

Instructions for Online registration using web address [www.ivvy.com.au/event/M5YDSO/](http://www.ivvy.com.au/event/M5YDSO/)

While there are 22 steps in this instruction it is a fairly simple process

1. Make sure you have internet connection and go to [www.ivvy.com.au/event/M5YDSO/](http://www.ivvy.com.au/event/M5YDSO/)
2. Click on Program to view the activities for the 4 days of the Conference
3. When you have decided what sessions and events you (and your partner) wish to attend Click on Register HERE to start the Registration process.
4. You will be asked for how many tickets you wish to purchase for
  - a. The Conference
  - b. The Conference Dinner
  - c. The Sunday Brunch and
  - d. The Lunch on Saturday after the AGM
5. Once you have selected your tickets you will be asked for your name and email address
6. Once this is completed please note cancellation policy and then press REGISTER
7. The new screen now asks whether you are the primary contact and whether you are attending.
8. You are then asked to select the first item you have selected
9. Once you completed this step you will note that your name and email address has been recorded
10. You will be asked for a password and this is important for you to access to your registration at any time. A simple password will suffice.
11. You are then asked for any dietary or mobility requirements for you or guests.
12. You will then be asked how you want your name on your badge. This is important and you should put your post nominals e.g. Charlie Smith OAM
13. You will then be asked if you want your name in the Conference Handbook. If you indicate positively only your name and post nominals will appear in the Handbook.
14. At this stage you will be asked to press Next
15. The next screen will depend whether you are attending alone or with a partner
16. If you are attending alone go to step 17. If you are attending with a guest go to step 19
17. You will be asked to select the other tickets you are purchasing (Conference Dinner Sunday Brunch Saturday lunch)
18. When the additional tickets are selected, you will be asked for your name and then press Next When all tickets are selected, go to step 21
19. If you are attending with a guest, you will be asked to add your guest name against the Conference Ticket and then press Save
20. You will be asked for your name and your guest's name for each ticket and press save
21. You will now have a screen which shows some of the optional sessions that are covered by your registration fee. It is important that you complete this form as it helps with catering and some sessions have a limited number of attendees. These are the two tours on Thursday morning and Government House Reception where a first in policy is being administered. When completed press Next
22. The next page is a summary of your Registration and asks for your billing address and payment method. Payment by credit card is preferred but you can request an invoice.
23. You have now completed Registration.