Virtual Training Centre
User Guide

Political Entities

Elections Canada

elections.ca

Table of Contents

Introduction

Elections Canada's goal is to offer you the best training possible. The Virtual Training Centre (VTC) has a series of self-directed modules to help you learn about and follow the political financing rules and reporting requirements that apply to you.

The modules are updated as needed to reflect any changes to the *Canada Elections Act* or any new relevant, useful information for political entities.

All the modules are offered in both official languages. You can simply select the modules in your preferred language to access them. The title of each module indicates the targeted political entity. A list of available modules is posted on the Elections Canada website.

The modules contain training material, such as narrated presentations and information sheets, as well as links to various information videos, the Electronic Financial Return software and more!

> **Tips and tricks**
>
> Benefits of the VTC:
> - ✓ Free and self-paced training
> - ✓ Material accessible at any time and as often as you wish
> - ✓ No need to install software or applications to access the modules

Account Management

Account creation

Account creation request

Please fill out the online [enrolment form](#) to request a VTC account. You will receive an email within one business day with instructions on how to access your account and training material.

> **!** **Caution!**
>
> Be sure to fill out all fields marked with an asterisk (*).

Account creation by Elections Canada

When a person is appointed into a role with a registered political entity (e.g. financial agent of an electoral district association or of a leadership contestant), Elections Canada will use the email address provided in the registration form to create an account for them in the VTC. The appointed person will receive an email with instructions on how to access the VTC and training material.

Language selection

Here are the steps to change the language of the VTC:

1. Click the ⊕ symbol in the upper right corner of the screen.
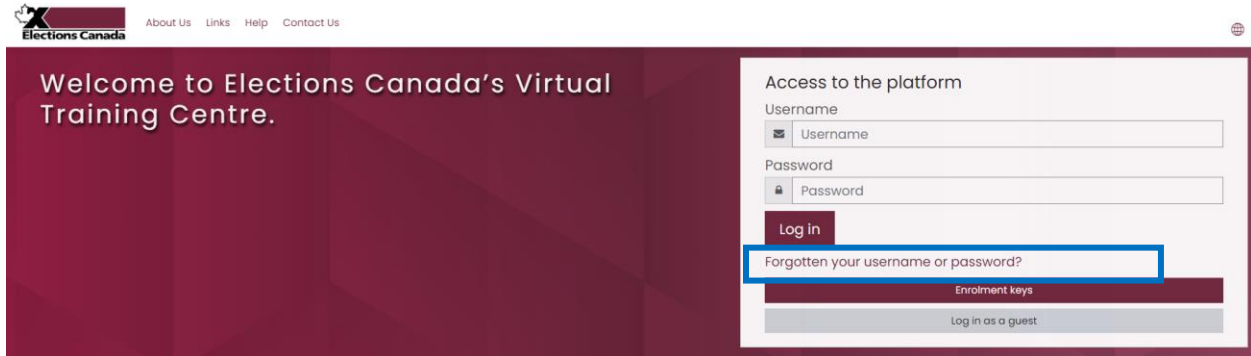
2. Choose your preferred language.

> **!** **Caution!**
>
> These steps let you modify the language of the VTC, not the language of the training material.

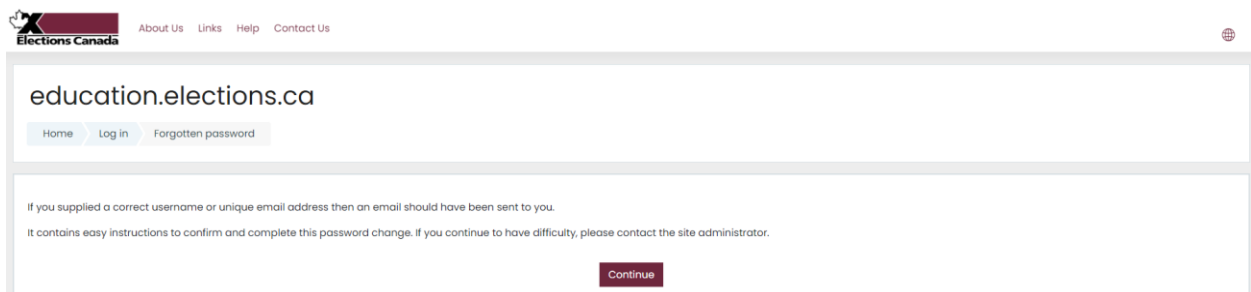# Resetting your password

Here are the steps to reset your password:

1. On the sign-in page, click "Forgotten your username or password?"

2. You will be redirected to a page where you can reset your password with your email address. Enter the email address associated with your account and click "Search."
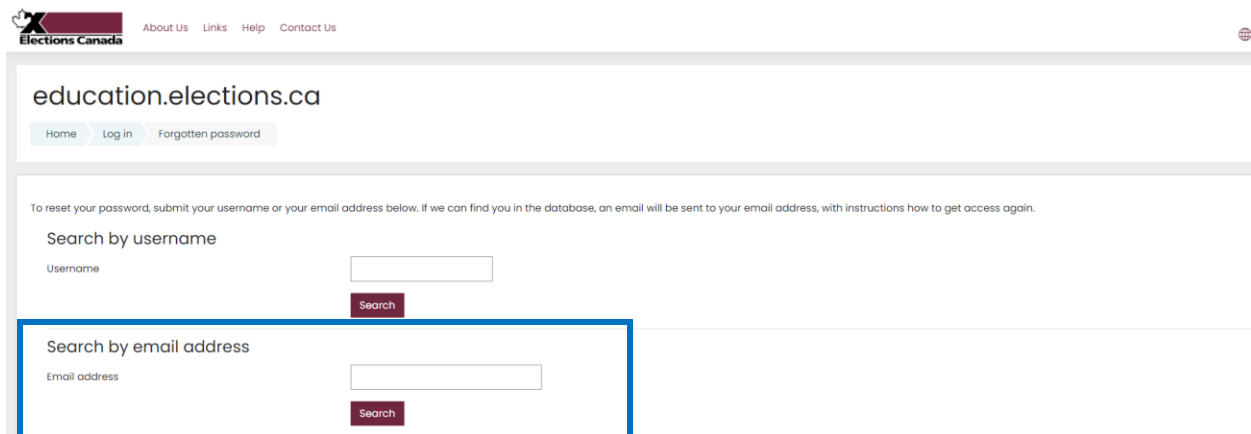
3. The system will send you an email with a link and instructions for resetting your password. Please note that the email can take a few minutes to arrive and may appear in your junk mail folder.
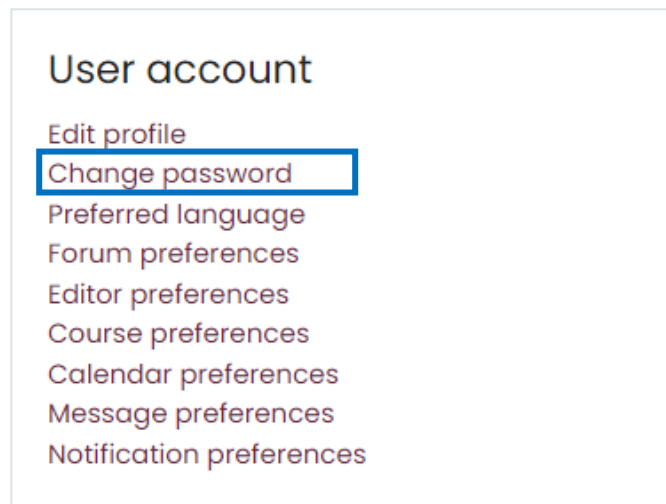
Changing your password

Here are the steps to change your password:

1. Click the ⬤ icon in the upper right corner of the sign-in page.

2. Click "Preferences."

education.elections.ca

About Us Links Help Contact Us

You are already logged in

About the site

The Virtual Training Centre allows election administrators to take online training courses and to access various reference materials. Content includes e-learning modules, videos, reading and reference quizzes and activities. If you have any questions, please contact the Field Support Network (FSN).

Mary van
Dashboard
Profile
Grades
Messages
Preferences
Log out

3. Click "Change password."

Preferences

User account

Edit profile
Change password
Preferred language
Forum preferences
Editor preferences
Course preferences
Calendar preferences
Message preferences
Notification preferences

4. Enter your current password and your new password in the appropriate fields.

5. Click "Save changes." You will be redirected to the home page.

Change password

Username

The password must have at least 8 characters

Current password ⊙ [   ]

New password ⊙ [   ]

New password (again) ⊙ [   ]

[Save changes] [Cancel]

There are required fields in this form marked ⊙ .

Retrieving the email address associated with your account

If you have forgotten the email address associated with your account, please send an email to PFtraining@elections.ca.

Site Access and Navigation

Signing in

Here are the steps to sign in to the VTC:

1. Enter this web address in your browser: education.elections.ca.

2. Enter the email address associated with your account and your password, then click "Log in." The home page will open.
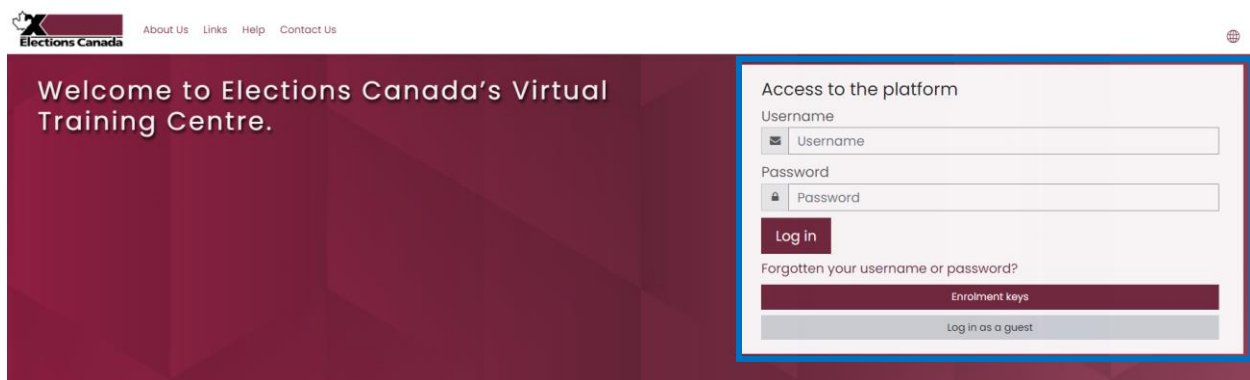
Good to know

After your first login, the system will ask you to set a new password. Enter the generic password provided by Elections Canada and your new password, then click "Save changes." You will be redirected to the home page.
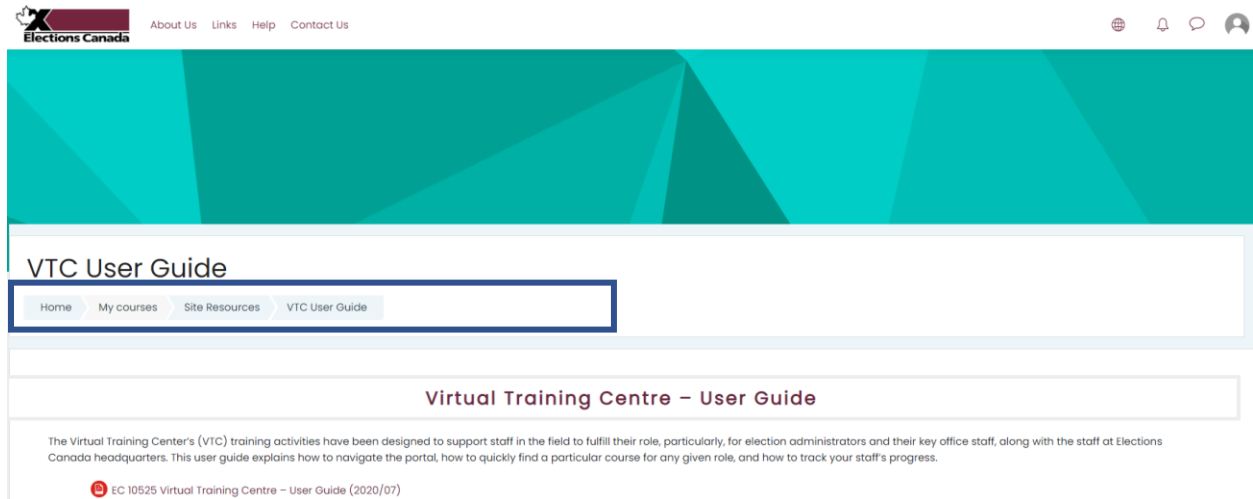
Home page

You will see the list of available modules on the home page. Simply click on the module you are interested in, in your preferred language, to access it. A list of available modules can be found on the Elections Canada website.

Navigation path

The navigation path at the top of your screen shows where you are in the VTC. You can use the path to navigate from one page to another within the site.

> **Tips and tricks**
>
> You can click on an element of the navigation path at any time to return to a previous page.

Training Material

Module contents

All the modules include:

- narrated presentations
- an information sheet with links to various resources
- our contact information

Some modules include additional material, such as information on the Electronic Financial Return and the Political Entities Service Centre, if these are relevant to the module's subject.

Consulting material and resources

Narrated presentations

The narrated presentations raise the most important points for the targeted political entity.

Here are the steps to start a narrated presentation:

1. Click on the name of the presentation.

WELCOME!

This module summarizes key information that will help registered electoral district associations understand and comply with the rules and obligations of the *Canada Elections Act*.

NARRATED PRESENTATIONS

Presentation 1 addresses important points that will help the association administer its activities in accordance with the *Canada Elections Act*. It explains the main roles and respective responsibilities, discusses the rules governing the association's inflows and expenses, and resumes the reporting requirements. This presentation lasts about 25 minutes.

Presentation 2 focuses solely on reporting requirements (annual requirements and when specific situations occur). This presentation lasts about 15 minutes.

Note: The recordings can be stopped at any time, paused, and replayed as many times as desired.

🟢 Presentation 1 - Important Information for Registered Associations 2022

🟢 Presentation 2 - Reporting Requirements for Registered Associations

2. Click the [▶] icon on the navigation bar to start the video.

Tips and tricks

The presentations can be stopped, restarted, paused and rewatched as often as desired. You can continue where you left off if you close a presentation before it finishes.

Closed captioning can be displayed for any presentation, though it is not automatically activated. To turn on captioning, click the [CC] icon in the control bar.

Other resources

To consult a resource included in a module, simply click on the title. A PDF document will open or you will be redirected to an external website to consult the resource.

Caution!

Though it is possible to download and save the PDF files, this isn't recommended. Because we regularly update the tools and resources, it is advisable to always consult the VTC to access the most recent versions.

Contact Information

Political Entities Support Network

The Political Entities Support Network is a network of employees ready to respond to any questions that political entities may have. The telephone hours of operation are Monday to Friday, 9:00 a.m. to 5:00 p.m. (Eastern Time), excluding statutory holidays.

1-800-486-6563 (toll-free)
1-800-361-8935 (TTY)

Political financing and registration questions: political.financing@elections.ca

Political Entities Service Centre (PESC) portal and election services questions: csep-pesc@elections.ca

VTC technical issues: PFtraining@elections.ca