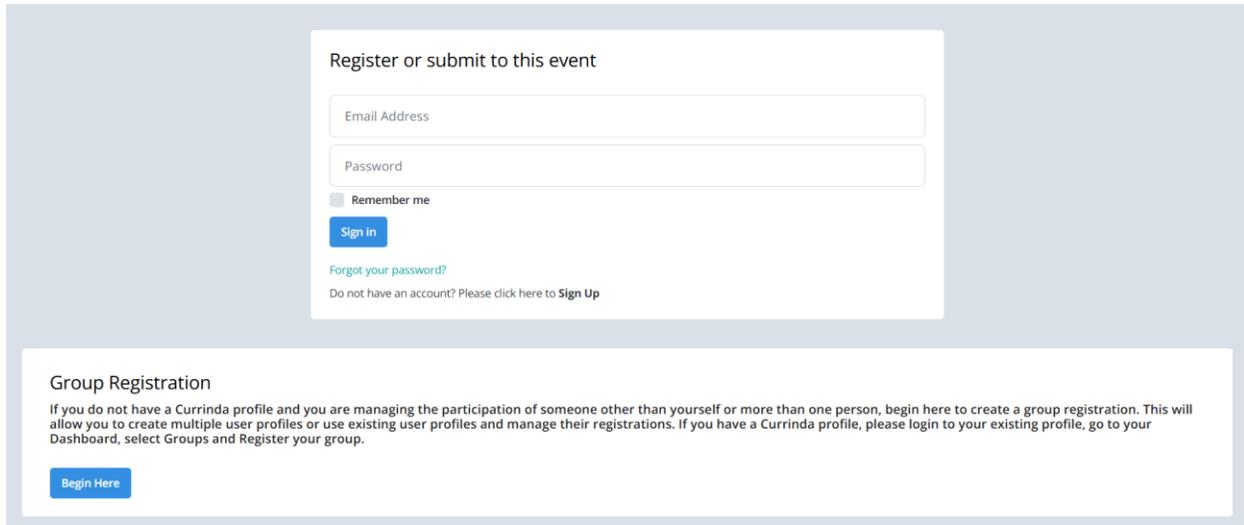

Online Registration – Instructions for Group Managers

1. Go to the registration page of the conference website.
2. You will be presented with a login screen, as depicted below.



Register or submit to this event

Email Address

Password

Remember me

[Sign In](#)

[Forgot your password?](#)

[Do not have an account? Please click here to Sign Up](#)

Group Registration

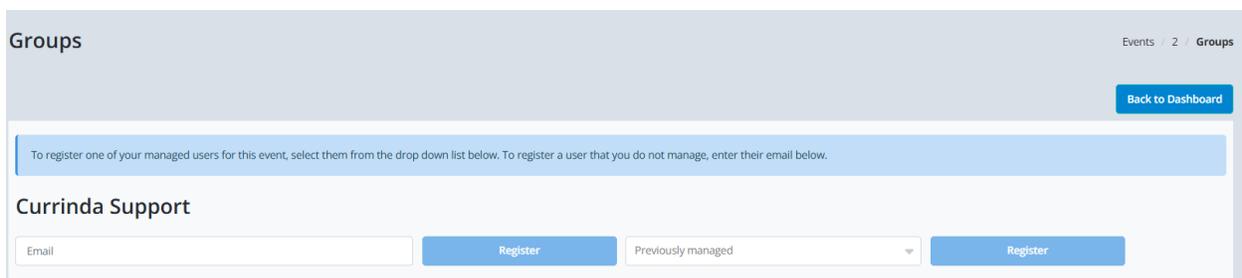
If you do not have a Currinda profile and you are managing the participation of someone other than yourself or more than one person, begin here to create a group registration. This will allow you to create multiple user profiles or use existing user profiles and manage their registrations. If you have a Currinda profile, please login to your existing profile, go to your Dashboard, select Groups and Register your group.

[Begin Here](#)

- **OPTION 1: IF YOU DO NOT HAVE A CURRINDA PROFILE**
If you do not have a Currinda profile and you are managing the participation of someone other than yourself or more than one person, click on the **“Begin Here”** button provided under the **Group Registration**. This will allow you to create multiple user profiles or use existing user profiles and manage their registrations.
 - **OPTION 2: YOU DO HAVE A CURRINDA PROFILE**
If you have a Currinda profile, please login to your existing profile, go to your Dashboard, select **Groups** and Register your group.
3. The system will automatically launch you into the registration process. You **MUST** now select **“Groups”** in the LHS navigation bar. As depicted below:

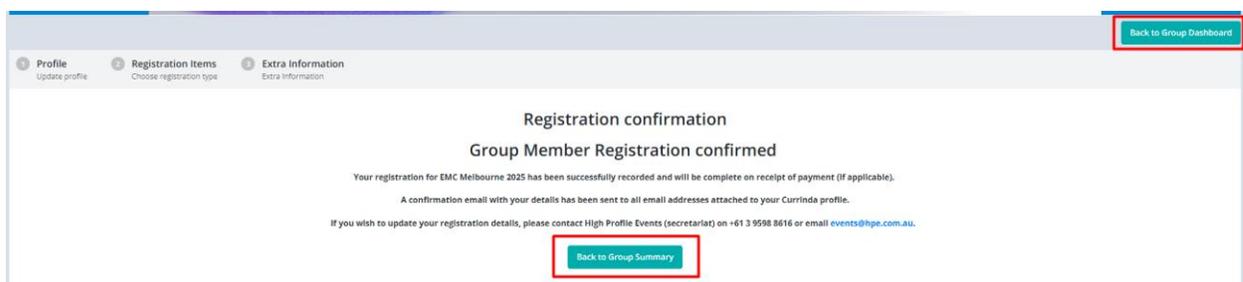


- To register a user, you have not previously managed, enter their email address and click **“Register”**. If the user email is not registered within the system, you will need to create a profile by completing the fields in red.



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.

- Follow the prompts to register each delegate for the conference. On the completion of each registration, click **“Back to Group Summary”** or **“Back to Group 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”**.*

- Once you have finished registering your entire group, the next step is to make payment for your group through multiple available payment options. Scroll to the bottom of your profile to the payment section and select **“Make Payment”**.

Groups Events / 2 / Groups

[Back to Dashboard](#)

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.

Currinda Support

Email [Register](#) Previously managed [Register](#)

[Check Event Social Links](#)

Current registered delegates

[Collapse All Member Details](#)

Ali Mohsin +

[Collapse All Member Details](#)

Outstanding: \$675.00

[Make Payment](#)

Outstanding Delegates

You have 2 delegates that are awaiting payment.

- Ali Mohsin: \$675.00
- Currinda Support: \$0.00

Profile
Registration
Submissions
Groups
Group Payment

Outstanding Invoice Items

Outstanding invoice items

<input checked="" type="checkbox"/>	Item	Cost	Quantity	VAT/GST	Outstanding
All Mohsin					
<input checked="" type="checkbox"/>	Delegate Delegate - Day 1 - Regular	675.00	1	61.36	675.00
<input checked="" type="checkbox"/>	Welcome Reception-included	0.00	1	0.00	0.00

Total Amount : \$675.00

Process Payment Option

Credit Card
 Pay by Direct Deposit
 Pay by Invoice