



APPENDIX A

DISTRICT COURSES

1. IS IT A DISTRICT COURSE?

It is a district course if ALL of the following are true:

- A. The district is involved in the organizing of the course - *see memo appendix B*
- B. All or a portion of the revenue goes to the district
- C. Member fees are discounted by at least 20% from non-member fees

2. DOES THE COURSE REGISTRATION HAVE TO BE RUN THROUGH OPAN?

Yes! All registration will be processed through OPA's store. It can take up to **one week to post all of your information online.**

Registration fees will be sent to you once the course is over. Cheques will be made out to the district.

3. WHERE WILL YOUR COURSE BE ADVERTISED?

District courses will be advertised through:

- OPA's [course listings](#)
- OPA's [store](#) (for registration)
- Your district page
- OPA's [events calendar](#)
- OPA's bi-weekly i-blast: OPA & District Updates, sent on every second Wednesday
- OPA's monthly courses i-blast: Upcoming Courses, sent on the third Friday of each month
- Social Media sharing of any posts by your district on Facebook, LinkedIn & Twitter

4. GET STARTED. FILL OUT [THIS FORM](#) TO BEGIN THE PROCESS.

HST will be charged
on all courses

Questions? Contact
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