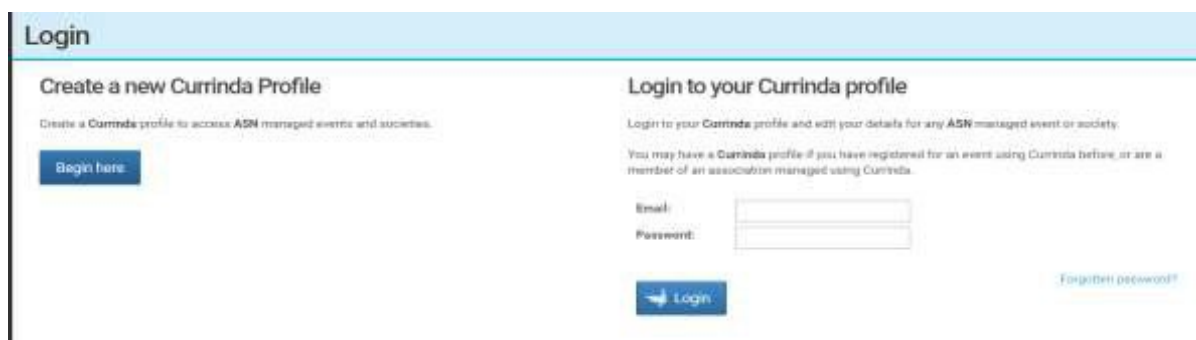


REGISTER MULTIPLE DELEGATES TO ATTEND A CONFERENCE

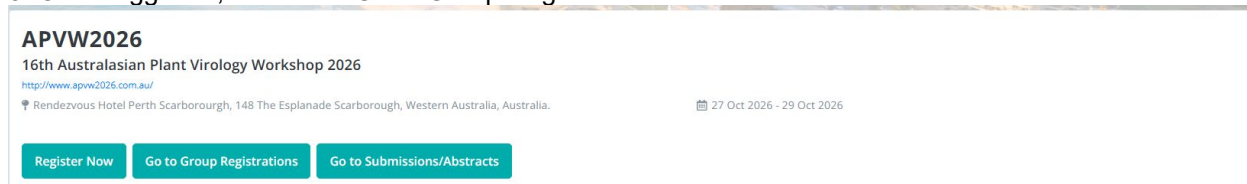
1. Go to the registration page of the conference website. Please familiarise yourself with the Registration options, Accommodation terms and conditions as well as the cancellation policy before continuing. From the Registration Page, follow the link that says “register now”.
2. You will be presented 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' has input fields for 'Email' and 'Password', a 'Login' button, and a 'Forgot your password?' link.

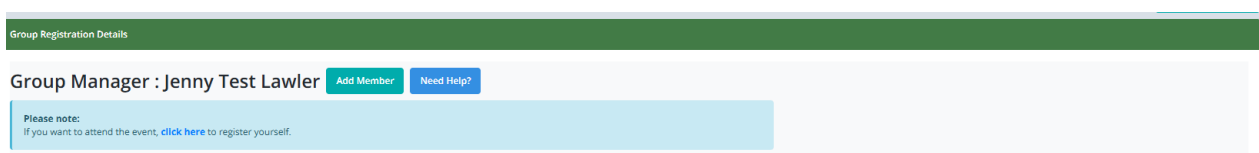
IF YOU DO NOT HAVE A CURRINDA PROFILE	IF YOU DO HAVE A CURRINDA PROFILE
<p>If you (as the Group Manager) do not have a user profile already in the online system, please select the login option: Create a new Currinda profile.</p> <p>Complete your own contact details. You need to create a password. Passwords 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, select the Go to Group Registrations



The screenshot shows the event page for APVW2026. It includes the event title, location (Rendezvous Hotel Perth Scarborough), dates (27 Oct 2026 - 29 Oct 2026), and three buttons: 'Register Now', 'Go to Group Registrations', and 'Go to Submissions/Abstracts'.

4. To register a user you’ve not previously managed, click on add member”. If the user email is not registered within the system, you will need to create a profile by completing the fields in red. If you are also attending please use the click here to register yourself as well.



The screenshot shows the 'Group Registration Details' page. It displays the Group Manager as 'Jenny Test Lawler' with 'Add Member' and 'Need Help?' buttons. A 'Please note' section states: 'If you want to attend the event, click here to register yourself.'

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.



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**".