Group Manager Instructions

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 like the below,

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 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?

Group Registration
If you are managing the participation of someone other than yourself or more than one person, create a group registration. This will allow you to create multiple user profiles and manage their registrations.

Begin here

IF YOU DO NOT HAVE A CURRINDA PROFILE	IF YOU DO 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: **Group Registration** Complete your own contact details. You need to create a password. Passwords are case sensitive. Fields in red must be completed.	If **you** *(as the Group Manager)* already have an online profile from previous conferences/abstract submissions, please select the login option: **Register with an existing Currinda profile** Use your email & password previously created to log in to your online profile. *Please contact the ASN Events if you have trouble logging in.*

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

⌂ Registration　👥 Groups　📗 Abstracts　👤 Profile　　　　　　　　　　　　　　　　↪ Logout

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

ALL delegates must have *their own email address* to uniquely identify them within the system.　　　If the user email is not registered within the system, you will need to create a profile by completing the fields in red.

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**

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.

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* under "**Finalise your group**" back on your Groups page.

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 will also be attending the conference, you will need to register yourself through the *REGISTRATION* tab located next to your *GROUP* tab. Please select "**Register**".