

Registering for EfM for the 2023–2024 Year

General Guidelines for Registering in an EfM Canada Program or Event—Mentors

The following steps are modeled on an earlier registration guide originally outlined by Ed McDonough in Toronto. The present document is focused on the steps involved in registering as a mentor and has been edited and updated for the current year. Many thanks to Ed for his significant contributions as we first moved to an online registration process.

Introductory Notes and Reminders

All registrants in EfM programs and events must have an account with the online Amilia SmartRec eCommerce platform. If you have not done so already you will need to create an Amilia account— a separate set of guidelines is available for download from the EfM Canada website.

The guidelines have been designed as a hands-on resource and may be downloaded from the EfM website. The document is in PDF format and should be readily opened in a variety of PDF reader applications: Adobe Acrobat Reader, Foxit PDF Reader, Nitro PDF Reader, etc. The downloaded file will then be available for reference as you go through the steps of registering online and the links that are embedded in the file should be active.

As noted above, the current guidelines have undergone significant editing since first introduced. As a result, a number of the screenshots that follow will be out of date (literally) and will not accurately represent all that actually appears on your computer screen. We've done our best to ensure that such anomalies are insignificant and that they will not effect the clarity of the directions offered or the registration process itself. That said, if there are steps that are unclear or lead to unexpected results please let us know—our goal is to facilitate as straightforward and seamless a registration process as possible. Many thanks.




Choosing the Program

The screenshot shows the website for the Diocese of Kootenay - Ministries. At the top, there is a SmartRec logo and navigation links for 'Login' and 'Français'. The main content area is titled 'Diocese of Kootenay - Ministries' and includes logos for 'LAMP OIC' and 'EfM CANADA'. Below this, there is a 'Fundraising' tab and a 'Programs' section with a 'Back' button. The 'Programs' section features the 'EfM CANADA' logo and the text 'Education for Ministry - Students'. Underneath, there is an 'Important information' section with an 'Overview' and 'Land Acknowledgement' subsection. A red arrow points to the 'Student Registration - 2022/2023' link at the bottom of the page.

- Go to the EfM Canada website:
www.efmcanada.ca
- Click on the blue **'REGISTRATION PORTAL FOR EfM 2023 - 2024'** link found under the EfM Canada logo at the top of the homepage
- A number of framed registration sections will then be displayed
- Click on the red link labelled **'Mentor Registration—Link'** on the left hand side


- A window similar to the one illustrated above should open
- Click on the '>' next to **'Mentor Registration—2023/2024'**
- This will bring up a window similar to the one illustrated on the following page



Diocese of Kootenay - Ministries

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Education for Ministry - Students

Important information

Overview

Education for Ministry (EFM) is a distance learning programme of theological education for lay people. There are four years but participants commit for one year at a time, meeting in small groups for study and practice to aid them in discovering and nurturing their call to Christian service. EFM helps the faithful encounter the breadth and depth of the Christian tradition and bring it into conversation with their experiences of the world as they study, worship, and engage in theological reflection together. Participants take what they learn about scripture, church history, theology, inter-faith studies and ethics into their own lives and hearts, in order to support them in living out a vibrant baptismal ministry in the church and in the world.

Land Acknowledgement


The EFM Canada office is located on the traditional territories of the Sylix, Westbank First Nation; and EFM groups meet across Canada on the ancestral lands of many Indigenous, Metis and Inuit Peoples. We are grateful for their witness to us. As an organization devoted to adult Christian Education, EFM Canada is committed to offering opportunities for learning and engagement in truth-telling and reconciliation in Canada.

Student Registration - 2022/2023

- + [Face-to-Face & Online Groups](#)

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- Click on the ‘+’ next to ‘Face-to-Face & Online Groups’
- This will bring up a window similar to the one illustrated on the following page



Diocese of Kootenay - Ministries

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Education for Ministry - Students

📌 Important information

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▼ Student Registration - 2022/2023

📌 Face-to-Face & Online Groups



Groups Beginning in Fall 2022


Education for Ministry (EFM) is a distance learning programme of theological education for lay people. There are four years but participants commit for one year at a time, meeting in small groups for study and practice to aid them in discovering and nurturing their call to Christian service. EFM helps the faithful encounter the breadth and depth of the Christian tradition and bring it into conversation with their experiences of the world as they study, worship, and engage in theological reflection together. Participants take what they learn

[More information ...](#)

Schedule: 🕒 From Thursday, September 1, 2022 at 12:00 AM until Wednesday, May 31, 2023 at 11:59 PM

Start date: 9/1/2022

Session

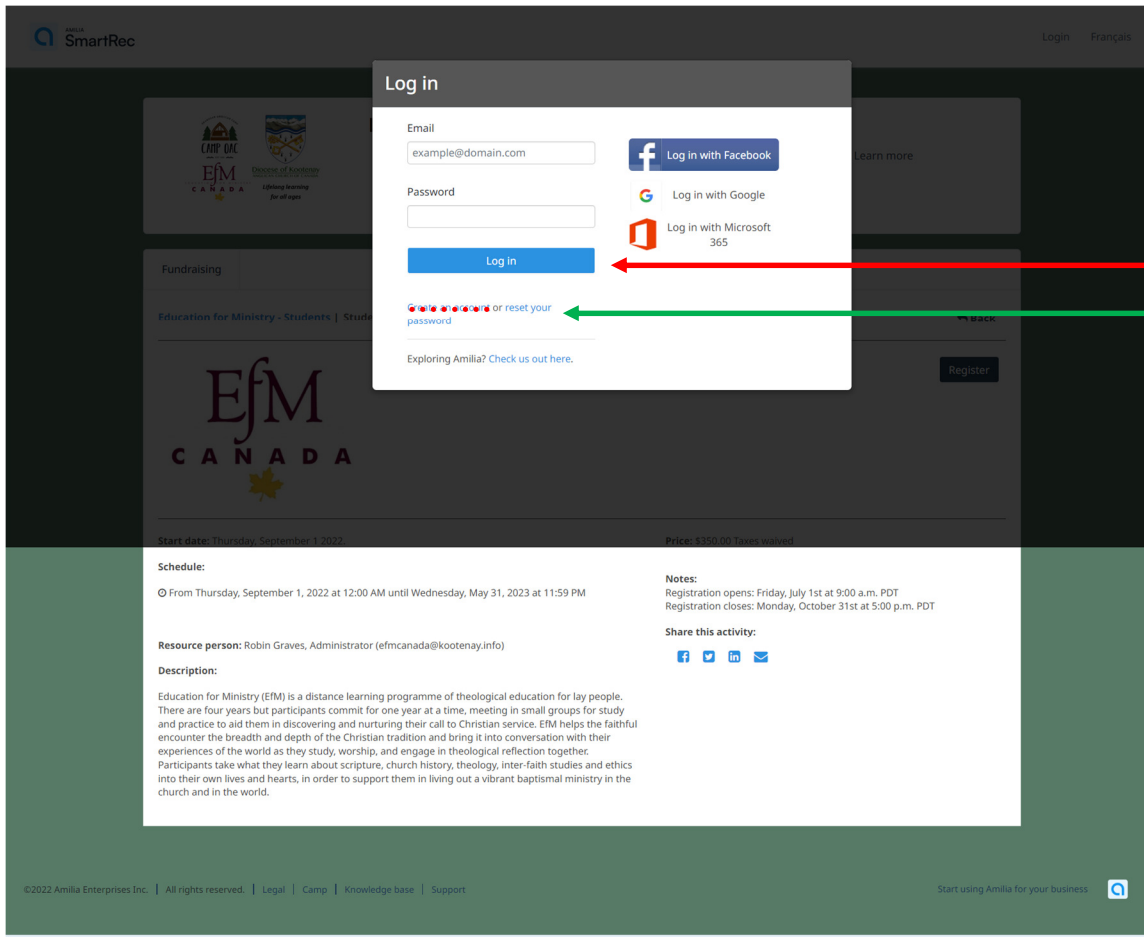
 \$350.00

- If you have not had an opportunity to do so before, please take a moment to read through the Overview description of the EfM program and the accompanying Land Acknowledgement
- Click on the link **'Groups Beginning in Fall 2023'** or **'Groups Beginning in Winter 2024'** — this will bring up a window similar to the one illustrated on the following page

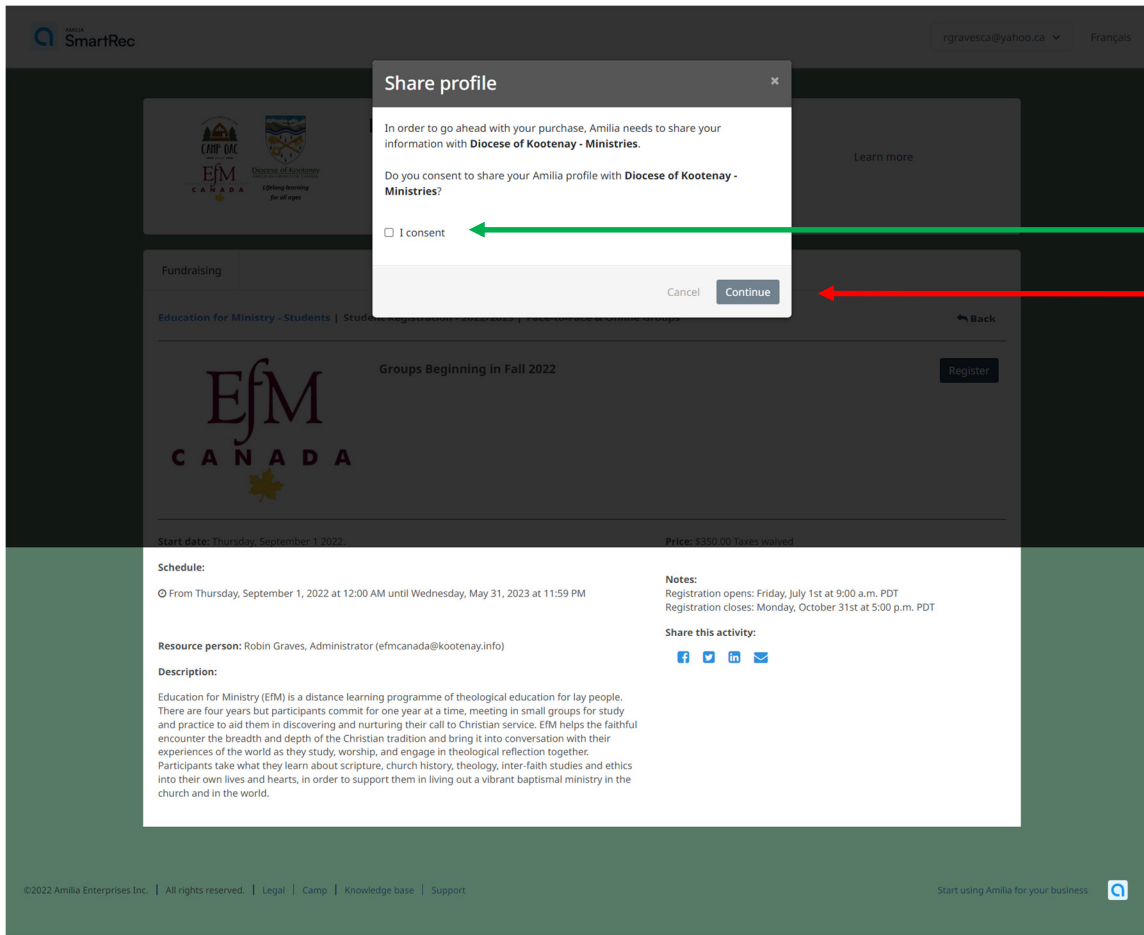
Beginning the Registration Process

The screenshot shows the Amilia SmartRec interface for the Diocese of Kootenay - Ministries. At the top, there are logos for CMC, EFM Canada, and the Diocese of Kootenay. The main content area is titled 'Education for Ministry - Students | Student Registration - 2022/2023 | Face-to-Face & Online Groups'. Below this, the EFM Canada logo is displayed next to the heading 'Groups Beginning in Fall 2022'. A dark blue 'Register' button is visible, with a red arrow pointing upwards towards it. The page also includes details such as the start date (Thursday, September 1, 2022), the price (\$350.00, taxes waived), and a description of the program. The footer contains copyright information for Amilia Enterprises Inc. and a note about using Amilia for business.

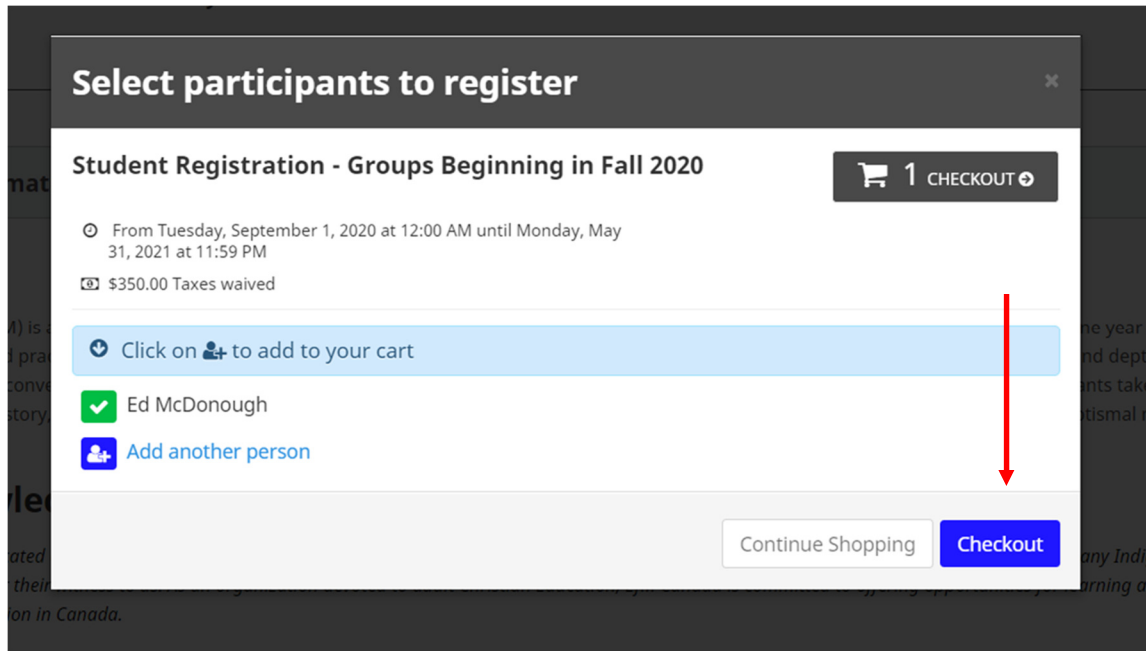
- Read through the information displayed to confirm that this is the program in which you plan to register
- Click on the **'Register'** button - a Log in screen for Amilia's SmartRec platform will load as illustrated on the next page






- Enter the email used when creating your Amilia account - *if you cannot remember the email used or if it has changed:*
 - ⇒ ***please - do not create a second Amilia account*** - contact the EfM office for assistance - efmcanada@kootenay.info
- Enter the password used when creating your Amilia account - *if you cannot remember the password used:*
 - * Underneath the ‘**Log in**’ button, click the ‘**Reset your password**’ link highlighted with the green arrow above
 - * Enter your email address and click ‘**Send email**’
 - * Go to your mailbox and open the email to click on the link provided
 - * This brings you to a page where you can enter your new password
 - * Test it by logging in with your new password
- Click on the ‘**Log in**’ button highlighted by the red arrow

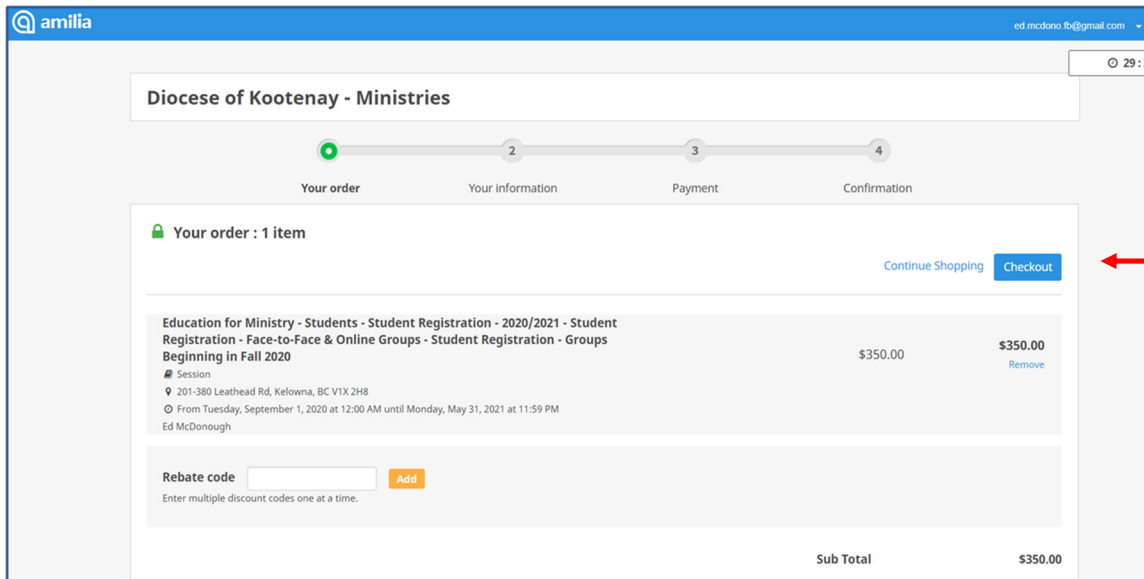


- If this is the first time that you have used your Amilia account to register in an Efm program or activity you may need to authorize Amilia to share you information with the Diocese of Kootenay as the sponsor of the national program
 - * this should be a one time request—it is not expected that similar consent will be required with future registrations
- Check the **‘I consent’** checkbox, highlighted with the green arrow above
- Click on the **‘Continue’** button, highlighted with the red arrow above
- This should take you to the **‘Select participants to register screen’**



- The **'Select participants to register'** screen will identify the program information associated with your current registration - a reminder - the illustration above is out of date, the screen that you see will differ somewhat in appearance
- Your name should appear first on the list next to a selection icon 
 - click on the icon or on your name – a green tick box should appear 
 - the cart at the top right hand side of the screen should now reflect the added registration 
- Click on the **'Checkout'** button
- You should see a summary of your **'Order'**, similar to what is shown on the following page

Your order



- **'Your order'** - again, your screen will appear somewhat differently from the one illustrated above
 - please review all the information on your screen to confirm that it is correct
- Note: Amilia allows 30 minutes to complete a transaction; you will see a timer in the top right hand corner of the screen identified by the green arrow, which indicates how much time is left in the current transaction
 - most find that this is a generous amount of time and are able to complete their transactions within 20 minutes; very few have run out of time and have had to repeat the process
- When your registration information has been confirmed click on the **'Checkout'** button, highlighted by the red arrow
- This takes you to a section that will detail **'Your information'** - this is in two parts and includes general information that appears in your record as the **'Account owner'** and **'Personal information'** that is particular to the EfM program in which you are registering
 - the **'Account owner'** window will be similar to the one illustrated on the following page

Your information - Account owner

Your order **Your information** Payment Confirmation

Your information Validate all sections to continue your purchase. [Add more items](#)

Account owner
Ed McDonough

Account owner : Ed McDonough

First name Last name

Address 1

Address 2 (optional)

Country State/Province

City Zip/Postal Code

Email

Home Phone Work Phone

Cellular Extension (optional)

Please make sure to fill at least one phone number

[Continue my purchase](#)

- Complete the **'Account owner'** screen with your details; please ensure that all information that has been recorded is complete and accurate
- Then click on the **'Continue my purchase'** button – this will take you to the **'Personal information'** window – a partial illustration is seen on the next page
- The information requested will differ for each activity / event—Student Registration, Mentor Registration, Mentor Training Event Registration, Continuing Education for Graduates Registration – all information should be current and entered in the format requested

Your information - Personal information re EfM program or event

Account owner
Ed McDonough ✓

Ed McDonough

Personal information : Ed McDonough

Date of birth: This information can be modified in your account settings.

Email

Date of Birth using YYYY MM DD format. While not required, the information assists with planning and program development. (optional)

EfM Sewanee provides a graduation certificate for each student upon completion of the four year program. Please indicate how you would like your names to appear on the printed certificate, including preceding or middle names or initials as preferred. Examples: Elizabeth Smith, Elizabeth Mary Smith, Elizabeth M. Smith, E. Mary Smith, E. M. Smith

Level of Education (optional)

Diploma (optional) Bachelor's (optional) Master's (optional)
 Doctorate (optional) Other (optional)

Indicate your work or occupation - please enter "Retired" if applicable. (optional)

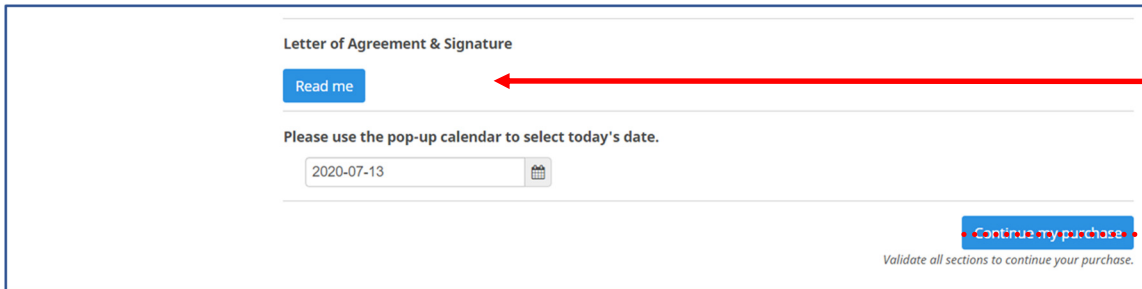
- Complete your **'Personal information'**; many of the questions are required to complete your registration, some are optional; please make sure you answer all of the questions as best you can

NOTE: information entered for any previous registration will be carried forward and should appear on your screen

It is important that you review each question carefully and update all information as needed

- At the end of the **'Personal information'** screen you will see a request to sign a **'Letter of Agreement'** and to select today's date from the calendar, as shown on the following page

Letter of Agreement & Signature



Letter of Agreement & Signature

Read me

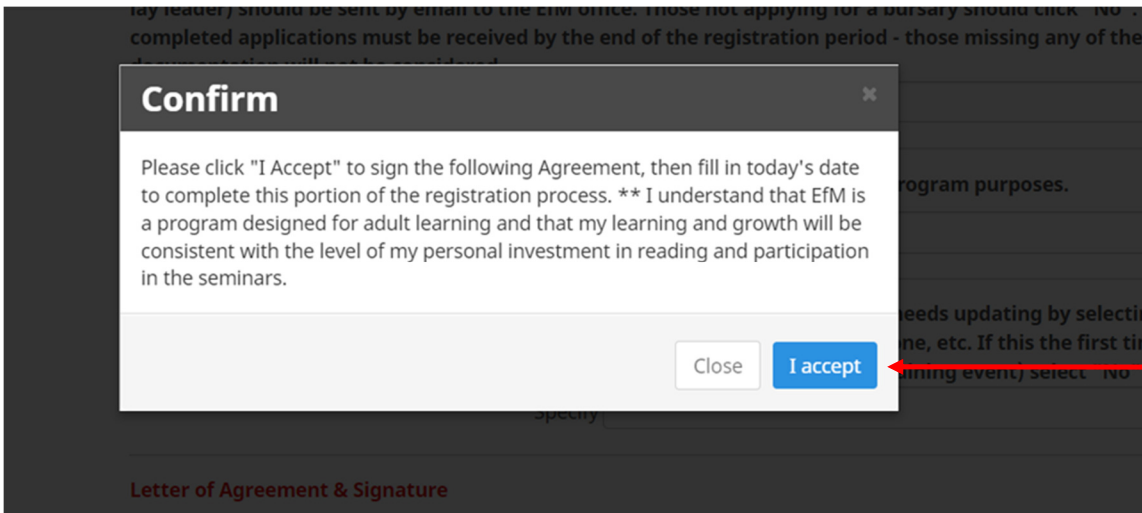
Please use the pop-up calendar to select today's date.

2020-07-13

Continue my purchase

Validate all sections to continue your purchase.

- Before you proceed, YOU MUST click on the **'Read me'** button – this a way of 'signing' off on your information - it will bring up the following confirmation window



Confirm

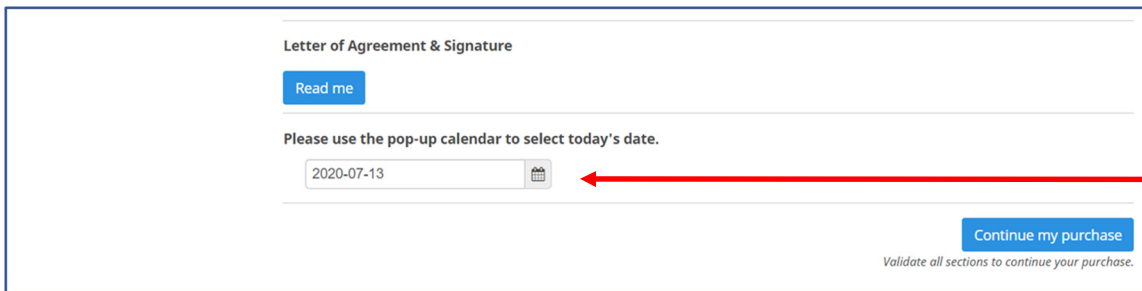
Please click "I Accept" to sign the following Agreement, then fill in today's date to complete this portion of the registration process. ** I understand that EfM is a program designed for adult learning and that my learning and growth will be consistent with the level of my personal investment in reading and participation in the seminars.

Close I accept

Letter of Agreement & Signature

- Click on the **'I accept'** button
- this will return you to the **'Personal information'** window and the request to enter today's date as illustrated on the following page


Select today's date & Continue my purchase



Letter of Agreement & Signature

[Read me](#)

Please use the pop-up calendar to select today's date.

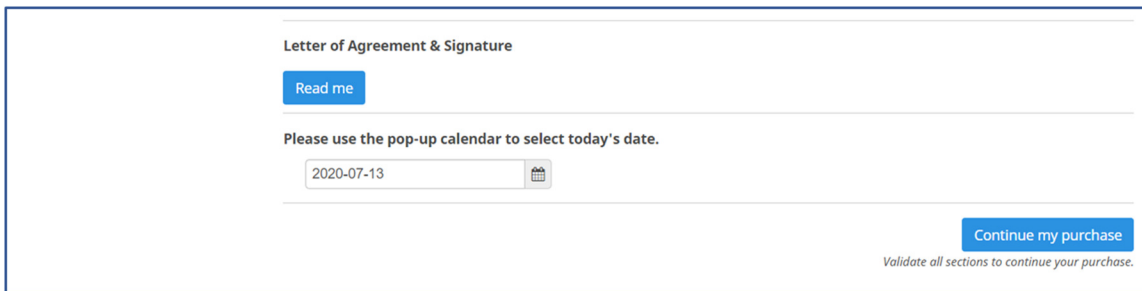
2020-07-13 

[Continue my purchase](#)

Validate all sections to continue your purchase.

A red arrow points from the right side of the page to the date field.


- Select today's date using the pop-up calendar – *be sure to update any information from a previous registration*



Letter of Agreement & Signature

[Read me](#)

Please use the pop-up calendar to select today's date.

2020-07-13 

[Continue my purchase](#)

Validate all sections to continue your purchase.

A red arrow points from the right side of the page to the 'Continue my purchase' button.

- Click on the **'Continue my purchase'** button
 - ⇒ This will validate the information that you have provided
 - ⇒ If you have left something out or the information you provided does not check out, you will see an error message in red at the bottom of the screen; you will need to scroll back up through the **'Personal information'** section—the areas that need attention will be highlighted in red
 - ⇒ Once you have corrected any errors or omissions, you will need to click on the **'Read me'** and **'I accept'** buttons a second time, then once again on the **'Continue my purchase'** button
 - ⇒ This should conclude your registration—see next page for additional information

Confirmation of Registration

- There is no fee associated with Mentor registration; Mentors only pay a fee when they are registering for a Mentor Training Event
- Clicking on the **'Continue my purchase'** button, therefore, should not bring you to a **'Payment'** section
- Instead, you will be notified that a confirmation email/invoice has been sent by Amilia to the address used to create your account
- The invoice will be issued by 'Diocese of Kootenay – Ministries' – please make sure to check your Junk Mail and Spam folders if it does not arrive in your Inbox
- The invoice will serve as confirmation of your registration and indicate that there was no associated fee involved;
* if there is a balance showing on the invoice it will be related to previous registrations (e.g. a Training Event Registration) and will serve as notification of an outstanding balance that remains overdue
- Once you have confirmed receipt of the email and invoice you may logout from your Amilia account
- To logout of your Amilia account you will need to click on your name / email address at the top right of your screen



- A blue **'Logout'** button will appear beneath your name / email address
- Click on the **'Logout'** button and then close your browser window to completely exit the Amilia website

