REGISTRATION

Group Manager Instructions - step by step

1) Go to the conference website http://www.icalepcs2015.org/

Please familiarise yourself with the Registration options and Accommodation terms and conditions. From the Registration Page, follow the link that says to register now **"click here"** (when available)

2) You will be presented with the following screen;

If you do **not** have a user profile already registered in the online system, please select the login option:

Group Registration

Complete your own contact details. You need to create a password here that can be characters with or without numbers. Passwords are case sensitive. Fields in red must be completed.

OR

If you already have an online profile from previous conferences or abstract submissions, please select the login option:

Register with your Currinda profile

Use the email and password previously created.

Please contact Annette McClellan at ASN if you have trouble logging in. Email am@asnevents.net.au or phone: (03) 8658 9530.

Click on **Proceed.**

3) Upon login you will be directed to your Group Management page;

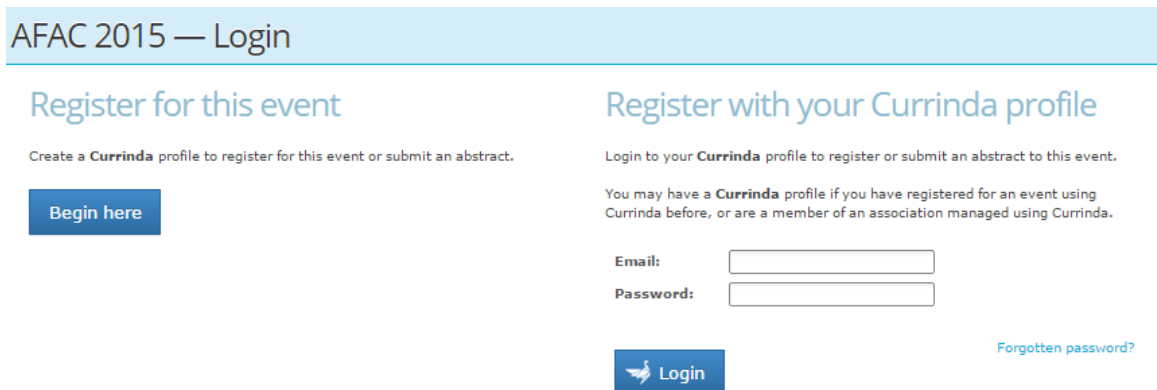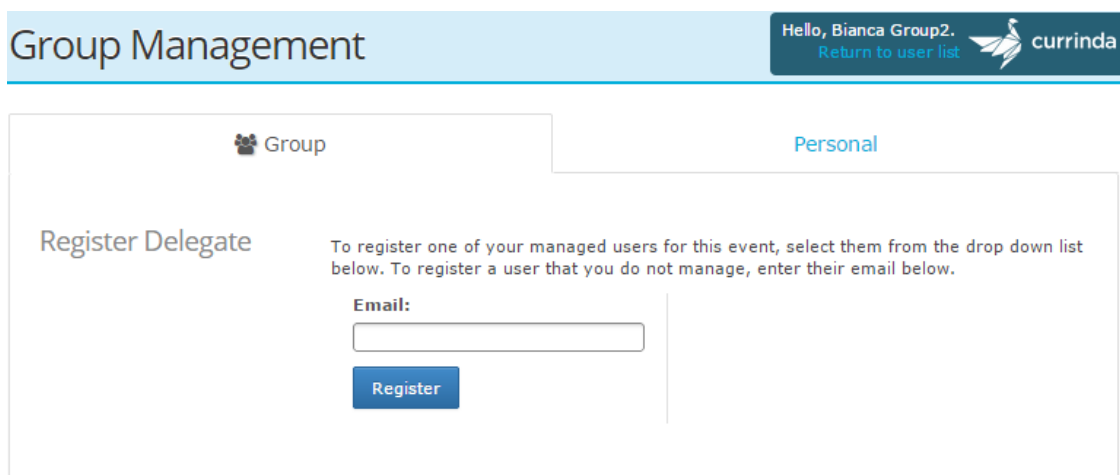**PLEASE NOTE – AFAC 2015 is only being used as an example.**

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 and select the **"Proceed"** button at the bottom of the page.

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.

4) From your previous selection of member or no-member, you will be provided with a list of corresponding registration types. Once selection is made please ensure to tick **"I agree to the ASN Events terms and conditions"**, press **"Continue"**.

Further clarification on registration types, costs and associated inclusions can be found on the website under the registration drop down.

Select your registration type

Your memberships have been saved successfully.

Member

◉ **AFAC & BNH CRC 1 Day Research Forum + 2 Day Conference Registration (3 days) - Member Earlybird Rate**   AUD1370.00

This registration includes all sessions on Tuesday, Wednesday and Thursday, the Welcome & Awards Ceremony on Tuesday, a Conference Dinner ticket for Wednesday evening, entry to the Trade Exhibition and daytime catering.

○ **AFAC & BNH CRC Conference 2 Day Registration - Earlybird Member Rate**   AUD990.00

This registration includes all sessions on Wednesday and Thursday, the Welcome & Awards Ceremony on Tuesday evening, a Conference Dinner ticket for Wednesday evening, entry to the Trade Exhibition and daytime catering.

○ **AFAC & BNH CRC 1 Day Research Forum Registration - Member Earlybird Rate**   AUD380.00

This registration includes all sessions on Tuesday - the Research Forum day - daytime catering and the Welcome & Awards Ceremony on Tuesday evening.

○ **One Day Registration (Wed or Thurs) - Member Rate**   AUD650.00

Please select this option if you wish to attend either the Wednesday or Thursday Conference sessions. The registration includes the Welcome Function on Tuesday evening and daytime catering on the day of your selection.

○ **Exhibition Visitor (Tues – Thurs) - Earlybird Member Rate**   AUD130.00

This registration includes admission to the AFAC & BNH CRC Trade Exhibition Tues to Thurs, the Welcome and Awards Ceremony Tuesday evening and daytime catering.

○ **Exhibition Visitor – One Day Only - Member Rate**   AUD65.00

This registration includes admission to the AFAC & BNH CRC Trade Exhibition on one day of your choice, the Welcome and Awards Ceremony Tuesday evening if attending Tuesday and daytime catering.

○ **All other conference events**   AUD0.00

Select this option if you do not wish to attend the conference but would like to attend the Welcome Function, Gala Dinner, a PDP or field trip. Press continue and select these options in the addons section.

☑ **I agree to the ASN Events terms and conditions.**

Continue »

5) Please confirm the name on the tag (badge) is correct and press **"Continue"**. To update please type within the Nametag Label field and select update followed by continue.

6) Dependent upon the registration type, available Add-ons will be presented. Please make selection/s based on the descriptions provided.

NB: PDP options will also be displayed in this section.

7) Please indicate by **Yes** or **No** selection whether the registrant wishes to have their details published in the delegate handbook and in the smart phone app (if used by the ICALEPCS conference committee).

Any dietary requirements will need to be provided within the field to ensure they are adequately catered for.
Press **"Continue"**.

Supplementary details

Your event addons have been saved successfully.

Do you wish to have your details published in the delegate handbook and in the smartphone app? (This includes name, state, organisation and supplementary details marked with 📱)

◉ Yes

○ No

> These questions are attached to your *Currinda* profile. Any change to these answers will change them for all events registered using this profile.

Do you have any special dietary requirements?

[   ]

[Continue »]

8) Accommodation can be selected from the list of hotels where availability is denoted with a green tick. Further information on accommodation options can be found by clicking here.
Please contact Annette McClellan at am@asnevents.net.au or 03 8658 9530 to make an enquiry about group block bookings.

To proceed without accommodation, please select **"No accommodation required"**, and press **"Continue"** at the bottom of the page.

Choose your accommodation

Your supplementary details have been saved successfully.

While booking your accommodation, please note that accommodation outside these date ranges may be available. Please contact Bianca Hanna-Atkinson to enquire.

◉ No accommodation required

Mercure Grosvenor Hotel	More info		30 Aug	31 Aug	01 Sep	02 Sep	03 Sep	04 Sep	05 Sep
○ Standard Room - (1 Queen Bed)		AUD171.00 per night	✉	✉	✔	✔	✔	✉	✉
○ Standard Room + 1 Breakfast (1 Queen Bed)		AUD191.00 per night	✉	✉	✔	✔	✔	✉	✉
○ Superior Room - (1 Queen Bed)		AUD186.00 per night	✉	✉	✔	✔	✔	✉	✉
○ Superior Room + 1 Breakfast (1 Queen Bed)		AUD206.00 per night	✉	✉	✔	✔	✔	✉	✉
○ Ibis Styles Room (1 Queen Bed)		AUD126.00 per night	✉	✉	✔	✔	✔	✉	✉
○ Ibis Styles Room + 1 Breakfast (1 Queen Bed)		AUD146.00 per night	✉	✉	✔	✔	✔	✉	✉

[Continue »]

9) Payment can be made via credit/debit card, cheque or by invoice. Please make your selection and press **"Process Payment & Continue"**.

Payment details

You have not selected any accommodation.

Payment - total outstanding: $1,370.00

Pending and completed payments

Outstanding Invoice Items

	Item	Cost	Quantity	GST	Outstanding
✔	Included Conference Dinner Ticket	0.00	1	0	0.00
✔	AFAC & BNH CRC 1 Day Research Forum + 2 Day Conference Registration (3 days) - Member Earlybird Rate	1370.00	1	124.55	1,370.00
✔	**Total**				**1370.00**

○ **Pay by credit or debit card**

○ **Pay by cheque**

○ **Pay by direct debit**

● **Pay by invoice**
   An invoice will be emailed to you.

○ **Pay with group**

AUD 1370.00

Send an additional invoice to this email address: [   ]

[Process Payment & Continue »] [Save & Add an Additional Payment]

10) You will be automatically re-directed to your Group Management page where you will see your registered delegate/s.
By clicking on their name this will provide a dropdown of the individual's registration information.
Please repeat the process till all attendees are registered.

When you have completed all registrations, you will need to *'finalise your group'* by selecting the option **"Complete"** and the bottom of the page.

Group Management

Hello, Bianca Group2.
Return to user list
currinda

| 👥 Group | Personal |

Register Delegate

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

Delegates

+ Danielle AFAC

Registration:

AFAC & BNH CRC 1 Day Research Forum + 2 Day Conference Registration (3 days) - Member Earlybird Rate AUD1370.00

Manage

Add-ons:

1 x Included Conference Dinner Ticket AUD0.00

No Accommodation

Abstracts

Manage Abstracts

+ Danielle Test 1

Finalise your group

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

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

One last point to make, if you yourself will be attending the ICALEPCS 2015 Conference you will need to register yourself through the *'Personal'* tab located next to your *'Group'* tab. Please select **"Register"**.

Group Management

Hello, Bianca Group2.
Return to user list
currinda

| 👥 Group ➡️ | Personal |

| 🖊 Registration | 📖 Abstracts |

✏ **Registration**

You currently do not have a **registration** for this event.

Register