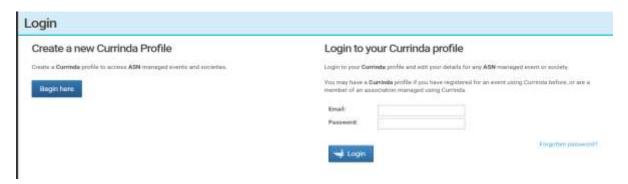


## REGISTER MULTIPLE DELEGATES TO ATTEND A CONFERENCE

**1.** Go to the registration page of the conference website.

Please familiarise yourself with the Registration options, Accommodation terms and conditions as well as the cancellation policy before continuing. From the Registration Page, follow the link that says "register now".

2. You will be presented with a screen similar to the following;



## IF YOU DO NOT HAVE A CURRINDA IF YOU DO HAVE A CURRINDA PROFILE **PROFILE** If you (as the Group Manager) do not have a If you (as the Group Manager) already have an user profile already in the online system, please online profile from previous select the login option: Create a new Currinda conferences/abstract submissions, please select the login option: Log into your Currinda profile profile. Use your email & password previously created to log in to your online profile. Complete your own contact details. You need to create a password. Passwords are case Please contact the ASN Events if you have sensitive. Fields in red must be completed. trouble logging in.

3. Once logged in, navigate to the GROUPS tab



**4.** To register a user you've 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 <u>their own email address</u> to uniquely identify them within the system.



**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 registration prompts to register the delegate for the conference. For more information about these options, please visit the specific conference website. On completion of each registration, click '*RETURN TO DASHBOARD*' to continue registering the rest of your group.
- 6. Once you have finished registering your entire group. Click "COMPLETE GROUP"
- **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.



If you yourself will be attending the conference, you will need to register yourself through the *'REGISTRATION'* tab located next to your *'GROUP'* tab. Please select "**Register**".