

How to Complete Your Shared Registration for AATE/ALEA 2024 Conference

1. [Click here](#) to start your group registration.
2. You will see an option for “I am the shared registration contact only and am not attending the conference”. If you tick this box, contact detail fields will appear for you to complete and these details will be used for invoicing.

(Please only select this if you are registering others to attend and you are the main contact only and not attending the conference).

(If this isn't applicable to you, please leave this section blank if you are attending the conference. Your contact details will be completed as the first person in the group and this first person in the group will act as the main contact for the group and receive the invoice.)

3. Group Members Section – please select the number of individuals in your group from the drop-down menu – *maximum of 3 (Selecting your group size will change the number of individual name fields for you to complete)*

Shared Registration

I am the shared registration contact only and am not attending the conference

Group Members

GROUP SIZE
3

(Group Contact) *1.	* First Name	* Last Name
*2.	* First Name	* Last Name
*3.	* First Name	* Last Name

4. Complete the First and Last Name field for each group member, click 'Next'

(Group Contact) *1.	* FIRST NAME Delegate	* LAST NAME One Names
*2.	* FIRST NAME Delegate	* LAST NAME Two Names
*3.	* FIRST NAME Delegate	* LAST NAME Three Names

5. You will now be prompted to complete an AATE/ALEA registration form for each individual listed. Follow the prompts for each applicable section to complete:
 - Data processing consent
 - Contact details
 - Dietary requirements
 - Member number
 - Marketing privacy
 - Social functions, additional event add ons

6. When the first registrant's form is completed, you will see a summary page. Your summary will show:
 - The option to click 'Edit/View' registration details
 - The option to click 'Register' to complete the registration form for the next registrant/s.

Summary

Contact	Status	Total Amount	
Delegate One Names	Completed	775.00	Edit/View
Delegate Two Names	To Be Completed	0.00	Register
Delegate Three Names	To Be Completed	0.00	Register
Total Amount (Paid by group contact)		775.00	

[Edit Group](#)

7. Once all registrants' details are completed, you will be prompted to agree to the terms and conditions, and click Next.

8. You will then see the Payment Page where you can select your payment method:
 - Online credit card payment
 - Request invoice for EFT payment

9. Click Submit. Each registrant will receive a registration confirmation to their nominated email address. The main contact will also receive the invoice for the shared registration.

Need assistance?

Contact the Conference Manager via email: contact@eventstudio.com.au or call + 61 8 8379 8222.

