



### Gala Ticket Bookings- How To Guide

1. Click the link to purchase available via the website  
<https://eventandconfco.eventsair.com/2024-wa-nursing-midwifery-excellence-awards/2024-wanmea-registration>
2. Create a new user account
3. On the next page either click **'Individual'** or **'Table of Ten'** and input the First name and Last name of each individual ticket holder when prompted (the first contact is the primary contact). If you have selected **'Table of Ten'** you will be required to input **ten** contacts.

Individual (\$170 inc GST), Purchase between 1 and 9 tickets

Individual

Table of Ten (Total of \$1650 or \$165 per person)

Table of Ten

Group Members

GROUP SIZE  x v

(Group Contact) **\*1.**

4. Please now complete all relevant contact information for attendee 1 (primary contact).

Contact Details

<input type="text" value="* First Name"/>	<input type="text" value="* Surname"/>
<input type="text" value="* Organisation/Employer"/>	<input type="text" value="Position"/>
<input type="text" value="* Email Address"/>	<input style="border: 1px solid #ccc;" type="text" value="Additional Email"/>
<input type="text" value="* Contact Number"/>	
<input type="text" value="Dietary Requirements"/>	

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5. Once completing the contact information for attendee 1 (primary contact), you will be required to select their Gala Ball ticket option.

<input type="radio"/>	Individual	AMOUNT 170.00	TOTAL 0.00
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6. On the summary page, if you previously selected more than one ticket, you must complete the registration for each attendee. Once you have completed all registrations, their status will change to **'Completed'**. (Please note, in the example below, we have selected a group size of 3).

Contact	Status	Total Amount	
	Completed	170.00	<a href="#">Edit/View</a>
	To Be Completed	0.00	<a href="#">Register</a>
	To Be Completed	0.00	<a href="#">Register</a>
Total Amount (Paid by group contact)		170.00	

[Edit Group](#)

Terms and Conditions

Payment  
Full payment of registration fees must be received prior to the WA Nursing and Midwifery Excellence Awards. Unpaid attendees will be refused entry into the events, so please ensure that your fees are paid prior to your arrival at the Awards.

- After registering each attendee, you will be prompted to read the 'Terms and Conditions'. Once you have read and agree to the terms and conditions, press '**Agree**' and then the blue '**Next**' button in the bottom right hand corner.
- The **payment page** will then appear, online credit card registration is the only payment option available for this event, so please click this option.

	AUD
Registration Total	510.00
Includes tax	46.35
Fees	7.65
<b>Amount Payable</b>	<b>517.65</b>

**Payment Method**

Online credit card payment

CARD TYPE  
AMEX 1.50%

[Proceed To Checkout](#)

- Once you've selected your card type, click '**Proceed To Checkout.**'
- You will be directed to an external payment site to enter your credit card details. Once you have entered your card details, click '**Pay Now**'.

11. Finally, you will be re-directed back to the registration form where a thank you screen will appear, and your registration is now complete. A confirmation email and tax invoice will be sent to the primary contact (attendee 1).