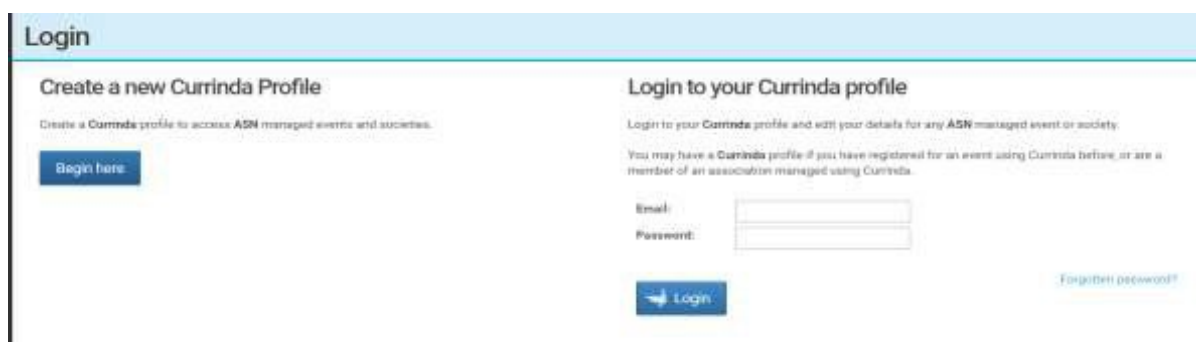




REGISTER MULTIPLE DELEGATES TO ATTEND A CONFERENCE

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;



The screenshot shows a login page with two main sections. On the left, 'Create a new Currinda Profile' includes a 'Begin here' button. On the right, 'Login to your Currinda profile' includes fields for 'Email' and 'Password', a 'Login' button, and a 'Forgot your password?' link.

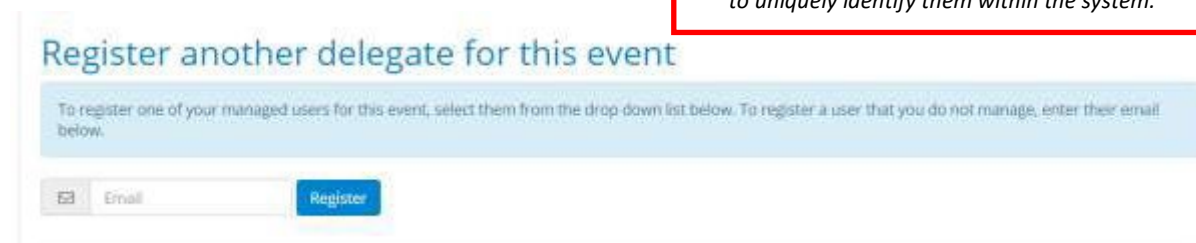
IF YOU DO NOT HAVE A CURRINDA PROFILE	IF YOU DO HAVE A CURRINDA PROFILE
<p>If you (as the Group Manager) do not have a user profile already in the online system, please select the login option: Create a new Currinda profile.</p> <p>Complete your own contact details. You need to create a password. Passwords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

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 their own email address to uniquely identify them within the system.



The screenshot shows a form titled 'Register another delegate for this event'. It includes a text box for 'Email' and a 'Register' button. A note above the form states: '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.'

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.

Outstanding — \$300.00
You have 0 payments pending ⓘ
[Make Payment](#)

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**".