

Community Investment Program (CIP) Arts Operating Grant - Professional Guide to Registering with CADAC

The following instructions are to assist applicants in registering with the CADAC system, to obtain their CADAC IDs, and to complete the registration process with the Edmonton Arts Council.

To Register (CADAC & EAC)¹ :

1. Go to the CADAC website: <http://www.thecadac.ca>.
2. Select your language preference **English** or **Français**.
3. Select **Log In** at the top right corner.
4. Select the **Register** option to create your account.
5. A Terms and Conditions page will open; you are asked to read this carefully before continuing. If you are in agreement with these terms and conditions, check the box on the left hand side of the page, and then click **Accept**.
6. A Registration Request page will open in which you will be asked to fill-in contact information about your organization and the primary contact person who will have ongoing contact with CADAC. This person will have the highest level of organization user permissions within the system. Please note that the fields marked with an asterisk are mandatory. Once completed, select **Submit**.
7. A Registration Request page will open; select **OK**.
8. The login display page will appear and you can exit the web browser.
9. You cannot login to CADAC until your registration is confirmed. It may take one or two days to approve your registration depending on the number of registration requests pending approval in the system.
10. Once your registration is approved, you will receive a confirmation email from CADAC with your login credentials. The CADAC ID is used to uniquely identify your organization in CADAC. Make sure to keep your CADAC ID and password confidential.
11. Once you have received your login credentials, please email the EAC Grants Officer - Justina Verboom at jverboom@edmontonarts.ca in confidence and provide her with the name of your organization and your CADAC ID. This will allow the Edmonton Arts Council grant staff and juries to have access to your submitted CADAC forms and data.

Please take advantage of the GUIDES section (prior to logging in) or the HELP section (after you log in) found on the CADAC website menu. They contain helpful webinars, instructions, tutorials and FAQs. If you encounter problems or need assistance, please contact the CADAC support staff at 866-249-0296 (toll-free).

¹ You may also wish to review the material under **New to the site** prior to going through the registration process. This contains detailed instructions in the **Quick Start Guide** and a tutorial on registering in the **Video Tutorial**.