
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.

[Login](#) [Forgotten password?](#)

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

If you (as a Group Manager) do not 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 you (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



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



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- 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.

The screenshot shows a navigation bar with 'Registration', 'Groups', 'Profile', and 'Bio' tabs, and a 'Logout' link. The main heading is 'Register another delegate for this event'. Below it is a blue instruction box: '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.' The form includes an email input field with an envelope icon and a 'Register' button.

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.

- 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”**.*

- Once you have finished registering your entire group, click **“COMPLETE”**.

The screenshot shows the heading 'Finalise your group'. Below it is a blue instruction box: 'After finalising you will be able to add more delegates if you wish however you will not be able to edit your own registration.' Below this is a smaller grey text box: '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.' A 'Complete' button is visible on the right.

- 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”**.

The screenshot shows the text 'Outstanding — \$2,985.00' in red. Below it is the text 'You have 0 payments pending' with a help icon. A 'Make Payment' button is located at the bottom.