE THE EMAIL
- The email <u>contains the link to</u> join the event

Registration confirmation for Creating Your 2022 Vision Board



You are registered to attend Greating Your 2022 Willion Board on Monday, January 51, 2022 11:00 AM to 12:00 PM

on the section, please diagon this https://www.place.dev.asureverbates.net/Control Control Cont

144 123 Conname when joining the event for attendance purpor

#### ent Registration Name Welkness Registration

Thank you and have a wonderful day

NOTE: This event will be held on Microsoft Teams. TEAMS platform works best on PCs through the web proviser link above. Here is a TEAMS Tip Sheet to help you use the platform

you have any questions about this event, please a mail the event organizer at <u>we have reached or dhumoreane ca</u>

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#### GO BACK TO SURREY PLACE WEBSITE

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# **SURREY** PLACE

# TIPS OR NEED HELP

- Consider using Google Chrome as your browser
- Sign up before registering for an event for a smoother experience
- If you are having difficulty, you can contact us at <u>wellness.registration@surreyplace.ca</u>

#### RECOMMENDATIONS

- Wellness Services Scheduled Events: Visit: <u>https://www.surreyplace.ca/directory/wellness-services/</u>
- Wellness Services Resource Library
   Visit: <u>https://www.surreyplace.ca/resource-library/</u>
- Wellness Services Recorded Events Visit:<u>https://www.surreyplace.ca/resource-library/?sft\_resource\_type=recordedevents</u>
- Surrey Place Family Connections Group (social media group run by the Family Advisory Council for SP caregivers)
   Visit: <u>Surrey Place Family Connections Group</u> | Facebook

#### FEEDBACK

Please take a moment to complete a brief survey to share your feedback with us: <u>https://www.surveymonkey.ca/r/RC89LJS</u>

#### THANK YOU

