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## 1 Pre-Event Tests and checks

Hopin recommends the following checks before attending the event. Please disconnect from work VPN for these tests and for attending the event.

### 1.1 Speed Test

<https://www.speedtest.net/>

### 1.2 Pre-Event Check

[Hopin: Pre-Event Check](#)

Should any issues be encountered during the pre-event check, here is the link to the hopin [Quick Troubleshooting Reference Guide](#).


## 2 All Attendees

### 2.1 Have a hopin account

#### 2.1.1 Receive email from 2021 PDD Organizer with link to event


Select link in the email

#### 2.1.2 2021 itSMF Canada PDD Event



### 2021 itSMF Canada PDD Event


11 People are registered

START TIME	END TIME	
24 Jan, 8:00 AM	25 Jan, 5:00 PM	

[Join Event](#)

DescriptionSponsorsScheduleSpeakersBooths

**ITSM - Building for the Future** is the theme of this year's **itSMF Canada's** Professional Development and Workshop Days. Our program is content rich and comprehensive - 4 tracks (**Service Management Evolution, Digital Transformation, People and Change, Innovation**) - covering a vast variety of topics from across the Service Management spectrum. New to this year's program is a Panel Discussion on **"How do you explain IT Service Management to your internal clients?"**

 Hosted by  
**itSMF Canada**

itSMF Canada is a forum for Information Technology professionals to explore methods of continually improving the support and delivery of IT services. The forum allows members to exchange

#### 2.1.3 Join event

Select "Join Event" to register for the event.


SELECT TICKETS

Shared Services Canada

\$0.00

2021 itSMF Canada PDD Event

Jan 24, 8:00 AM → Jan 25, 5:00 PM



ORDER SUMMARY

Shared Services Canada (FREE x1)

\$0.00

Total

\$0.00

Sign in to join the event

[Create new account](#) or [Continue as guest](#)

Select “Sign in to join the event”

Enter your **hopin** account information that you previously entered.

Sign in to access your account.  
Not registered? [Create an account](#)



Or



## 2021 itSMF Canada PDD Event

Hosted by **itSMF Canada**

You're almost registered for this event, please login or signup for a Hopin account to attend.

Email address

rgladstone@rogers.com



Password

●●●●●●●●●●



[Forgot your password?](#)

Log in with email

Select "Log in with email"

## SELECT TICKETS

Signed in as [rgladstone@rogers.com](#) [Not you?](#)

Shared Services Canada

\$0.00

## 2021 itSMF Canada PDD Event



Jan 24, 8:00 AM → Jan 25, 5:00 PM



### ORDER SUMMARY

Shared Services Canada (FREE x1)	\$0.00
----------------------------------	--------

Total	\$0.00
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Checkout

## Select checkout

<

CHECKOUT

**BASIC INFO**

Email

rgladstone@rogers.com

First name

Rick

Last name

Gladstone


**ADDITIONAL INFORMATION**

Title

Organization

2021 itSMF Canada PDD Event

Jan 24, 8:00 AM → Jan 25, 5:00 PM



**ORDER SUMMARY**

Shared Services Canada (FREE x1)

\$0.00

Total

\$0.00

Complete Order

select "Complete Order"

## Event starting in 8 weeks 1 day

In the meantime you can [create your profile](#).



### 2021 itSMF Canada PDD Event

Jan 24, 7:55AM → Jan 25, 5:00PM (-05:00)

[Add To Calendar](#)



Hosted by  
itSMF Canada

#### 2.1.4 Receive email that you are registered for the event

You will receive an email indicating you are registered for the 2021 PDD Event

Please complete your hopin profile by selecting the link at the top of the Event page:

## Event starting in 8 weeks 1 day

In the meantime you can [create your profile](#).

You will receive emails on the upcoming PDD event. Keep the hopin link handy in order to join the event on January 24<sup>th</sup> and 25<sup>th</sup>.


#### 2.2 Do not have a hopin account

2.2.1 Receive email from 2021 PDD Organizer with link to event  
Select link in the email

2.2.2 2021 itSMF Canada PDD Event



Select “Join Event” to register for the event.




### 2021 itSMF Canada PDD Event

12 People are registered

START TIME  
24 Jan, 8:00 AM

END TIME  
25 Jan, 5:00 PM



Join Event

Description

Sponsors

Schedule

Speakers

Booths

**ITSM - Building for the Future** is the theme of this year's **itSMF** Canada's Professional Development and Workshop Days. Our program is content rich and comprehensive - 4 tracks (**Service**


Hosted by  
**itSMF** Canada

SELECT TICKETS

General Admission  
\$0.00

2021 itSMF Canada PDD Event

Jan 24, 8:00 AM → Jan 25, 5:00 PM



ORDER SUMMARY

General Admission (FREE x1)	\$0.00
Total	\$0.00

Sign in to join the event

Create new account or Continue as guest

2.2.3 Create a hopin account  
Select the “Create new account”





## Welcome back!

Sign in to access your account.  
Not registered? [Create an account](#)



Or



**2021 itSMF Canada PDD Event**  
Hosted by **itSMF Canada**

You're almost registered for this event, please login or signup for a Hopin account to attend.

# Sign up to get started

Already registered? [Log in](#)



## 2021 itSMF Canada PDD Event

Hosted by **itSMF Canada**

You're almost registered for this event, please login or signup for a Hopin account to attend.



Facebook



Google



LinkedIn




Apple



SSO

Or

 Sign up with email



## 2021 itSMF Canada PDD Event

Hosted by **itSMF Canada**

You're almost registered for this event, please login or signup for a Hopin account to attend.



Facebook



Google



LinkedIn



Apple



SSO

Or

First name

Rick

Last name

Gladstone

Email address

gladstonemgmtgroup@rogers.com


Password

●●●●●●●●●●

- ✓ 10 characters minimum
- ✓ 1 special character required
- ✓ 1 number required
- ✓ 1 alphabetic character required

☒ I Agree To Hopin [Terms & Conditions](#), [Platform Terms & Conditions](#), and [Privacy Policy](#)

☐ I agree to receive product updates and marketing communications from Hopin (optional)

 Sign up with email

### 2.2.4 Join event

Select “Join Event” to register for the event.

**SELECT TICKETS**

General Admission  
\$0.00

2021 itSMF Canada PDD Event



Jan 24, 8:00 AM → Jan 25, 5:00 PM



ORDER SUMMARY

General Admission (FREE x1)	\$0.00
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Total	\$0.00
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Sign in to join the event

[Create new account](#) or [Continue as guest](#)

Select "Sign in to join the event".

2021 itSMF Canada PDD Event

Jan 24, 8:00 AM → Jan 25, 5:00 PM



ORDER SUMMARY

General Admission (FREE x1)	\$0.00
Total	\$0.00

Complete Order

### 2.2.5 Receive email that you are registered for the event

Please complete your hopin profile by selecting the link at the top of the Event page:

Event starting in 7 weeks 6 days

In the meantime you can [create your profile](#).



2021 itSMF Canada PDD Event

Jan 24, 7:55AM → Jan 25, 5:00PM (-05:00)

[Add To Calendar](#)

You will receive emails on the upcoming PDD event. Keep the hopin link handy in order to join the event on January 24th and 25th.