REGISTER MULTIPLE DELEGATES TO ATTEND A CONFERENCE

Please familiarise yourself with the Registration options, Accommodation terms and conditions as well as the cancellation policy on the conference website before continuing.

1. Follow the “register now” links on the conference website.

2. You will be presented with a screen similar to the following:

IF YOU DO NOT 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: Create a new Currinda profile.

Complete your own contact details. You need to create a password.

Passwords are case sensitive. Fields in red must be completed.

IF YOU DO HAVE A CURRINDA PROFILE
If you (as the Group Manager) already have an online profile from previous conferences/abstract submissions, please select the login option: Login to your Currinda profile.

Use your email & password previously created to login to your online profile. Contact ASN Events if you have trouble logging in.

3. Once logged in, navigate to the GROUPS tab
4. You will be presented with a screen similar to the following:

![Image](https://example.com/image.jpg)

5. To register a user you’ve not previously managed, enter their email address and click “Register”.

If the user email has not previously been used in the system, you will need to create a profile by completing the fields in red. Please check that the user doesn’t have any other emails that may have been previously used.

![Image](https://example.com/image.jpg)

**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.
6. Follow the registration prompts to register the delegate for the conference.

For more information about these options, please visit the specific conference website.

7. On completion of each registration, click ‘RETURN TO DASHBOARD’ to continue registering the rest of your group.

8. A list of the users you’ve registered will appear – double check all the details are correct and make any changes as necessary. Please pay careful attention to dietary and/or special requirements.

9. Once you have finished registering your entire group. Click “COMPLETE”
10. 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”.