

REGISTER MULTIPLE DELEGATES TO ATTEND A CONFERENCE

Please familiarise yourself with the Registration options, Accommodation terms and conditions as well as the cancellation policy on the conference website before continuing.


1. Follow the “**register now**” links on the conference website.
2. You will be presented with a screen similar to the following:

Login

Create a new Currinda Profile

Create a **Currinda** profile to access **ASN** managed events and societies.

[Begin here](#)



Login to your Currinda profile

Login to your **Currinda** profile and edit your details for any **ASN** managed event or society.


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:

Password:

[Forgotten password?](#)

[Login](#)



IF YOU DO NOT HAVE A CURRINDA PROFILE

If **you** (as the Group Manager) do **not** have a user profile already in the online system, please select the login option: [Create a new Currinda profile](#).

Complete your own contact details. You need to create a password.

Passwords are case sensitive. Fields in red must be completed.

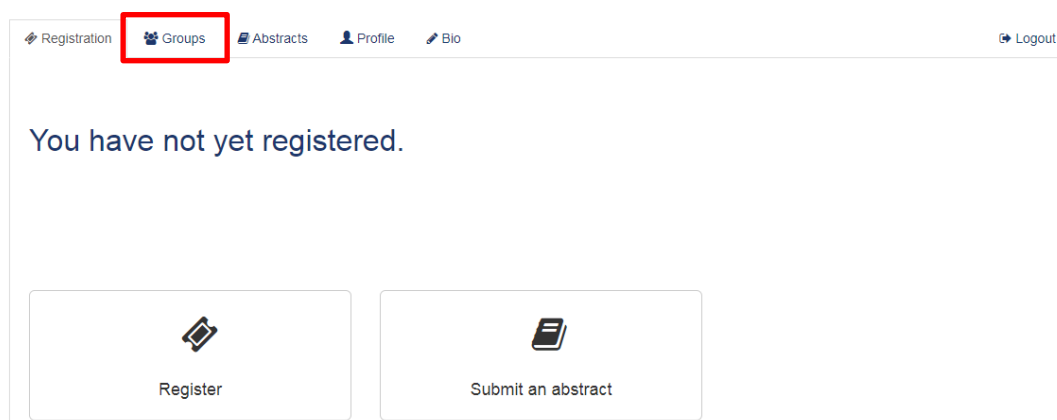
IF YOU DO HAVE A CURRINDA PROFILE

If **you** (as the Group Manager) already have an online profile from previous conferences/abstract submissions, please select the login option: [Login to your Currinda profile](#)

Use your email & password previously created to login to your online profile.

Contact ASN Events if you have trouble logging in.

3. Once logged in, navigate to the **GROUPS** tab

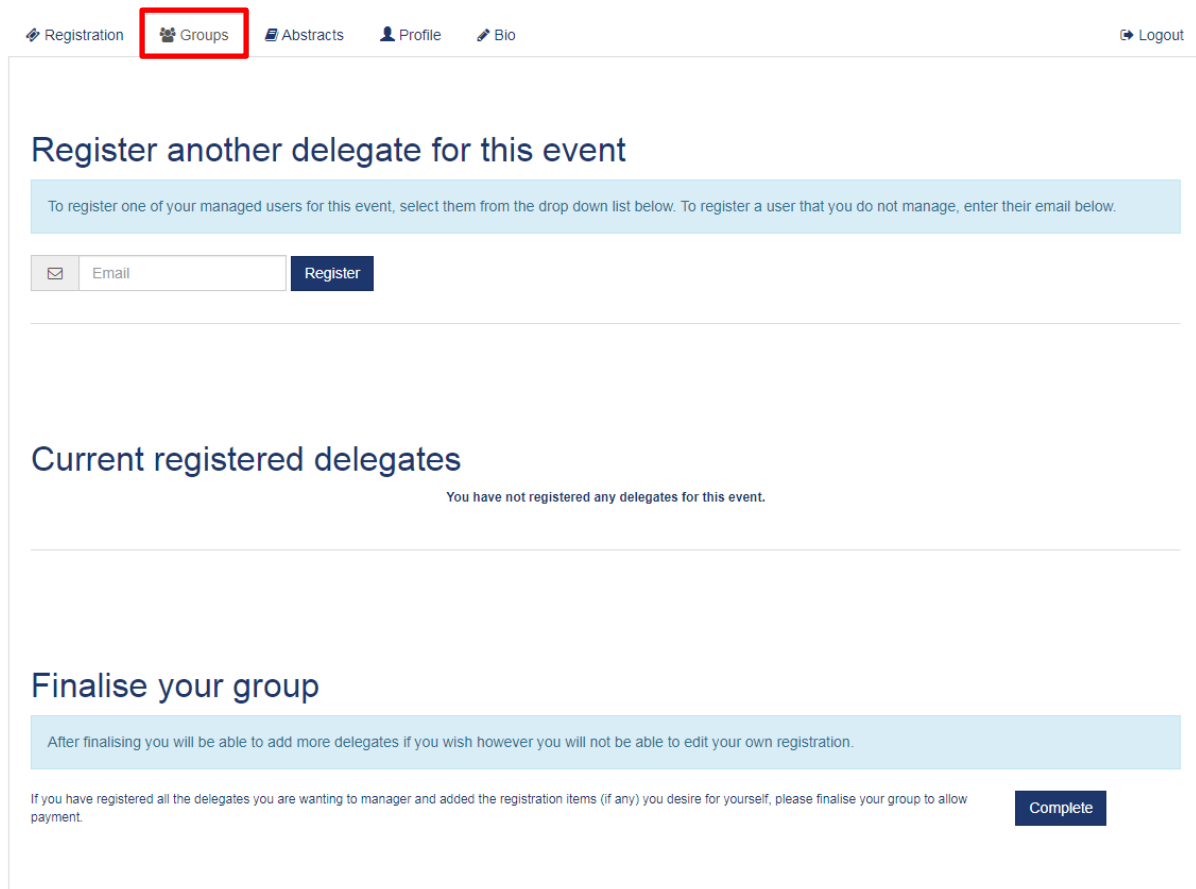


Registration **Groups** Abstracts Profile Bio Logout

You have not yet registered.

Register Submit an abstract

4. You will be presented with a screen similar to the following:



Registration **Groups** Abstracts 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

Current registered delegates

You have not registered any delegates for this event.

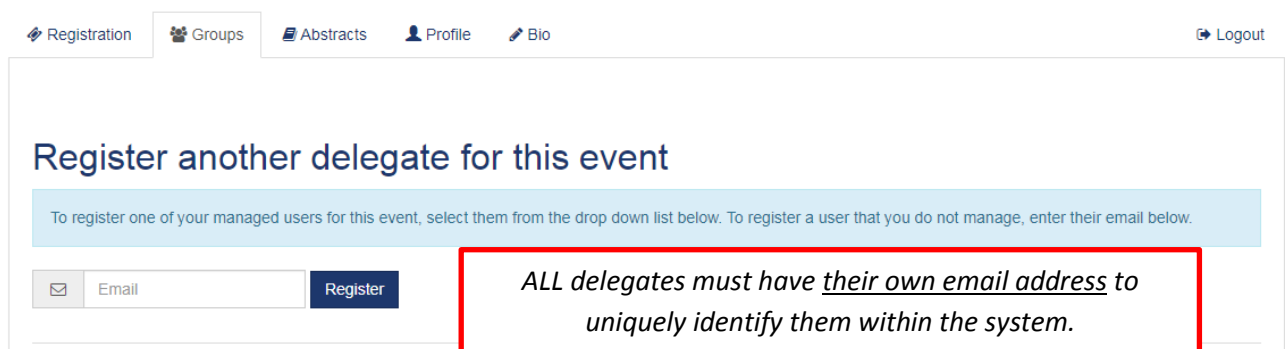
Finalise your group

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 manage and added the registration items (if any) you desire for yourself, please finalise your group to allow payment. Complete

5. To register a user you've not previously managed, enter **their** email address and click "**Register**".

If the user email has not previously been used in the system, you will need to create a profile by completing the fields in red. Please check that the user doesn't have any other emails that may have been previously used.



Registration **Groups** Abstracts 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

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

Note: 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.

6. Follow the registration prompts to register the delegate for the conference.

For more information about these options, please visit the specific conference website.

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

[Return to dashboard](#)

8. A list of the users you've registered will appear – double check all the details are correct and make any changes as necessary. Please pay careful attention to dietary and/or special requirements.

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.

Current registered delegates

	Alycia Manuel		
	Registration Items	Add-ons	Accommodation
	Day Registration Dietary requirements <i>Vegetarian (egg and dairy are fine, no fish)</i> Special requirements <i>nil</i>	Social Functions <i>You have not selected any Social Functions items for your registration.</i> + Select more add-ons	<i>You have not made any Accommodation bookings with your registration.</i> + Make accommodation booking

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.



9. Once you have finished registering your entire group. Click "**COMPLETE**"

- 10. 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.

Your group registration has been marked as complete. You will receive a confirmation email.

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

Current registered delegates

	Alycia Manuel		
	Registration Items	Add-ons	Accommodation
	Day Registration	Social Functions	<i>You have not made any Accommodation bookings with your registration.</i>
	Dietary requirements <i>Vegetarian (egg and dairy are fine, no fish)</i>	<i>You have not selected any Social Functions items for your registration.</i>	+ Make accommodation booking
Special requirements <i>nil</i>	+ Select more add-ons		

Outstanding — \$400.00

You have 0 payments pending

Make Payment

Outstanding delegates

You have 1 delegate that are awaiting payment.

- Alycia Manuel — \$400.00

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"**.

Your group registration has been marked as complete. You will receive a confirmation email.

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