

How to Register for an AAMDC Username and Password

WHO CAN REGISTER?

Anyone can register for a username and password, however only certain types of members will have access to certain areas of the website.

Associate members: Rural and small urban municipalities, school divisions, seniors' residences, not-for-profits and other organizations that do business with AAMDC Aggregated Business Services: Trade Division, Jubilee Insurance, or Prairie Fuel Advisors (PFA).

Associate member access: Registering for a username and password allows associate members to post classified ads and jobs in our **Classifieds** section, free of charge.

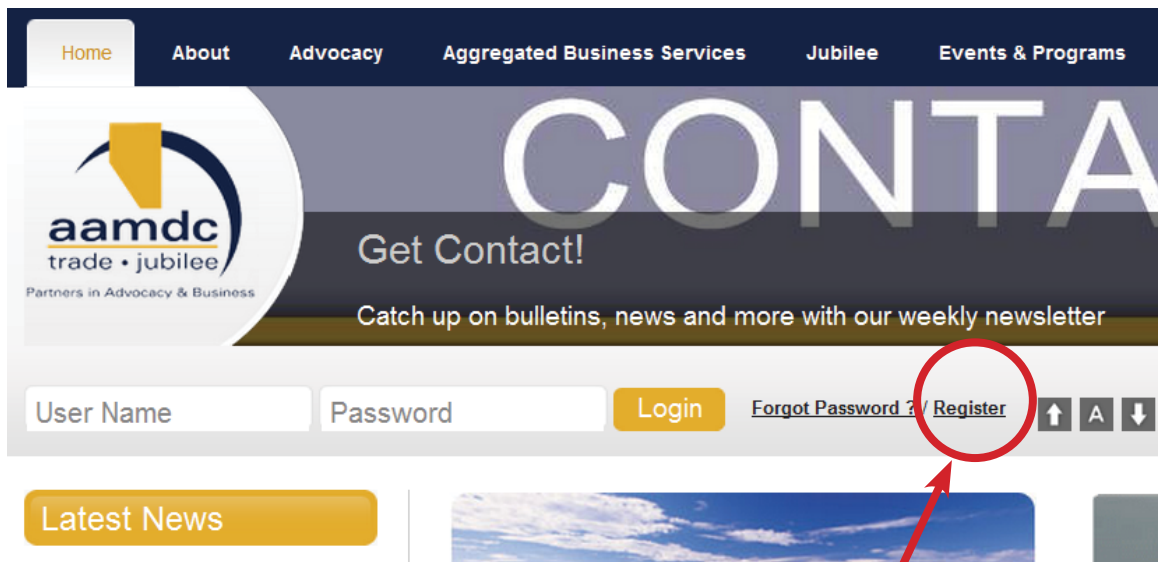
AAMDC Members: AAMDC members include administrative staff and elected council members from any of our 69 member MDs and counties.

AAMDC member access: Registering for a username and password provides AAMDC members with access to meeting minutes, private member bulletins and other member-specific Advocacy information and content. As well, AAMDC members may post job listings and items for sale in our **Classifieds** section.

There is NO LIMIT to how many users one member municipality may have—individual councillors, CAOs and administrative staff may all have their own usernames and passwords, if they so choose.

HOW DO I REGISTER?

On the AAMDC homepage (www.aamdc.com) you'll see two white boxes on the bottom left-hand side of the header bar (see image). This header can be found on ALL AAMDC pages, meaning that you can login from anywhere on the website.



Next to the Username and Password fields, you'll find a **Register** link.

Clicking on this [Register](#) link will take you to this page:

Registration

Organization: *


Name: *

Username: *

E-mail: *

Password: *

Verify Password:

Verify Code *
Please enter the text in box , you see in below image


Fields marked with an asterisk (*) are required.

Once you fill in your information and a VALID email address, you will receive a confirmation email:

From: AAMDC Website Admin [mailto:aamdc@aamdc.com]
Sent: Friday, August 12, 2011 9:47 AM
To: **username**
Subject: Account Details for **user** at AAMDC

Hello **username**,

Thank you for registering at AAMDC. Please click here
http://aamdc.com/index.php?option=com_user&task=activate&activation=70eaaf0aa058ef7ec4f188a9d3813db8
to confirm yourself as a user.

If you cannot click on the above link, copy-paste it into your browser.

After activation you may login to <http://aamdc.com/> using the following username and password:

username - **username**
password - **password**

Please note that the AAMDC still needs to assign you permission to our registered areas. This may take up to 24 hours. If you have any questions/concerns, please contact kelly@aamdc.com.

Upon clicking the link, you will be redirected to the AAMDC page, which will give you the following message:

User Name Password [Forqot Password ? / Register](#)

Latest News

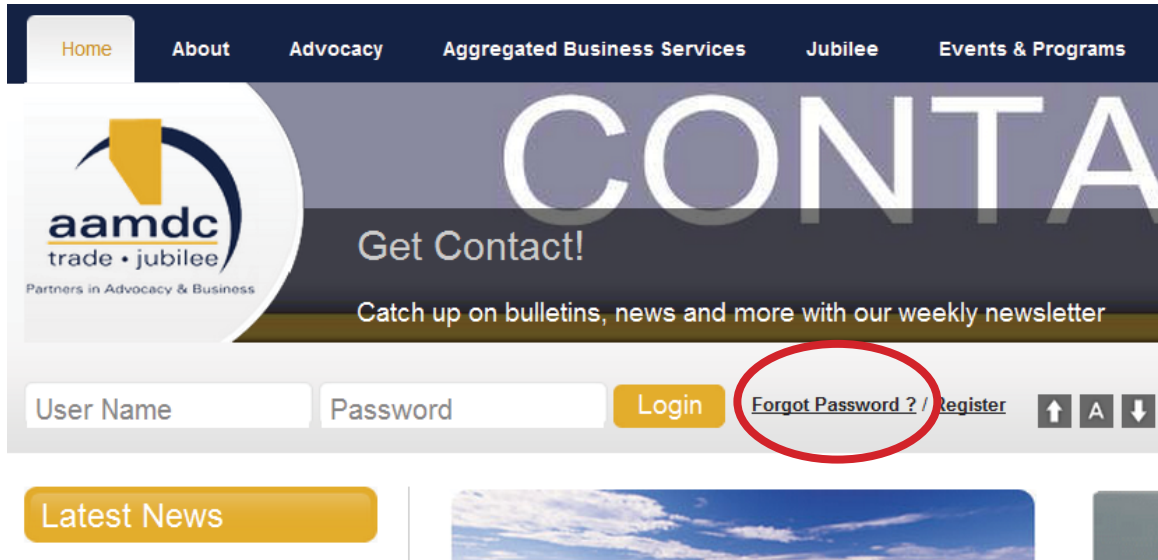
Message

- Your email has been verified. Once an administrator approves your account, you will be notified by email, and to the site.

Please note the text at the bottom of the email, which explains that as the AAMDC needs to confirm your username and password, it may take up to 24 hours to confirm your username. Until you are confirmed, your login will NOT work.

Please note that the AAMDC still needs to assign you permission to our registered areas. This may take up to 24 hours. If you have any questions/concerns, please contact kelly@aamdc.com.

Should you forget your password, you may at any time click on the **Forgot Password?** link (located next to the **Register** button) and reset your information.



For more information or assistance, please contact **Kelly FitzGibbon, Communications & Web Coordinator**, at **780.955.4075** or email kelly@aamdc.com.