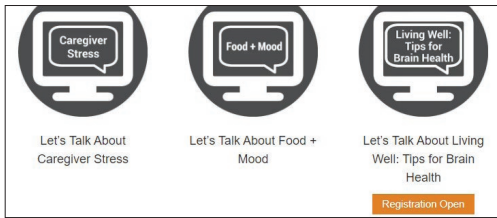
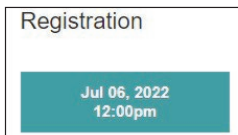


# How to Register for a Wellness Workshop

**STEP 1:** Visit our website at: [guelphfht.com/wellness-workshops-and-programs/](https://guelphfht.com/wellness-workshops-and-programs/) and click on the workshop you wish to take. You can only register for a workshop if it says 'Registration Open'.



**STEP 2:** Once you are into the workshop page, scroll to the bottom and click on the blue registration box. If there is more than 1 blue registration box, select the date you wish to attend.



## STEP 3:

### If you already have a Wellness account:

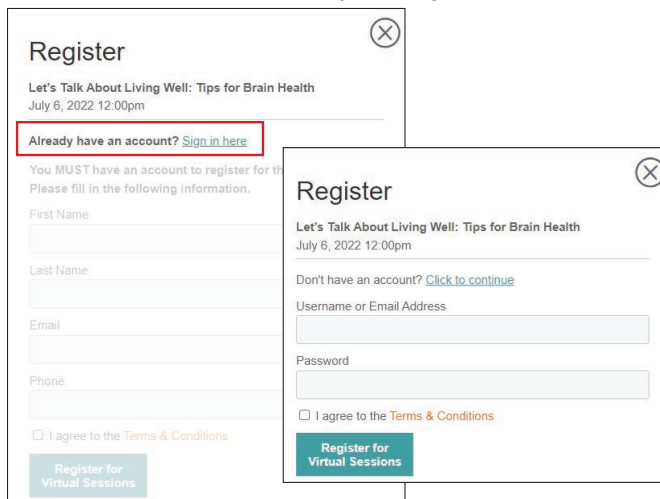
Click on 'Sign in here' near the top of the pop-up window.

A new pop-up window will appear. Enter in your email address as the username and the password you registered with. *\*If you've forgotten your password and need to reset it, email: [wellness.matters@guelphfht.com](mailto:wellness.matters@guelphfht.com)*

Review and agree to the Terms & Conditions.

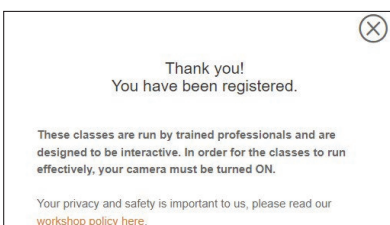
Workshops will be offered as In-Person sessions OR Virtual sessions. *\*This info appears on the schedule.*

Click the blue button to complete registration.



A new pop-up window will confirm your registration.

Any special notes will appear in this window. If there are handouts to download for the workshop, you will see a download link.



### If you DO NOT have a Wellness account:

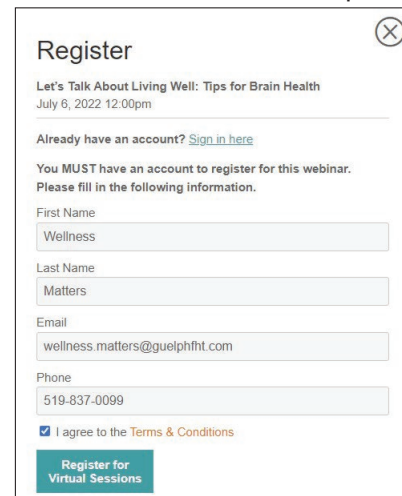
Enter in all of the information required:

First/Last name, Email address, Phone number

Review and agree to the Terms & Conditions.

Workshops will be offered as In-Person sessions OR Virtual sessions. *\*This info appears on the schedule.*

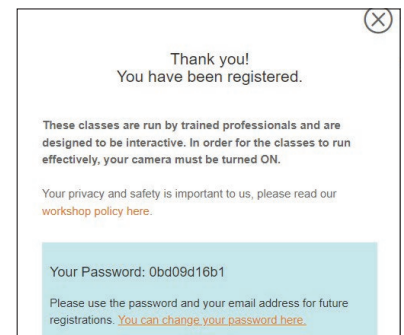
Click the blue button to complete registration.



A new pop-up window will confirm your registration.

Any special notes will appear in this window. If there are handouts to download for the workshop, you will see a download link.

The system will automatically create a password for your account. Click on the link to change the password, if needed.

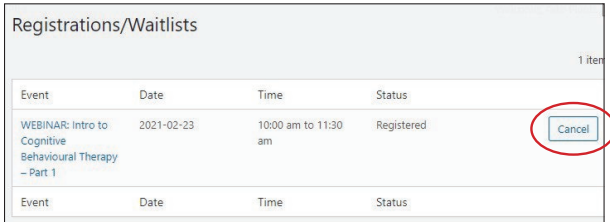


**STEP 4:**

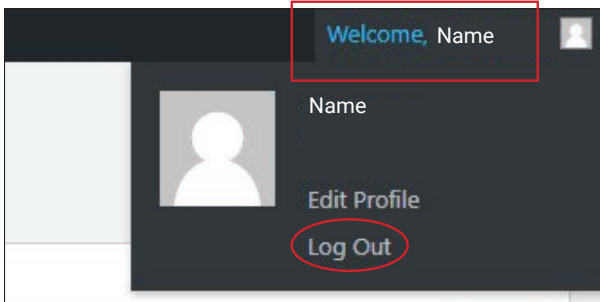
To log out of your Wellness account, click on 'My FHT' located in the orange bar at the top, right corner of the webpage.



This will bring you to 'Your Registrations/Waitlists' page. You can see any workshops that you are currently registered for. You can also cancel your spot from this page.



In the top, right corner, hover over your name. A drop-down menu will appear. Click on Log Out.



If you are still having trouble with registration, please contact Wellness Matters by email at: [wellness.matters@guelphfht.com](mailto:wellness.matters@guelphfht.com) or give us a call at 519-837-0099.