

A Place For Us : AANZPA Online Event January 2021

Registration Instructions

Registration for the AANZPA online event A Place For Us is an easy 3 step process –

1. Enter your details and pay for your ticket
2. Choose the workshops you wish to attend
3. Update your personal profile

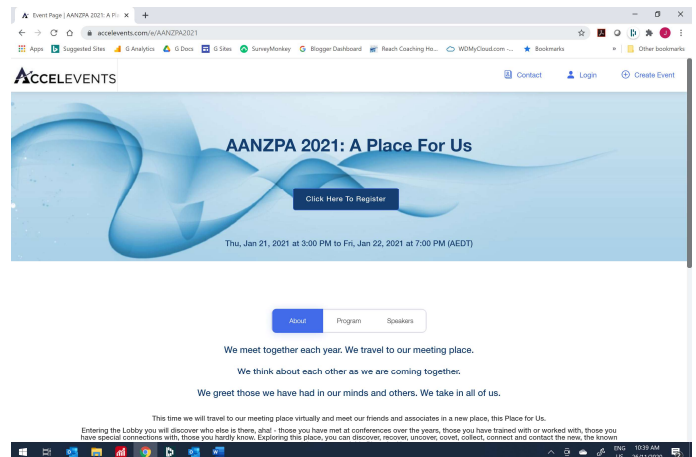
Payment is online via credit card (similar to other AANZPA payments such as membership fees), so please have your credit card to hand before you start your registration.

Getting There and Finding Your Way Around

The event site, which is being hosted by Accelevents, can be accessed via -

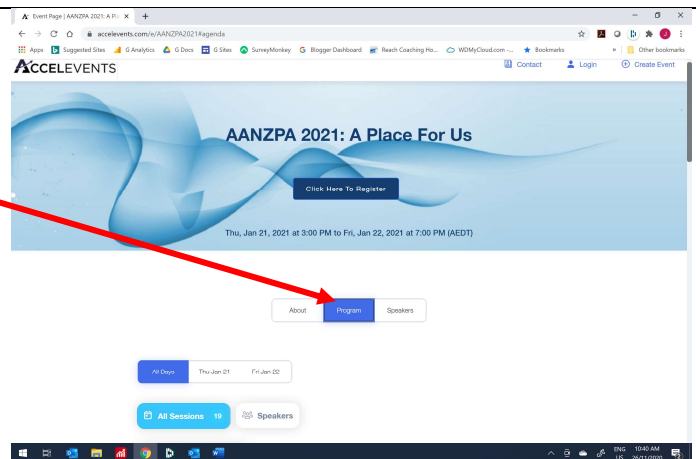
the AANZPA website Conference page (<https://aanzpa.org/conference/event21/>)

or directly at <https://www.accelevents.com/e/AANZPA2021>



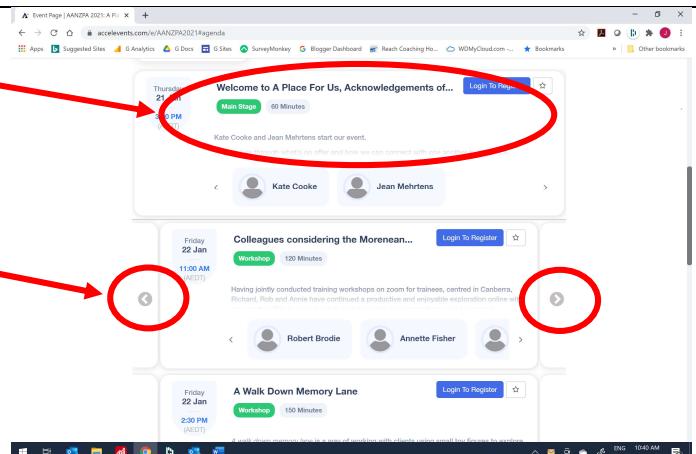
On first arriving you may wish to see what is on offer before progressing with your registration.

Click on the Program tab to see the calendar of activities on offer, and then scroll down

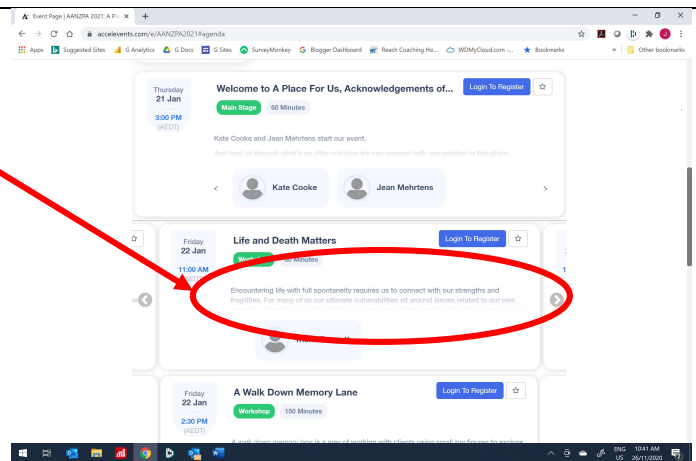


There are event Opening and Closing activities at the top and bottom of the calendar.

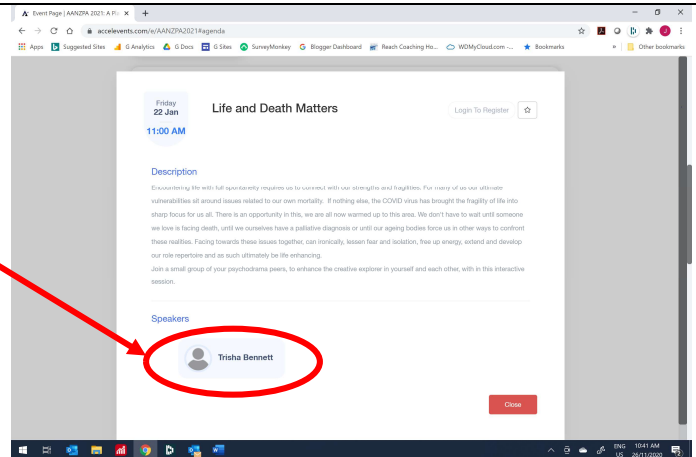
In the middle are **two sets (bands) of workshops** which scroll horizontally. The first set commences at **11am AEDT** and the second set at **2:30pm AEDT**. Use the scrolling buttons to the left and right, to scroll through all the workshops available in each time band.



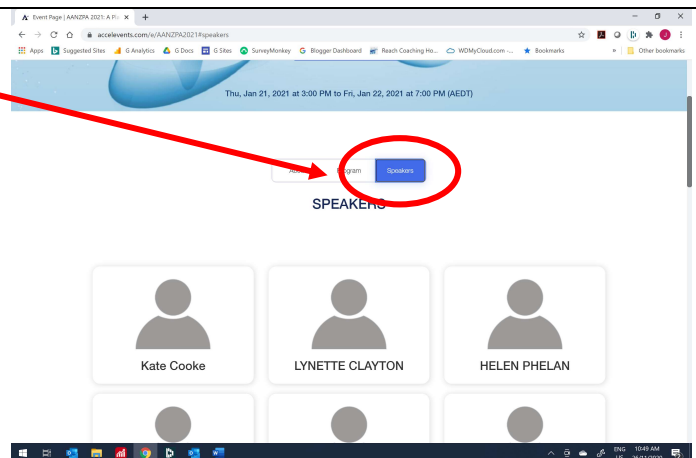
For more detail on each session click on the descriptive text and a pop up will appear with the full description.



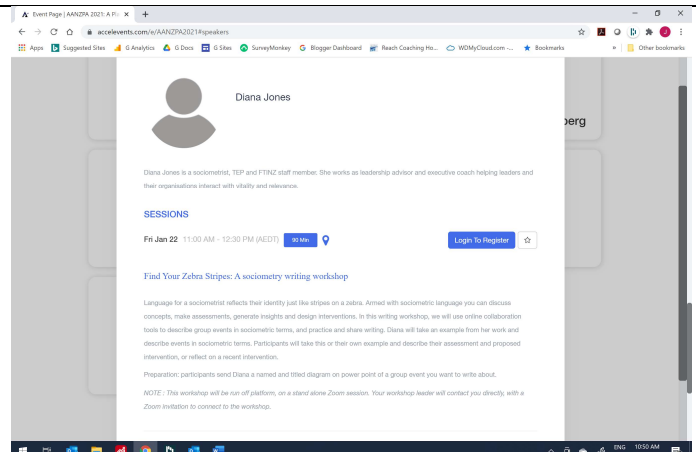
If you would like to know more about the session leader, clicking on their name will take you to their profile.



You can also see who all the speakers / session leaders are by clicking on the Speakers tab.



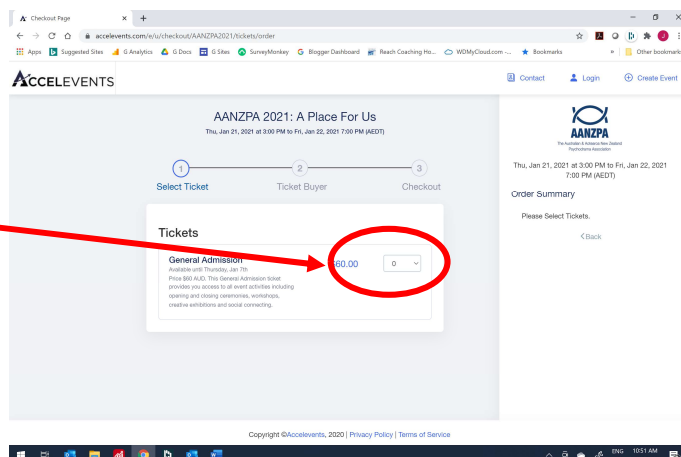
From that screen, clicking on the speaker will show you their profile and all the sessions they are involved in.



Registering to Attend Step 1 : Enter your details and pay for ticket

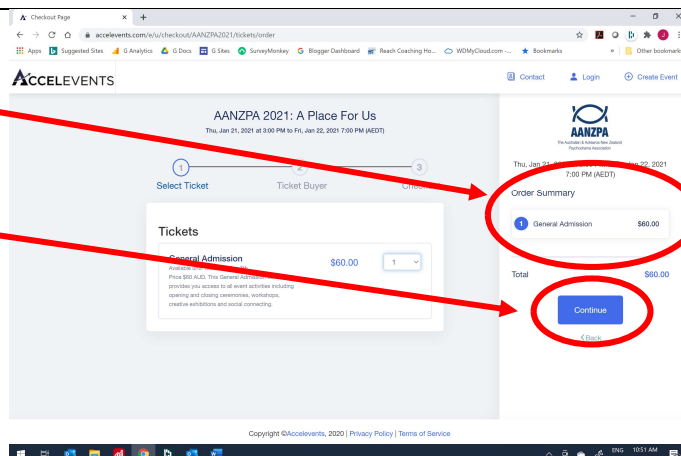
You can register at any time by clicking on the “Click Here To Register” or “Log In To Register” buttons on any page. Doing so will take you to this screen.

To start, select 1 in the number of tickets drop down.



The Order Summary at right will update to show you the total cost of \$60 AUD.

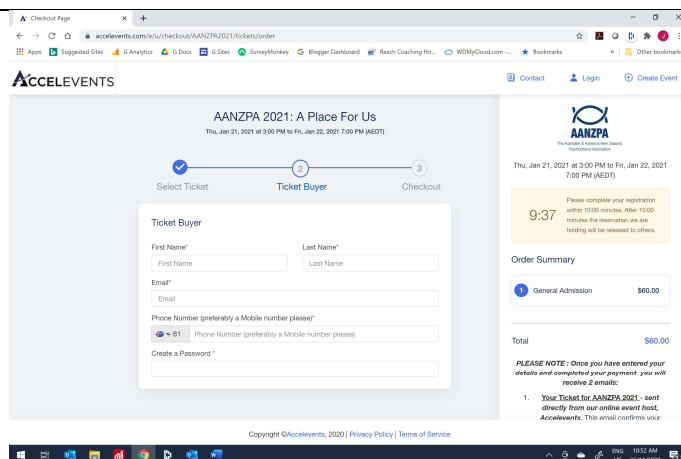
Then press Continue.



Enter your name and contact details.

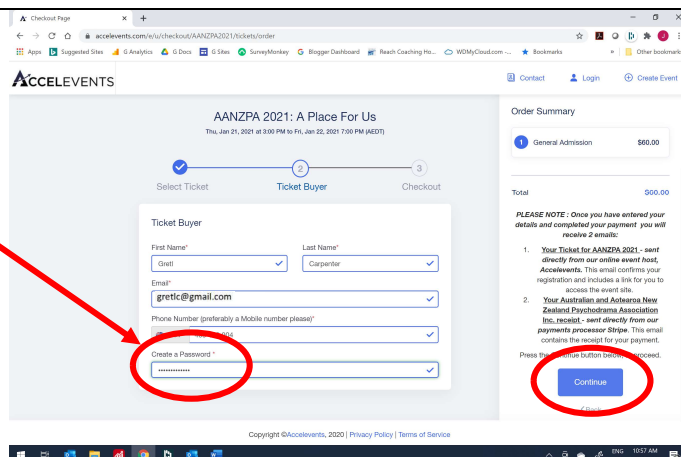
NB Your registration confirmation and payment receipt will be automatically emailed to the email address you enter.

That email address will also be your User ID for entering the event site.

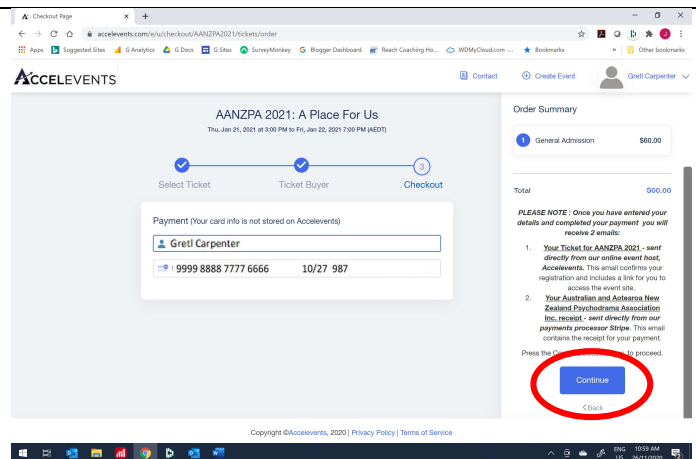


You will need to set a Password for yourself. **Don't forget it**, as you might need it later on to join the live event.

Then scroll down and press Continue.



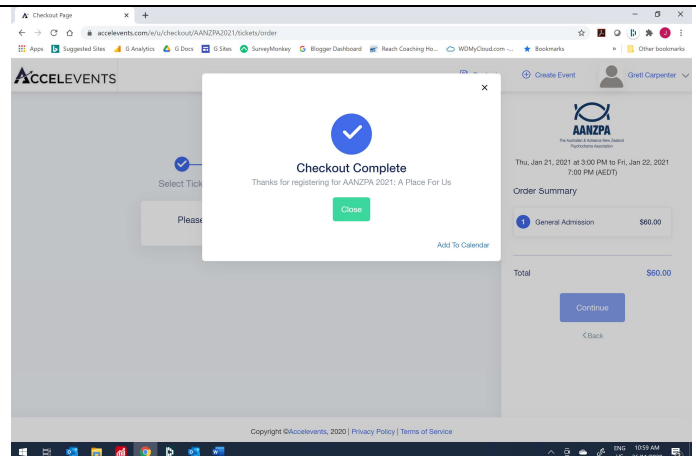
Now enter your credit card details.



Then press Continue to process your payment.

Once your payment processing is complete you will see this message pop up.

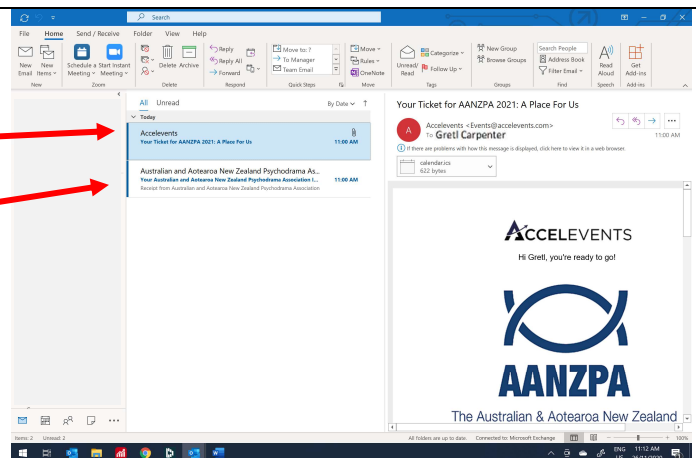
Pressing the close button will return you to the event site.



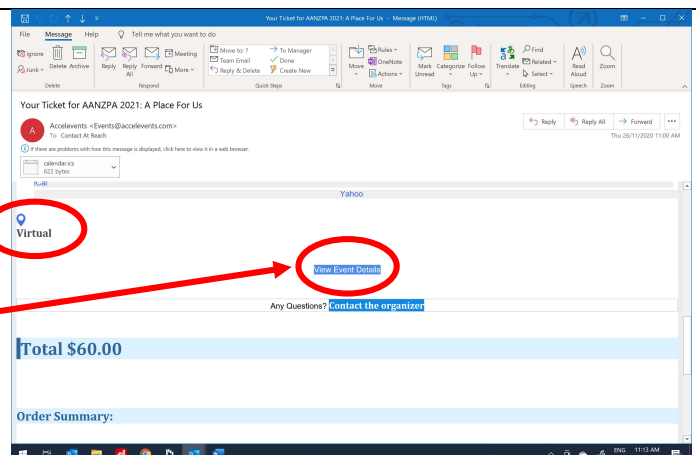
You will also receive 2 email confirmation messages –

1 from Accelevents, with your event “ticket”

And 1 from AANZPA with your payment receipt



Open the Accelevents email and scroll down till you see the “Virtual” heading.



You can use the View Event link at any time, to take you to the event site and log you in. You can also log into the site directly using your email and password. (Details below.)

Use the Contact link to reach us if you have any questions.

Registering to Attend Step 2 : Choosing your workshops

Back at the event site you will see that you are now logged in. That means you can proceed to choose the sessions you wish to attend.

Press the Program tab to proceed.

There are now some new buttons on the Program page which are personal to you.

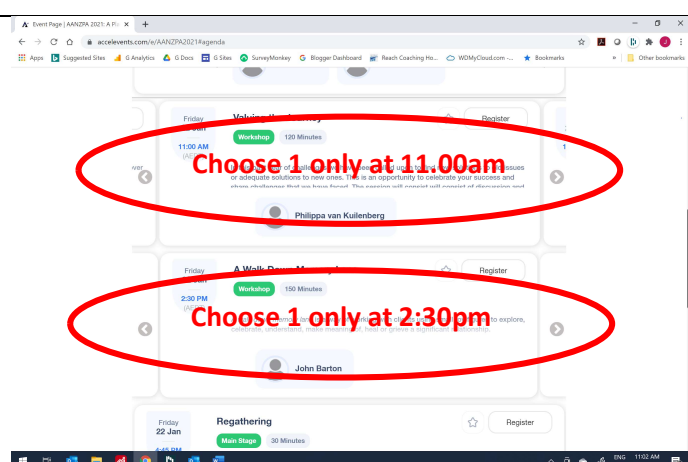
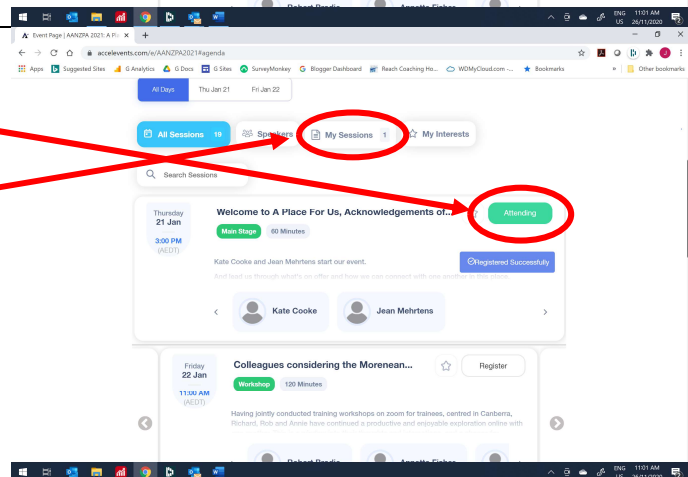
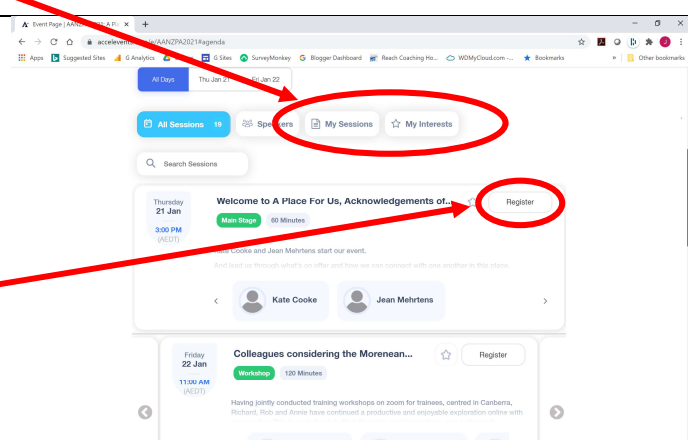
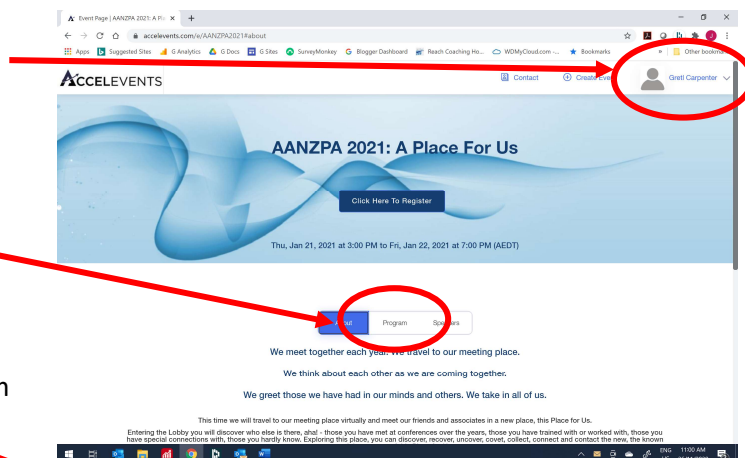
We encourage you to register and come to the **Opening and Closing sessions**, as well as your chosen workshops, as they are all part of the experience and will introduce you to all of the different activities that are available to you beyond the formal workshops.

Press the Register button beside each of your chosen sessions.

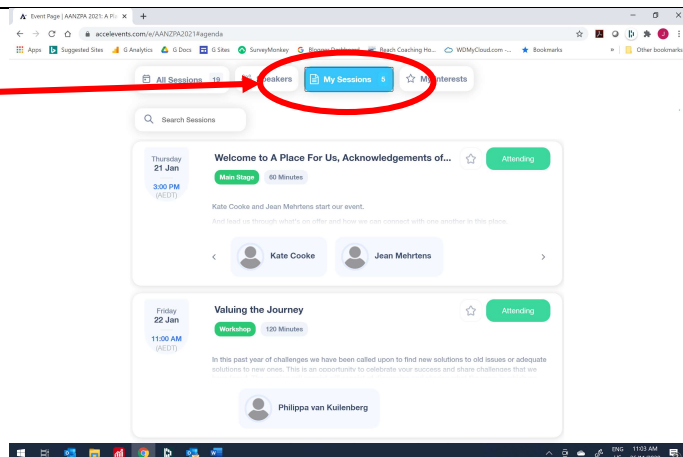
The button text will change to show that you are now registered – “Attending”.

And as you proceed each of your chosen sessions will be added to your My Sessions tab.

For the 2 bands of concurrent workshops that commence at 11am and 2:30pm AEDT, please **CHOOSE ONLY ONE WORKSHOP IN EACH BAND.**



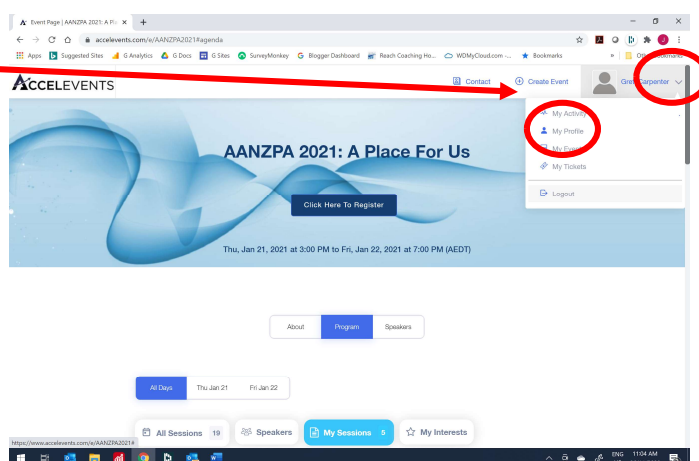
Once you have completed your choices you can click on the My Sessions button for a personal summary of what you have signed up for.



Registering to Attend Step 3 : Updating Your Profile

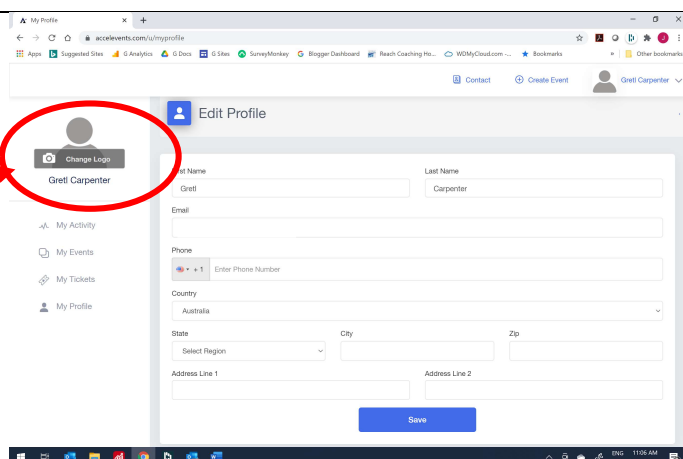
As part of the event you will be able to see and mingle with all of the people who are present, much as you can at a live conference, interacting with them 1 on 1 or in groups. (More detail on this will be provided separately.) For this to work well it helps if you provide a little information about yourself, so that people can recognise and warm up to you. **You** get to decide how much you share, other than simply your name.

Click on the down arrow just to the right of your name and then choose the My Profile option.

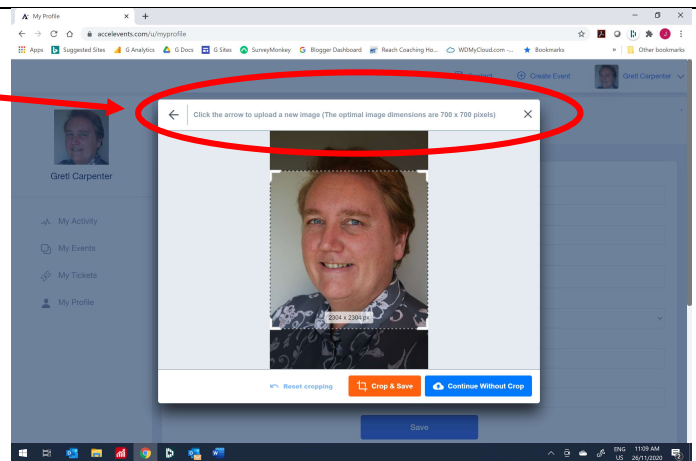


This is the information that will appear within your shared profile during the event. Fill in as much or as little as you prefer.

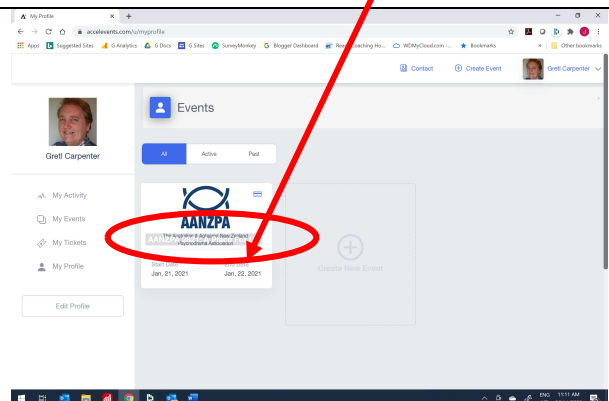
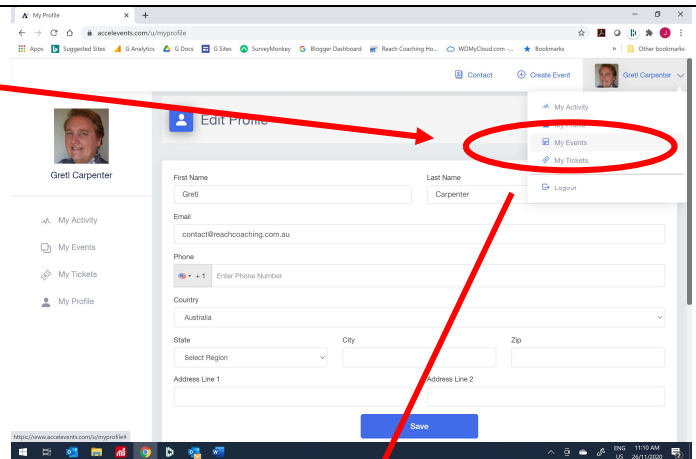
Click here to add a photo. It is a great idea if you are willing, as it is much easier to warm up to a sea of faces than a room full of grey silhouettes.



Take note of the image guidelines if you do decide to include your photo.



Once completed, you can return to the main event page via the My Events menu option.



Logging In Without Your Email Ticket

As an alternative, if you can't put your hand on your Ticket email from Accelevents, which contains your personalised link to the event, you can always **log into the event site directly**.

Go to the website and click the Login menu option.

Then enter your user name (email address) and password.

