# 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;

## Register for this event
Create a **Currinda** profile to register for this event.

**Begin here**

## Register with an existing Currinda profile
Login to your **Currinda** profile to register for this event or edit your registration.

You may have a **Currinda** profile if you have registered for an event using Currinda before, or are a member of an association managed using Currinda.

👤 Email address

🔒 Password

**Login**   Forgotten password?

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

   If <u>you</u> *(as a Group Manager)* do <u>not</u> have a user profile already in the online system, please select the login option "**Group Registration**".

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

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

   If <u>you</u> *(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:

## Register your profile

Dashboard / Groups — Profile — Registration Items — Extra Information — Confirmation

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

✎ Registration   👥 Groups   👤 Profile   ✏ Bio                        ↪ Logout

**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.*



*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"**.



**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"**.