

How do I register for *Munis 101* when I'm not sure who will be on council?

Since registration for the Elected Officials Education Program's (EOEP) *Munis 101* course opened on July 5, we've had quite a few phone calls and emails from municipal staff wondering how they can register councillors for the course when they won't even know for sure who their council is until after the upcoming municipal elections. That's a fair question, and one that we had to put a lot of thought into when designing the registration process.

Here's how you do it:

1. Go to eoep.ca and sign in, or register for a user name and password if you have not yet done so.
2. Once you are signed in, select the course you would like to register for from the "Courses" page.
3. Enter placeholder registration information for the time being to secure the number of seats needed for your council to attend the course.
4. After the election, the EOEP will work with you to replace the placeholder information with the actual names of the new and returning councillors attending the course.

Booking ahead with placeholder information secures council attendance at *Munis 101* and will help your municipality establish its training plan well in advance of the election.

For a complete breakdown of how to register for *Munis 101*, check out the step-by-step guide available soon in the "blog" section of eoep.ca. If you have any other questions or concerns, please contact AAMDC Policy Analyst Wyatt Skovron by emailing [wyatt.skovron@aamdc.com](mailto:w Wyatt.skovron@aamdc.com) or EOEP Registrar Leanne Anderson by emailing registrar@eoep.ca.

Enquiries may be directed to:

Wyatt Skovron
Policy Analyst
780.955.4096

Kim Heyman
Director, Advocacy & Communications
780.955.4079