

OMREB EDUCATION SITE: **How to Register for Online for Courses**

1. Sign in to OMREB's **Education and Invoice History** site – the same website for online course registration: http://mmsi-web.omrebmls.ca/index.php?client_id=OMREB



Okanagan Mainline Real Estate Board

Enter your Member ID and Password below for authentication.

Member ID:

Password:

Login

Forgot your password? [Click here](#)

2. On your Membership Home Page, choose the first link on the “**Education Services**” menu to view or register for Education Courses.



Membership Main Menu


09/27/2012

[Main Menu](#)

[Logout](#)

Name	Jan Bauman
CREA ID	1189748
License Number	
Firm Name	Okanagan Mainline Real Estate
Staff Access	Yes
My Services	
View/Update Contact Information	
Account History - Current year	
Account History - Last Year	
Current Account Statement	
Selected Account Statement	
View Committee History	
Education Services	
View/Register Education Courses	
View Education Calendar	
View Education History	

3. Click on “View/Register Education Courses”– as noted above.



10/18/2012
[Main Menu](#)
[Logout](#)

Education Courses

Course Description	Start Date	Start Time	End Time	Instructor	Location	Available	Cost	
WIN WIN CONFLICT RESOLUTION - Oct 30/12 (Kelowna-Ramada Lodge Hotel)	10/30/12	9:00 AM	3:00 PM	RICHARD COLLINS	KELOWNA - RAMADA LODGE HOTEL	29	70.00	add to cart

4. Click on the highlighted Course Name and Location in **Course Description** box if you are interested in reading more before you register – as above.
5. The **Course Information** – including description, cost, dates/times, location, seats available, PDP credits and Instructor -- will then appear online:



10/18/2012
[Main Menu](#)
[Logout](#)

Course Info

WIN WIN CONFLICT RESOLUTION - Oct 30/12 (Kelowna-Ramada Lodge Hotel)
 (Course ID: WIN103012)

Dealt with effectively, conflict often leads to constructive outcomes by producing positive change, promoting collaboration and strengthening unity of purpose. This course provides participants with a complete understanding of how and why conflicts arise. It will help you develop the skills you need to proactively resolve conflict. You will explore; the causes of conflict; how to prevent conflict from escalating; guidelines for creating open dialogue; how to use a four-step problem-solving model. Registration Sign-in: 8:30 AM Start Time: 9:00 AM End Time: 3:00 PM Registration Deadline: October 16, 2012

Cost	70.00
Class Date & Times	10/30/12 , Tuesday, 9:00 AM to 3:00 PM
Last Date to Register	10/30/12
Location	KELOWNA - RAMADA LODGE HOTEL
Maximun Attendace	90
Number of Attendees	61
Seats Available	29
Continuing Education Credits	6.00
Instructor	RICHARD COLLINS

6. If you wish to register for this course, you would then click on “Add to Cart” – as noted above.

7. The Education Cart page will then appear online.



Education Cart

10/18/2012

[Main Menu](#)

[Logout](#)

Member ID	11885						
Name	Jan Bauman						
CREA ID	1189748						
Date	10/18/2012						
Course Description	Start Date	Start Time	End Time	Instructor	Location	Cost	
WIN WIN CONFLICT RESOLUTION - Oct 30/12 (Kelowna-Ramada Lodge Hotel)	10/30/12	9:00 AM	3:00 PM	RICHARD COLLINS	KELOWNA - RAMADA LODGE HOTEL	70.00	delete
						HST 8.40	
						Total 78.40	



Check this box to acknowledge that you are finished selecting courses and the courses shown above will be charged to your account when you check out.

[Print](#)

[More Courses](#)

[Complete Checkout](#)

8. Before you select “Complete Checkout” to register for the course, make sure the date and location are correct. If this is not the right date/location, click on “Delete” to go back to the course page.



Education Cart

10/18/2012

[Main Menu](#)

[Logout](#)

Member ID	11885						
Name	Jan Bauman						
CREA ID	1189748						
Date	10/18/2012						
Course Description	Start Date	Start Time	End Time	Instructor	Location	Cost	
WIN WIN CONFLICT RESOLUTION - Oct 30/12 (Kelowna-Ramada Lodge Hotel)	10/30/12	9:00 AM	3:00 PM	RICHARD COLLINS	KELOWNA - RAMADA LODGE HOTEL	70.00	delete
						HST 8.40	
						Total 78.40	



Check this box to acknowledge that you are finished selecting courses and the courses shown above will be charged to your account when you check out.

[Print](#)

[More Courses](#)

[Complete Checkout](#)

9. If this is the course you wish to register for: **1)** print the page for your records, **2)** check the box (circled below Step #10) to acknowledge that you are finished selecting courses and the course(s) shown above in your Cart will be charged to your OMREB account when you check out. You will then be able to proceed through **Checkout** and complete your Registration by clicking on **3)** “Complete Checkout” button.



Education Cart

10/18/2012

[Main Menu](#)

[Logout](#)

Member ID	11885						
Name	Jan Bauman						
CREA ID	1189748						
Date	10/18/2012						
Course Description	Start Date	Start Time	End Time	Instructor	Location	Cost	
WIN WIN CONFLICT RESOLUTION - Oct 30/12 (Kelowna-Ramada Lodge Hotel)	10/30/12	9:00 AM	3:00 PM	RICHARD COLLINS	KELOWNA - RAMADA LODGE HOTEL	70.00	delete
						HST	8.40
						Total	78.40

Check this box to acknowledge that you are finished selecting courses and the courses shown above will be charged to your account when you check out.

Print

More Courses

Complete Checkout

10. Registration Transaction Complete – registration fee billed to your OMREB account.

Course Calendar

The site update includes a working course calendar so you can see what courses are available for registration – activated for a two-week period only -- one month prior to course date.



Membership Main Menu

09/27/2012

[Main Menu](#)

[Logout](#)

Name	Jan Bauman
CREA ID	1189748
License Number	
Firm Name	Okanagan Mainline Real Estate
Staff Access	Yes
My Services	
View/Update Contact Information	
Account History - Current year	
Account History - Last Year	
Current Account Statement	
Selected Account Statement	
View Committee History	
Education Services	
View/Register Education Courses	
View Education Calendar	
View Education History	

1. From the **Main Menu** (Home Page), click on “**View Education Calendar**” under **Education Services**.



Education Calendar

10/18/2012

[Main Menu](#)

[Logout](#)

◀ October 2012 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
		WIN WIN CONFLICT RESOLUTION - Oct 30/12 (Kelowna- Ramada Lodge Hotel)				

Print

- The **Education Calendar** for the current month will appear. If there is a course scheduled, it will appear on the dates available and note the location (venue and city). Example: **Win Win Conflict Resolution** -- October 30, 2012 at the Ramada Lodge Hotel in Kelowna.



Education Calendar

10/18/2012

[Main Menu](#)

[Logout](#)

◀ October 2012 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
		WIN WIN CONFLICT RESOLUTION - Oct 30/12 (Kelowna- Ramada Lodge Hotel)				

- If registration has been activated for the course listed, you will be able to click on the course noted and will go directly to the **Course Information** page (as below) to proceed with **Registration**.



Course Info

10/18/2012

[Main Menu](#)

[Logout](#)



WIN WIN CONFLICT RESOLUTION - Oct 30/12 (Kelowna-Ramada Lodge Hotel)

(Course ID: WIN103012)

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Continuing Education Credits	6.00
Instructor	RICHARD COLLINS
School Information	
Course Sign-In	Course Sign-Out

[Back](#)

[Print](#)

[More Courses](#)

[Add to cart](#)



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- 4. ONLINE REGISTRATION – Schedule for Activation:** Please note that Online Registration is not available until approximately **4 weeks prior** to the course date and closes **two weeks prior** to course date. The course will no longer appear in the Calendar on the Education Site after the registration deadline.
- 5. EDUCATION SCHEDULE – Notice Posted:** Once courses are confirmed, they will be added to the Schedule and online registration will be activated 4 weeks prior to course dates. Watch for the Notice on MATRIX® Home Page News to see when seminars are announced.
- 6. FUTURE COURSES – REALTORLink®:**

Education Info -- The current Education Schedule is posted to the **Education Info** page on REALTORLink®.

http://www.realtorlink.ca/portal/server.pt/community/okanagan-mainline/584/education_info

Calendar of Events -- You can also check the Calendar on REALTORLink® for courses confirmed and slated for future months (posted when announced). Click on course name for time and location. To advance to the next month, click on the forward arrow to the right of the current month.

http://www.realtorlink.ca/portal/server.pt/community/okanagan-mainline/584/calendar_of_events