

Pan-Canadian Projectathon 2025

Registration Process

Introduction

This document outlines the detailed registration process for Gazelle, divided into four stages:

1. **Stage 1:** This stage is for new Organizations that have never participated in the Pan Canadian Projectathon. These participants need to register at least one user account and then register their organization.
2. **Stage 2:** This stage applies to existing participants with new teams participating for the first time. They need to create user accounts and select their existing organization.
3. **Stage 3:** This stage is for all new users created in Stage 1 or Stage 2.
4. **Stage 4:** This stage is mandatory for all participants. All participating organizations must register their systems for the upcoming event.
5. **Stage 5:** This stage is mandatory for all participants. Additional organizations must add the attendees from their company to the event.

Stage 1: Registering a New Organization in Gazelle

Step 1: User Sign-Up or User Information

1. **Access the Sign-Up Page:** Navigate to the Gazelle Test Management homepage <https://pancanadianio.ca/gazelle/home.seam> and click on "Sign up."



2. **Complete the User Registration Form:** You will be redirected to the User Registration form. Fill in your details and click "Next."

Gazelle User Registration

English

User information — Organization information — Summary and confirmation

First name: *
First name:

Last name: *
Last name:

E-mail: *
stham
Please enter a valid email address

Password: *

Password confirmation: *
Password confirmation:

Password must be at least 8 characters long, with at least 1 uppercase, 1 lowercase, 1 number and 1 special character.

* Required fields

Next

Step 2: Organization Information

You will encounter two options on the Organization Information form:

- **Option 1: Join an Existing Organization**
If your organization is already registered in Gazelle, select it from the list and click "Next."
- **Option 2: Register and Administer a New Organization**
If your organization is not yet registered, select this option. Then, enter the following details:
 - **Organization's Legal Name:** For example, "Canada Health Infoway."
 - **Short Name:** Organization Keyword (eg. 'BMC' for Big Medical organization)
 - **Website URL:** Enter the official website of your organization

Step 3: Summary and Confirmation

Gazelle User Registration

English

User information — Organization information — Summary and confirmation

First name: **Test**
Last name: **User**
E-mail: **testuser@yopmail.com**
Organization: **Test Organization**

The organisation Test Organization will be created and you will be appointed as its administrator.

By joining, you agree to the Gazelle [terms of service and privacy policy](#).

Previous Confirm

Gazelle User Registration

English

Account created

✓

Your registration request has been successfully received. An activation link has been sent to the provided email address. You will be able to log into the Gazelle Test Bed upon activation of your account.

If you do not receive an email, check your spam folder or contact us.

Home

1. **Review Information:** On the Summary and Confirmation page, review your entered information.
2. **Accept Terms:** Click on the "terms of service and privacy policy" link to read the content.

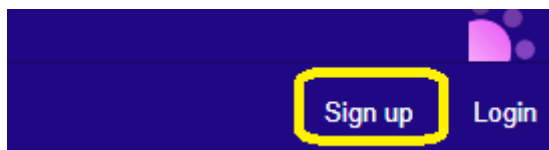
3. **Confirm:** Click the "Confirm" button to accept the terms of use.

Once confirmed, an email will be sent to the vendor admin of your organization for account activation. After activation, you can log in to Gazelle with your email and password.

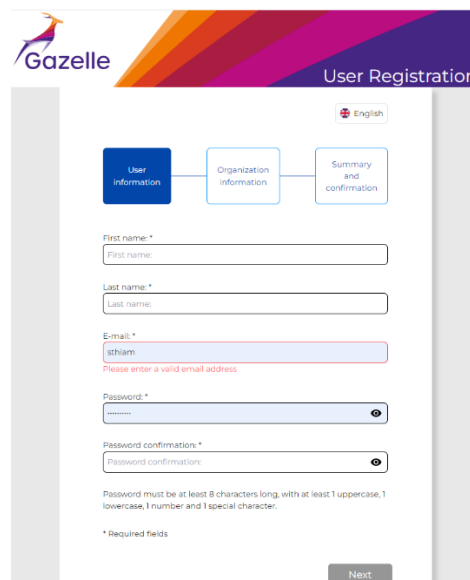
Stage 2: New User Registration in an Existing Organization

Step 1: User Sign-Up

1. **Access the Sign-Up Page:** Go to the Gazelle Test Management homepage <https://pancanadianio.ca/gazelle/home.seam> and click on "Sign up."



2. **Complete the User Registration Form:** You will be redirected to the User Registration form. Enter your details and click "Next."



Step 2: Organization Information

On the Organization Information form, you will have two options:

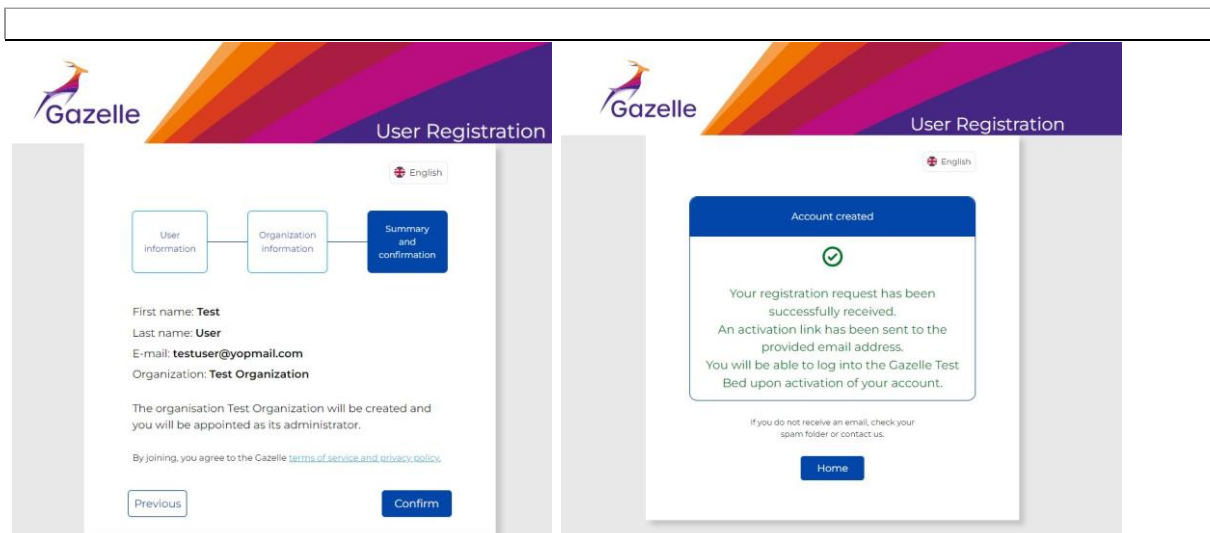
- **Option 1 : Join an Existing Organization**
If your organization is already registered in Gazelle, select it from the list and click "Next".
- **Option 2 : Register and Administer a New Organization**
Do not select this option. Instead, choose "Option 1 - Join an Existing Organization" to proceed.

Select your organization in the list then click on « Next »

Step 3: Click on Next

On the Summary and Confirmation page, review your information, click on the “terms of service and privacy policy” URL to read the content. By clicking on the “Confirm” button, you accept the terms of use.

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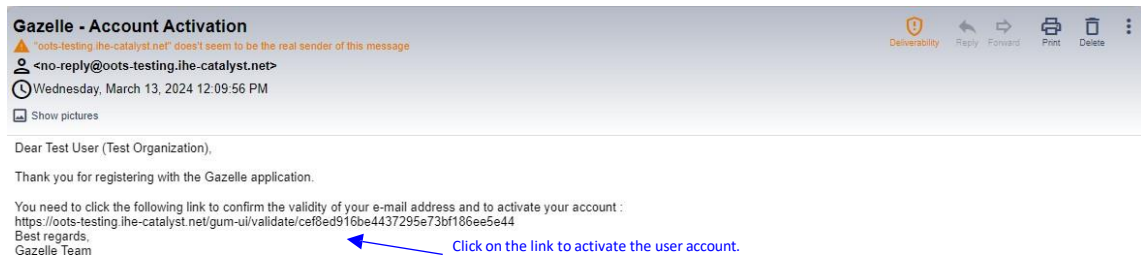


An email will be sent to the vendor admin of your organization for activation. Once your user account is activated by the vendor admin, you can login to Gazelle with your email address and password.

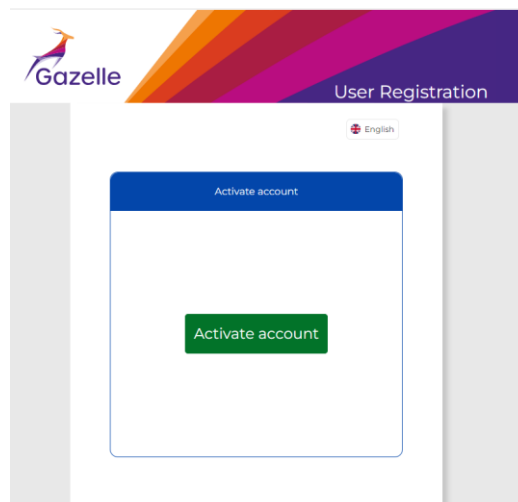
Stage 3: Account Activation

If you create a new account (whether from Stage 1 or Stage 2), you must activate your account by following these steps:

1. **Receive Activation Email:** After completing your registration, you will receive an email with an activation link.
2. **Activate Your Account:** Click the activation link in the email.



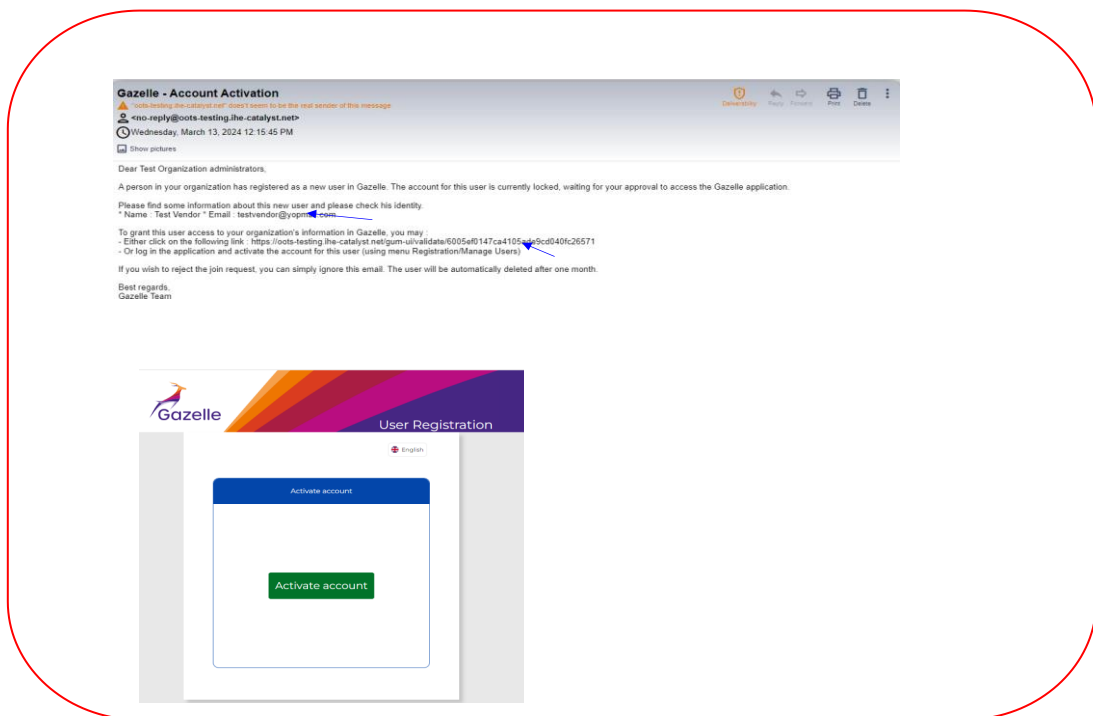
3. **Finalize Activation:** You will be redirected to the Gazelle Activate Account page. Click on the “Activate account” button. Once activated, you can log in to Gazelle with your email address and password.



For Vendor Admins

As a vendor admin, you are responsible for verifying and activating user accounts within your organization:

1. **Review User Details:** You will receive an email with the details of users requesting to join your organization
2. **Activate User Account:** Click the link provided in the email, which will redirect you to the Gazelle Activate Account page. Click on the “Activate account” button to complete the activation.



Vendor and Vendor Admin Roles

In Gazelle Test Management, there are two levels of users:

Vendor Admin Role

- Approve and maintain users' accounts.
- Maintain organization information and contacts.
- Add and maintain Systems Under Test (SUT).
- Update SUT registration status.

Vendor Role

- Maintain your own user profile in user preferences.
- Add and maintain Systems Under Test (SUT).

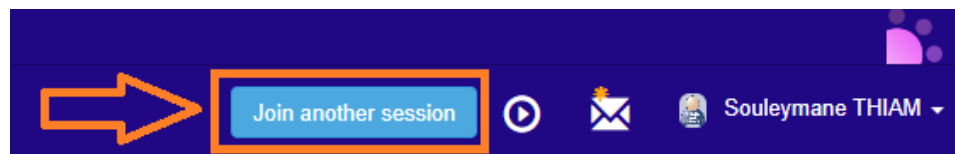
Stage 4 : System Registration in Gazelle

Step 1: Confirm the Testing Session

1. **Login** to Gazelle Test Management at <https://pancanadianio.ca/gazelle/home.seam>
2. **Check Session:** At the top left of the page, ensure you are in the testing session labeled “**PAN-Canadian-Projectathon 2025**”

Gazelle - PAN-Canadian-Projectathon 2025

- If you are not in the correct session, click the button “**Join another session**” to switch to the appropriate one.



3. **Confirm** by clicking the check button.
 - You will be automatically redirected to the correct session, “**PAN-Canadian-Projectathon 2025**”

online	Demo - Canadian-Projectathon 2023	?	✓	✎
online	Self Testing PAN-Canadian 2024	?	✓	✎
	PAN-Canadian-Projectathon 2025	?	✓	✎
online	PAN-Canadian-Projectathon 2022 Closed	?	✓	✎
online	PAN-Canadian Projectathon 2023 Closed	?	✓	✎

Step 2: Create a System in the Testing Session

The screenshot shows the top navigation bar of the Gazelle Projectathon 2024 interface. Below the navigation bar, there is a progress bar with three stages: 'Registration' (Until 27 September 2024), 'Preparation' (Before 22 October 2024), and 'Testing' (22 October 2024 To 24 October 2024). The 'Registration' stage is highlighted in blue. Below the progress bar, there are two main sections: 'Team' and 'Participating SUTs'. The 'Team' section shows 1 Active member, 0 Pending members, and 0 registered participants, with buttons for 'Invite team members' and 'Register participants'. The 'Participating SUTs' section shows 'No SUT Registered yet!' and three buttons: 'Add a SUT', 'Import a SUT', and 'Manage SUTs'. A red arrow points to the 'Add a SUT' button.

Once you click on this button, you will be redirected in the following page

The screenshot shows a form titled 'System creation' with the sub-heading 'Add a system'. The form is used to register a new system for an organization. It contains the following fields: 'Organization Keyword' (with the value 'Demo Healthcare'), 'System/Product name *' (empty), 'System type *' (with the value 'Please Select...'), 'System keyword' (empty), 'Version' (empty), and 'Owner *' (with the value 'Phil Wilson'). There is a note '* required fields' at the bottom of the form. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

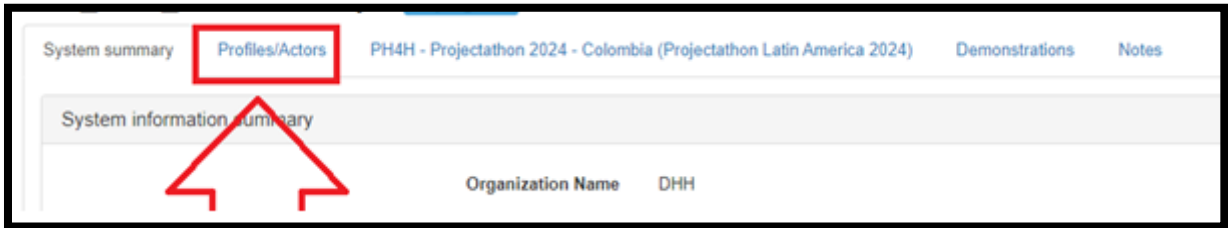
1. **System/Product Name:** Enter your System name
2. **System Type:** Select "OTHER"
3. **System Keyword:** Enter any keyword for your system
4. **Version:** This field is optional; you may enter any value

Step 3: Click the green button « Save » to create your system.

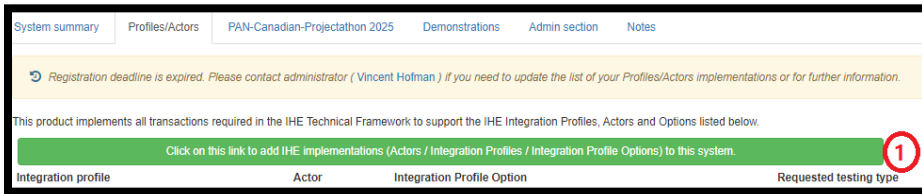


Step 4: Assign Actors

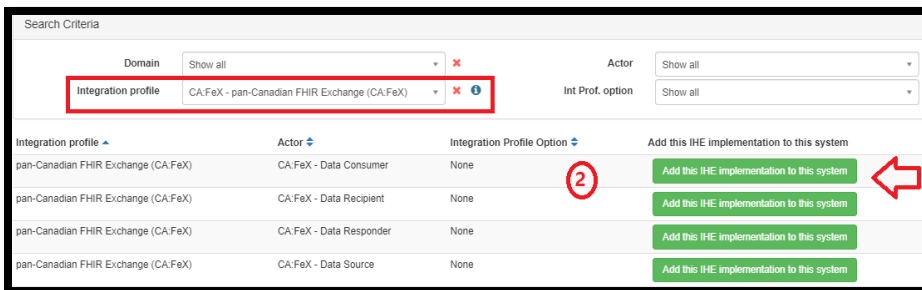
Click on the section « Profiles/Actors »



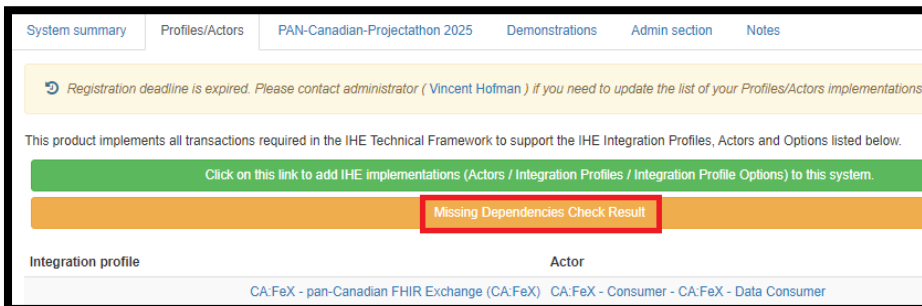
1. Click each green button to add all required actors for your system.



Select the list of actors supported by your system. You can filter by profile, domain, actor name, etc.



According to the technical framework, there may be dependencies to add to your system if the actor you previously added is grouped with other profiles. If this is the case, the orange button will become active, and you should click on it to add the necessary dependencies.




List of possible missing Dependencies according to the Technical Framework (pick the one you need)

Rule not matched

Name: CA:FeX - Consumer/CA:FeX or CA:FeX - Source/CA:FeX requires AUTH_CLIENT/UA

Missing:

- ✘ AUTH_CLIENT/UA + 

Rule not matched

Name: 'CA:FeX' requires TIME_CLIENT/CT

Missing:

- ✘ TIME_CLIENT/CT +

Rule not matched

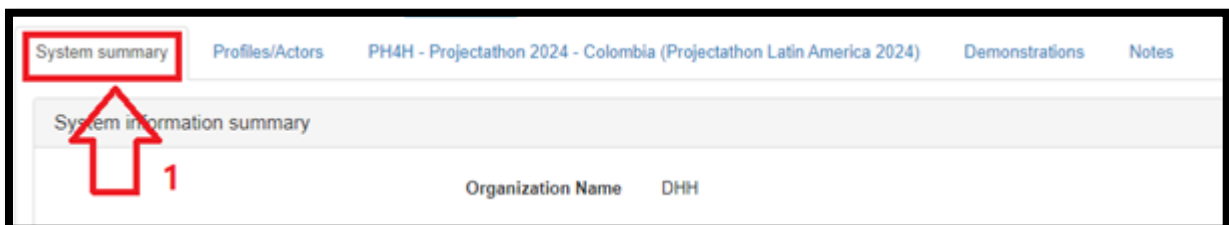
Name: 'CA:FeX' requires ARR/CA:AUD or AUDIT_RECORD_FORWARDER/CA:AUD or AUDIT_CREATOR/CA:AUD or AUDIT_CONSUMER/CA:AUD

Missing:

- ✘ ARR/CA:AUD +
- or ✘ AUDIT_RECORD_FORWARDER/CA:AUD +
- or ✘ AUDIT_CREATOR/CA:AUD +
- or ✘ AUDIT_CONSUMER/CA:AUD +

Step 5: Update System Registration

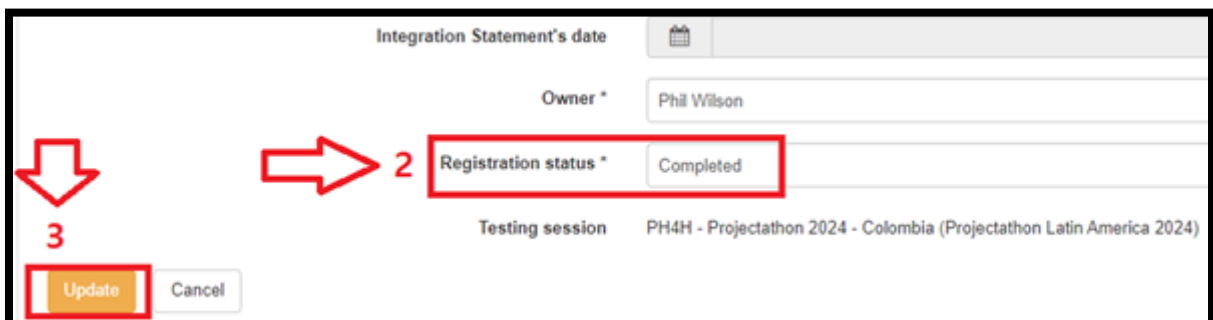
Go back to the « System summary » section. The update the status to « Completed » and then click on the button « Update »



System summary Profiles/Actors PH4H - Projectathon 2024 - Colombia (Projectathon Latin America 2024) Demonstrations Notes

System information summary

Organization Name DHH



Integration Statement's date

Owner * Phil Wilson

Registration status * Completed

Testing session PH4H - Projectathon 2024 - Colombia (Projectathon Latin America 2024)

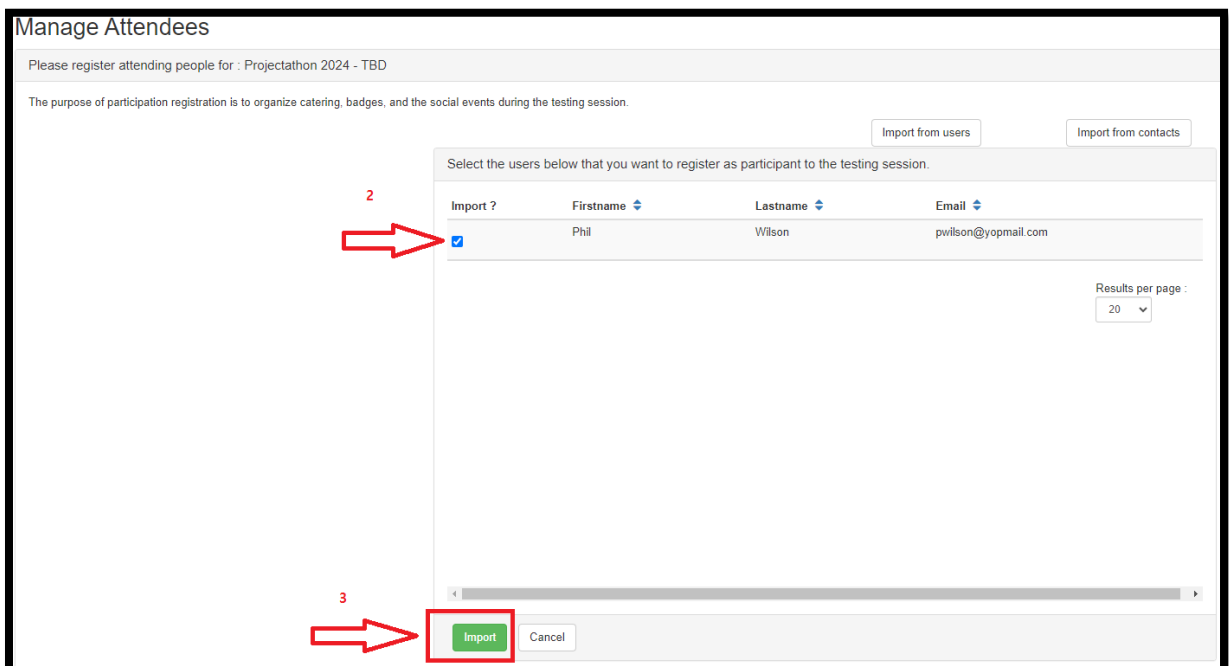
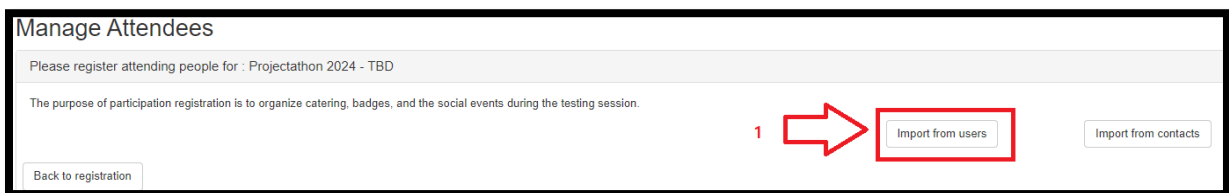
Update Cancel

Stage 5: Add participants from your organization to the attendees list of the event



Next, click on the 'Import from users' button.

Select the users from your organization by checking the box next to their names, and then click the 'Import' button at the bottom of the page.



After this stage, your registration in Gazelle is complete.