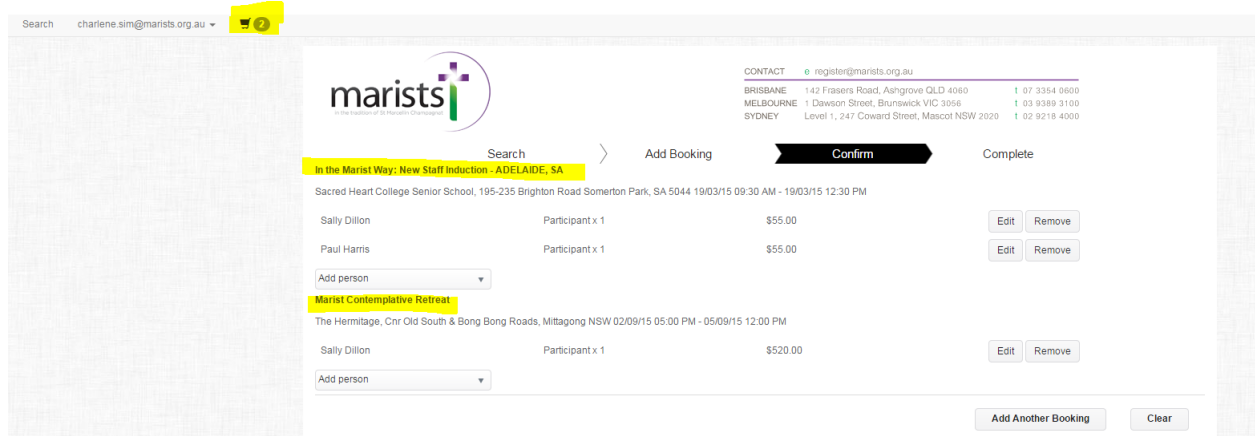


## HOW DO I REGISTER FOR A PROGRAMME?

1. **ONE** Booking Officer per school. The Booking Officer should be either the Principal or REC.
2. Go to: [www.msa.edu.au](http://www.msa.edu.au) / Click on **Online Registration** / Follow the prompts to enter the system.  
You can bookmark this [link](#).
3. In the **Search** tab, click on **Browse** to select the programme for which you are registering participants.  
Click the **Search** button to bring up a list of occurrences for that programme.
4. Beside the programme occurrence, click on **Book Now** to register for the programme.
5. To register for the programme, choose one of the following 3 options:
  - a. Click on the **Myself** button to register yourself;
  - b. Click on the **New Person** button to register a staff member who hasn't been entered into the system yet.
  - c. To register a staff member who has previously been entered into the system, select from the **list** in the drop down menu.
6. Apart from **New Person**, most of the participant's details would be auto-populated. Complete the booking form and then click the green button **CONFIRM**.
7. You can then either: (a) **ADD PERSON** another participant for that particular course or (b) **ADD ANOTHER BOOKING** to register for another course (the various courses will be consolidated in your shopping cart, see Fig. 1).

**FIG. 1**

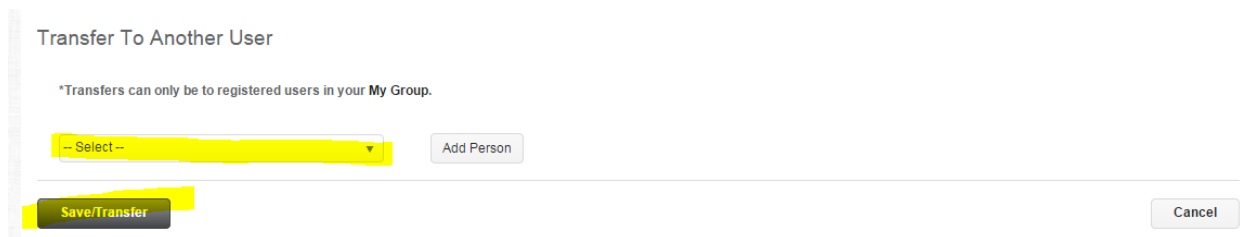


8. Payment is available either by **Pay by Invoice** (must be paid within 21 days of date of invoice) or **Credit Card**.
9. At completion of the booking, a **Confirmation Email** with details and contacts for the programme will be sent to both you and your registered participant.

## WHAT ELSE CAN I DO IN THE SYSTEM?

10. Click on **VIEW/EDIT BOOKINGS** for a list of all your programme bookings.
11. To **TRANSFER a registration**, find the **Order #** with the registration, click on **View/Edit Bookings**, select the **Change Booking Details** next to the participant you want to replace and select another registered participant and click **Save/Transfer** to confirm the transaction (see Fig. 2).

**FIG. 2**



Transfer To Another User

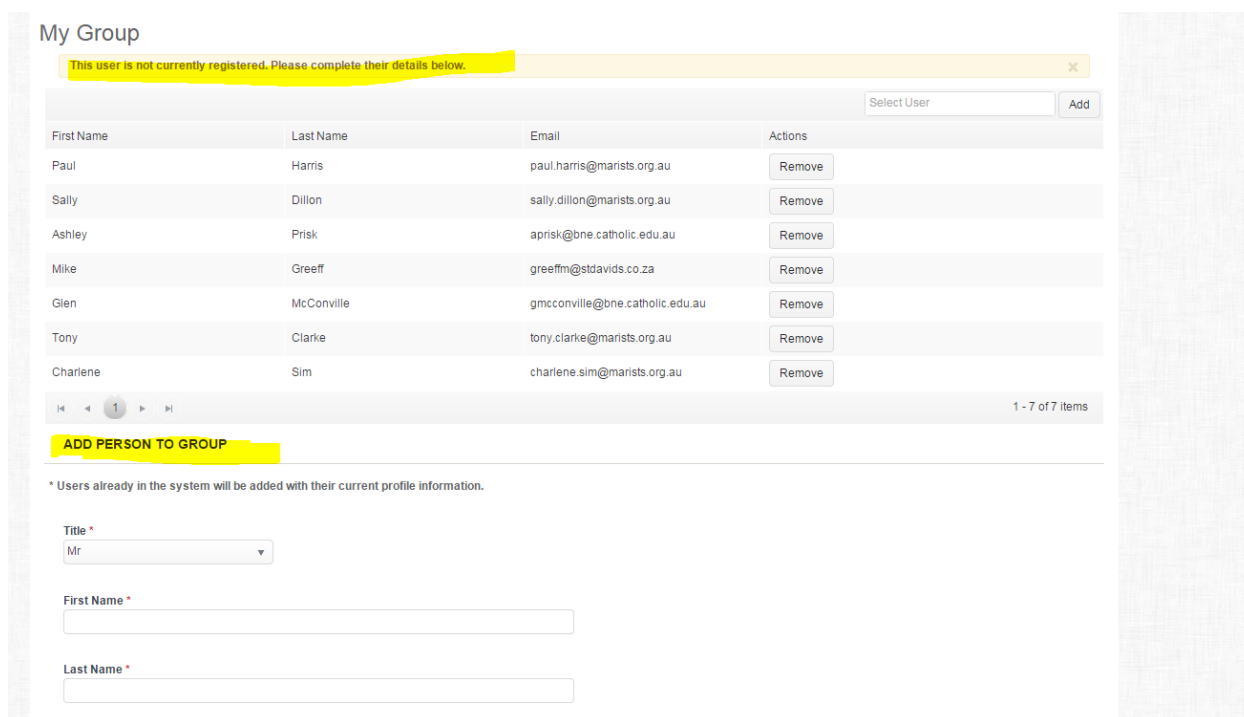
\*Transfers can only be to registered users in your My Group.

-- Select -- Add Person

Save/Transfer Cancel

12. Click on **My Registrations** to view a list of the courses you are registered for personally.
13. Click on **My Wait List** to view any pending registrations you may have shortlisted; or to access the list of programmes you may be **Wait Listed** for.
14. Click on **My Group** to manage the list of staff members from your school who are registered under your log on. If you want to add an existing registered user to your group, type the email address twice and **Add**. This means you will be able to book on this person's behalf. If an email address is not recognisable, a new page to register this person will appear and you can fill out the form to create a new user for this email address (see Fig. 3)

**FIG. 3**



My Group

This user is not currently registered. Please complete their details below.

Select User Add

First Name	Last Name	Email	Actions
Paul	Harris	paul.harris@marists.org.au	Remove
Sally	Dillon	sally.dillon@marists.org.au	Remove
Ashley	Prisk	aprisk@bne.catholic.edu.au	Remove
Mike	Greeff	greeffm@stdavids.co.za	Remove
Glen	McConville	gmcconville@bne.catholic.edu.au	Remove
Tony	Clarke	tony.clarke@marists.org.au	Remove
Charlene	Sim	charlene.sim@marists.org.au	Remove

1 - 7 of 7 Items

ADD PERSON TO GROUP

\* Users already in the system will be added with their current profile information.

Title \*  
Mr

First Name \*

Last Name \*

## IMPORTANT REMINDERS:

15. The Booking Officer is responsible for registering their own staff members and for **Transferring the Registration** if there are changes to participants attending.
16. Due to limited numbers, there is a limit of 2 participants per school per *Footsteps* programme.

## CONTACT US

If you require any assistance, please contact, Rolien Faber T 02 9218 4007 E [register@marists.org.au](mailto:register@marists.org.au)