



## Editing Profiles

**Step 1:** Open a web browser and insert the following link into the search bar, <https://register.oasa.ca/Account/Login>.

**Step 2:** Once on the OASA MRS website proceed to sign in.

**Step 3:** After getting signed in you should now be at your dashboard. This area will have all your roles and registered events all in one place. To edit your profile you will need to click on the “my account” option on the drop down menu, in this drop down you will see the option for “view profile” click this option to open up your profile.

**Step 4:** Once you are in your profile, scroll down to the bottom of the page where a red button reading “edit profile” should be. After clicking that option you should now be on a page where you can edit your profile ie. Email, Last name, NCCP Number and DOB.

**Step 5:** If you want to edit your role instead of your profile you need to click the “my account” button at the top of the page, and then click the “Add roles” button from that drop down menu.

**Step 6:** Once you are on the page you should be able to select the role you want to add along with the association and division that you are affiliated with.

**Step 7:** Once you have picked your role, association and division you will click the blue button that reads “add role”. After clicking this button you should have the option to check off the Participant agreement and then click the button that reads “Accept”. (Note: You can add as many roles as you need, just repeat these steps.)