

How to Register for the GLA:D Canada Program

You have received this information because you have been told by your therapist that you are a candidate to participate in the GLA:D Canada education and exercise program for people with hip and knee osteoarthritis. To participate in this program, you must register at the secure website <https://connect.technainstitute.com/glad-canada/subject/registration>. You can do this yourself from your own computer or your therapist can assist you to register when you are at the clinic. The registration and your consent described below allow collection of your outcomes related to pain, function and quality of life for the purpose of monitoring the quality of the program. The information collected at registration and the questionnaires are done in a secure way that meets the Ontario Privacy laws; the information with your name and email are stored in an encrypted format so that they cannot be identified. **The figure on pages 3 and 4 provides a step by step outline of the process.**

Registering for GLA:D Canada

Once you go to the secure website <https://connect.technainstitute.com/glad-canada/subject/registration>, a screen will appear asking for your **first and last name**, your **email address** (it is really important that you provide this correctly as this is the way that you will be contacted to complete the questionnaires about your pain, function, health, etc.) and whether your **hip** or your **knee** is the most problematic; that is, the reason you want to participate in GLA:D Canada. You will also be asked to provide the **name of the clinic/site** where you will attend the program and the **name of your therapist** as this will assist with ensuring that the therapist has been trained in the GLA:D Canada program. While most people are willing to complete the questionnaires, a few people will not want to do this. You can participate in the GLA:D Canada program as part of your clinical care without agreeing to provide your questionnaire data. **If you do not want to complete the questionnaires, do not provide your email address** on the registration form.

Consenting to Providing Data on your Progress

Once you register a secure link unique to you will be sent to the email address you provided. You will need to click on that link or copy and paste it into your web browser. This will allow you to read the **consent form** that reconfirms the information you have been told by the therapist about answering questionnaires before starting GLA:D Canada, on completing the program, and at 1 year follow-up. You will need to provide your **therapist's name** to indicate that he/she told you about collecting the data and you will need to provide **your name** indicating that you consent. Once you consent, the system will recognize you only as a unique identification number. Your name and any other identifying information is encrypted and stored separate from any of the data you will now provide.

Baseline Questionnaire Completion

Once you have completed the consent, the system will direct you to the baseline questionnaire. You will need to complete the baseline questionnaire **before** you start the GLA:D Canada program.

Follow-up Questionnaires

About 3 months after you complete the baseline/first questionnaire, you will receive an email with a web link so that you can complete your next/second questionnaire. This web link is unique to you and your identification number. One final email will come to you at about 12 months from the time you started the GLA:D Canada program so that you can complete the final/third questionnaire. Once again, an email will be sent to you which will have the web link so that you can access and complete your questionnaire.

If you have questions about registering or completing the forms, you can contact the UHN Project Team:

Phone 416-581-7511

Outside of Toronto call toll free at 1-833-357-5279

Figure 1: GLA:D Canada Registration and Completing your Outcome Data

REGISTRATION	
1	Register in the GLA:D Canada database at: https://connect.technainstitute.com/glad-canada/subject/registration
2	Select your most troublesome joint from the pull down menu. Please ensure you select the correct province - joint as your surveys are specific to your selection.
3	Select the clinic/site and also the therapist/fitness professional offering the GLA:D program.
4	Only enter your email address if you are interested in doing surveys for quality monitoring. You will be asked to confirm your email address. Surveys are optional so you can leave email fields blank.
5	Enter your first name, last name, and gender . Then check the box, <i>'I'm not a robot'</i> before proceeding to complete registration.
6	Click the 'REGISTER' button to complete registration. An automated message will appear confirming that you have successfully registered. <i>The log in screen that may appear is only valid for those who are interested in doing the surveys. If you have entered an email address, check your inbox for a new message from GLA:D Canada (DADOS/UHN). The email will provide information about logging into the DADOS system to access the consent form and survey.</i>
LOGGING INTO DADOS/UHN SYSTEM	
7	Click on the unique survey link in your email (or copy and paste the link to your web browser) in order to access the log in screen. For security purposes, this link expires after 7 days so you will receive a reminder email with a new, active link. Please complete the survey as soon as possible. After about 20 days, you will no longer be able to access the pre-GLA:D program (baseline) survey.
8	Ensure the correct 'Study' and 'Subject ID' is entered. Type (or copy and paste from your email) the system generated 'Password' . If the password entry is successful, you will then be asked to change your password.
9	Type a new password and confirm the new password. There are specific requirements for selecting a password, so please note the instructions provided.
10	If you have successfully logged in, you will see on your screen: 'My Surveys – Baseline'. Click 'Baseline' to access the consent form.

Continue to next page

COMPLETING CONSENT & BASELINE SURVEY

11	<p>Read and complete the consent form permitting collection of your pain, function, quality of life outcome data for the purpose of quality monitoring of the program.</p> 
12	<p>Once you consent (i.e., click on the 'SIGN' button and confirm that you agree to take part in this project), you will be directed to the baseline survey.</p>
13	<p>Complete the first survey <u>before</u> you start the GLA:D Canada education and exercise program.</p>

COMPLETING FOLLOW-UP SURVEYS

14	<p>Participate in the GLA:D Canada education and exercise program.</p>
15	<p>Approximately 3-months from registration (soon after you have completed the GLA:D program), please log in to complete your second survey. At this time, you will receive an automated email from GLA:D Canada (DADOS/UHN) with a unique link and log in details to access your 3-month survey.</p> <p>This link expires after 14 days, so you will receive a reminder email with a new, active link. After about 60 days, you will no longer be able to access this second survey.</p>
16	<p>Approximately 12-months from registration, please log in to complete your final survey. At this time, you will receive an automated email from GLA:D Canada (DADOS/UHN) with a unique link and log in details to access your 12-month survey.</p> <p>Once again, the link expires after 14 days, so you will receive a reminder email with a new, active link. After about 60 days, you will no longer be able to access this final survey.</p>

This completes your participation in the quality monitoring of the GLA:D Canada program