Online Registration - Instructions for Group Managers

1. Go to the delegates page of the conference website.

   Please familiarise yourself with the registration options and cancellation policy before selecting the link "**Register Now**".

2. You will be presented with a login screen, much like the following;

   ➤ **OPTION 1: IF YOU DO NOT HAVE A CURRINDA PROFILE**

   If you *(as a Group Manager)* do not have a user profile already in the online system, please select the login option "**Register for this event**".

   Complete your own contact details. You need to create a password. Passwords are case sensitive. Fields in red must be completed.

   ➤ **OPTION 2: YOU DO HAVE A CURRINDA PROFILE**

   If you *(as the Group Manager)* already have an online profile from a previous conference, please select the login option: "**Register with an existing Currinda profile**".

   Use your email & password previously created to log in to your online profile and check all details are correct.

3. The system will automatically launch you into the registration process. You **MUST** now select **"Dashboard/Groups"** in the progression menu running along the top of the page. As depicted below:

   Now, navigate to the **GROUPS** tab.

4. To register a user you have not previously managed, enter their email address and click **"Register"**.
If the user email is not registered within the system, you will need to create a profile by completing the fields in red.

ALL delegates must have their own email address to uniquely identify them within the system.

| ⚑ Registration | 👥 Groups | 👤 Profile | ✎ Bio | | ➔ Logout |

Register another delegate for this event

To register one of your managed users for this event, select them from the drop down list below. To register a user that you do not manage, enter their email below.

| ✉ | Email | **Register** |

NB: If you have previously managed users in the past, there will be another option available allowing you to select names from a drop-down list.

5. Follow the prompts to register each delegate for the conference. For more information about the registration types, refer to the conference website.

On the completion of each registration, click **"RETURN TO DASHBOARD"** to continue registering the rest of your group.

*If you yourself will be attending the conference, follow the same process, by entering your email address into the GROUP email field and press **"Continue"**.*

6. Once you have finished registering your entire group, click **"COMPLETE"**.

Finalise your group

After finalising you will be able to add more delegates if you wish however you will not be able to edit your own registration.

If you have registered all the delegates you are wanting to manager and added the registration items (if any) you desire for yourself, please finalise your group to allow payment.

Complete

7. Payment for your entire group can be made via credit/debit card, cheque or by invoice. Scroll to the bottom of your profile to the payment section and select **"Make Payment"**.

Outstanding — $2,985.00

You have 0 payments pending ❓

Make Payment