

## ASN Events Online Registration System - Instructions for Group Managers

ASN Events have developed a new online registration system that allows individuals and groups greater flexibility when registering and altering details for a conference along with immediate access to tax invoices.

Payment can be completed quickly online or via direct credit or cheque.

Group Managers have the option to register all members of their group themselves, or ask their members to register individually and then add themselves to the group.

### Option 1 - You know delegate names in advance and you wish to register all your group members at once.

**Step 1** – On the conference web site please familiarise yourself with the registration options and accommodation terms and conditions. From the Registration Page, please click on **Click Here to register...**

**Step 2** – The below screen will open.

The screenshot shows a registration page with a light blue header containing the text "Login to continue". Below the header, there are three main sections:

- Register as a new delegate**: Includes the subtext "Register your details with ASN Events." and a blue "Register now" button.
- Returning delegates**: Includes the subtext "Login for this event or another ASN managed event." and a "Login" button. It features input fields for "Email:" and "Password:", and a link for "Forgotten password?".
- Register on behalf of more than one delegate**: Includes the subtext "If you are registering on behalf of more than one person, register as a member manager. This will allow you to create multiple profiles and manage them all." and a blue "Register now" button.

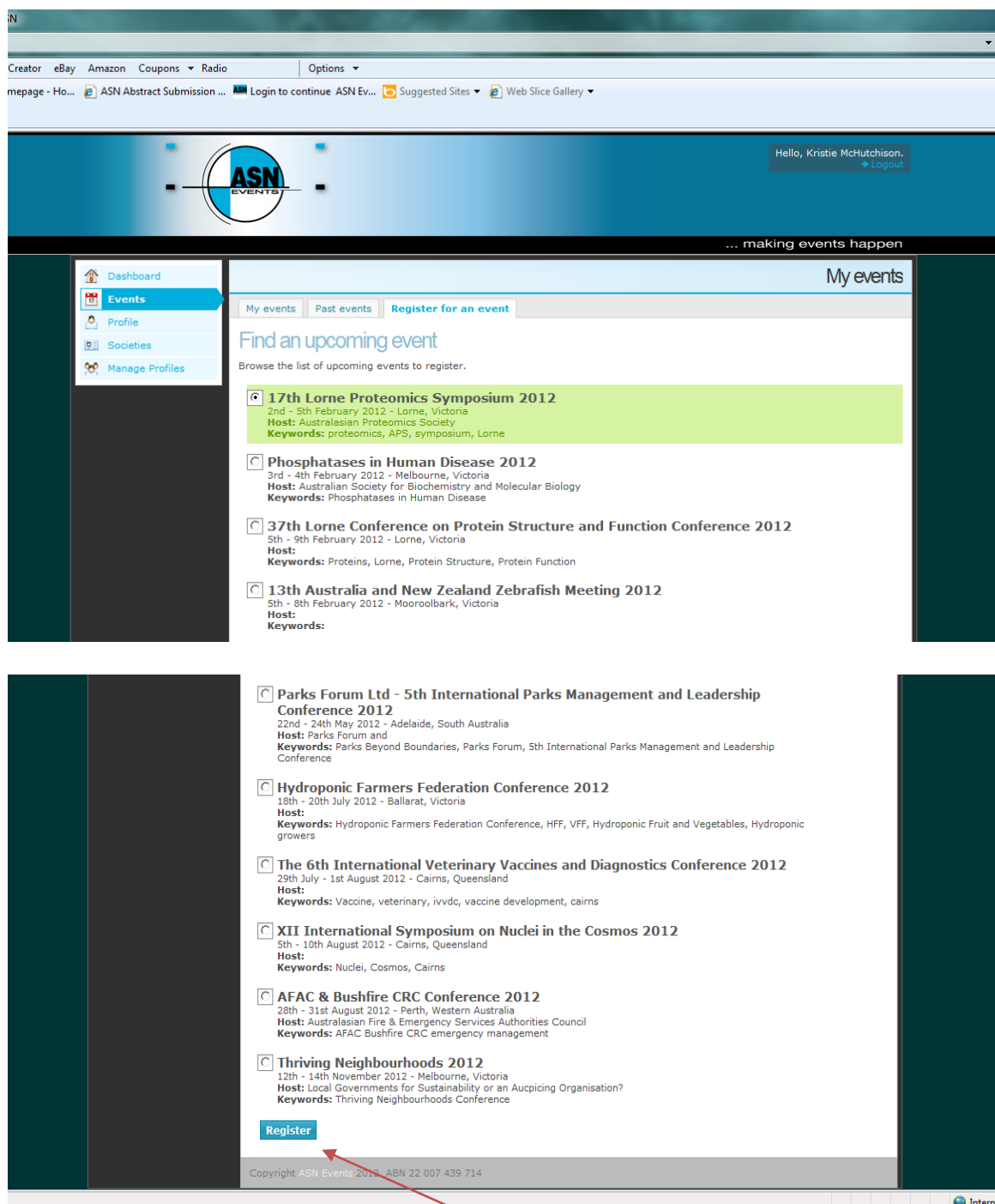
A yellow callout box on the right side of the page contains the text: "Once you have registered your details with the database you will not have to enter your personal details again for another conference being run by ASN Events. You can return to this page for records and changes." A red arrow points from the bottom right towards the "Register now" button of the third option.

Please select the last option on the page – [Register on behalf of more than one delegate](#)

Complete your contact details. You need to create a password here that can be characters with or without numbers. Passwords are case sensitive. Sections in red must be completed. When finished, click on **Proceed** at the bottom of the page.

**Step 3** – Select **Find an event**. The below screen will then open.

**PLEASE NOTE – 17<sup>th</sup> Lorne Proteomics Symposium 2012 is only being used as an example.**



Scroll down until you find the conference you are going to attend. Select the conference and then click on **Register** at the bottom of the page.

If you are attending the conference yourself, select **Register** and continue through the registration process. You will be asked to select a registration type, add-ons and accommodation. Leave blank if not required. At the end select **Return to your dashboard**.

**PLEASE NOTE - If you are not attending the conference proceed to step 4 without registering here.**

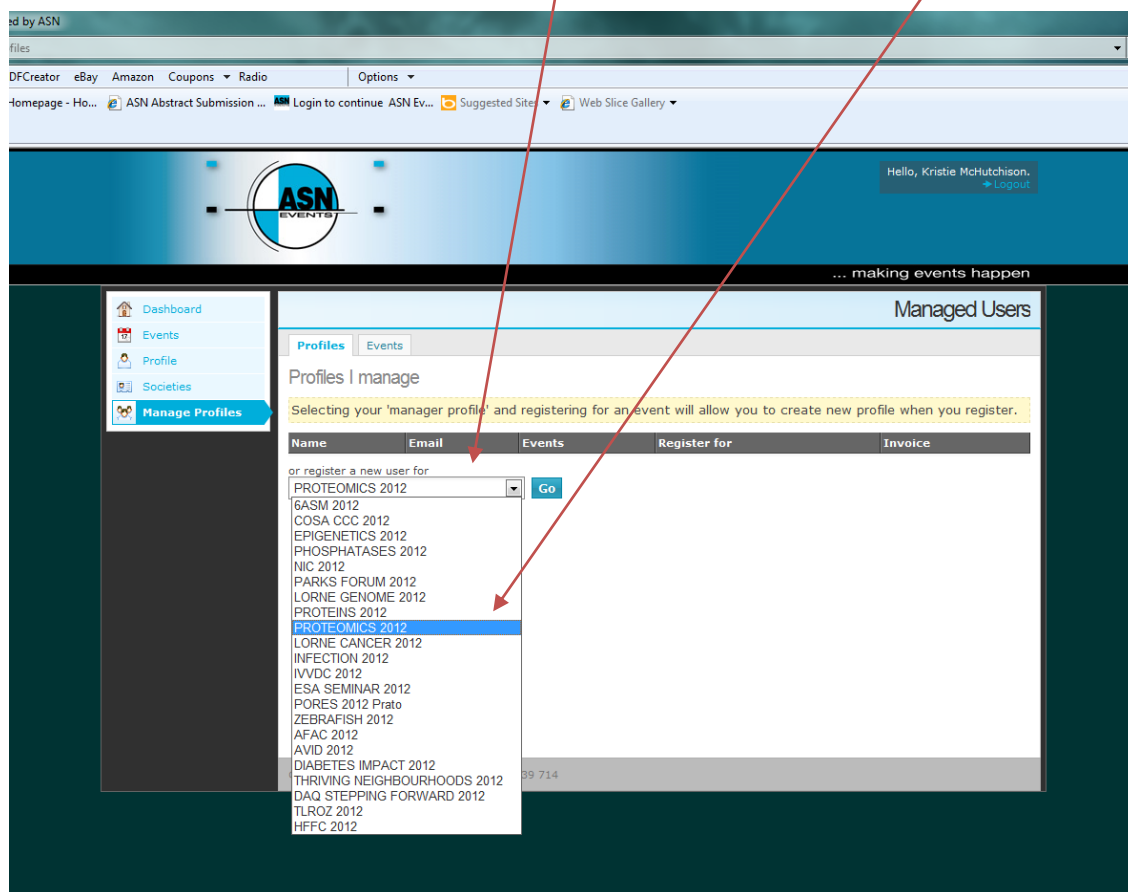
## Step 4 – This is your conference “Dashboard”

The screenshot shows a web browser window displaying the ASN Events dashboard. The browser's address bar shows 'nt/1132'. The page header includes the ASN Events logo and a user greeting: 'Hello, Kristie McHutchison. Logout'. Below the header, the event title '17th Lorne Proteomics Symposium 2012' is displayed, along with the dates '2nd - 5th February 2012' and location 'Mantra Erskine, Lorne, Victoria'. The main content area is titled 'My events' and contains three sections: 'Registration' (with a 'Register' button), 'Accommodation' (with a note that registration must be completed before selecting accommodation), and 'Abstract' (with a 'Submit New' button). A yellow callout box on the right states: 'This is your event dashboard. Here you can complete all sections of your event participation in whichever order you like.' The left sidebar contains navigation links: 'Dashboard', 'Events', 'Profile', 'Societies', and 'Manage Profiles'. The footer includes the copyright notice: 'Copyright ASN Events 2012. ABN 22 007 439 714'.

The screenshot shows the 'Managed Users' page in the ASN Events system. The browser's address bar shows 'files'. The page header includes the ASN Events logo and a user greeting: 'Hello, Kristie McHutchison. Logout'. Below the header, the page title is 'Managed Users'. The main content area is titled 'Profiles I manage' and contains a yellow callout box: 'Selecting your 'manager profile' and registering for an event will allow you to create new profile when you register.' Below this, there is a table with columns: 'Name', 'Email', 'Events', 'Register for', and 'Invoice'. The table is currently empty. Below the table, there is a form to 'register a new user for' with a dropdown menu showing '6ASM 2012' and a 'Go' button. The left sidebar contains navigation links: 'Dashboard', 'Events', 'Profile', 'Societies', and 'Manage Profiles'. A red arrow points from the 'Manage Profiles' link in the sidebar to the 'Go' button in the form. The footer includes the copyright notice: 'Copyright ASN Events 2012. ABN 22 007 439 714'.

To register your delegates – From your Dashboard, select **Manage Profiles** from the left hand side options.

In the next screen select **register a new user for** and scroll down to find the Conference, Proteomics 2012 and then click on **Go**.



**Step 5** – Complete the details of your first delegate. Company details will automatically appear. You can replace these if they are not appropriate.

You will be asked if you wish the delegate to receive emails generated from the system. Select **No** if you do not want them receiving registration confirmation and tax invoices. Please insert your own email as **Extra Email Addresses** at the bottom of the login page.

You can also decide whether you want to give your delegates their password to make changes themselves.

**PLEASE NOTE - This system is email address driven, therefore an email address can only be used once and cannot be changed or overwritten.** This helps avoid duplication and will mean that your delegates can not re-register themselves unless from a private email address.

Select Register at the bottom of this screen and proceed through the registration. At the end, you can return to your dashboard and register the next person.

Once all members of your group are registered, you can download a group tax invoice and arrange payment.

**Option 2 – You know your delegates who will be registering themselves at a later stage and then will be added to the group.**

In order for your delegates to be able to join your group, you must have created a profile for yourself.

**Step 1** – Please select the first option on the page – [Register as a new delegate](#)  
Complete your own contact details and click on ***Proceed***.

**Step 2** – You can now pass on the following instructions to your members to register:  
(see new page for ease of copying)

**Note to Group Manager** – Please ensure the delegate makes payment for additional add-ons at the time of registering otherwise the add-on amount will be outstanding on the group tax invoice. The add-on will still appear on the group tax invoice but there will also be a paid amount to match.

Once all group members are added, you can download a group tax invoice and arrange payment.

## ASN Events Online Registration System - Delegate Instructions

**Step 1** – On the conference web site, please familiarise yourself with the Registration options & Accommodation terms and conditions. From the Registration Page, please click on **Click Here to register...**

**Step 2** – Please select the first option on the next page – [Register as a new delegate](#) Complete your own contact details. You need to create a password here that can be characters with or without numbers. Passwords are case sensitive. Sections in red must be completed. At the bottom of the page please insert the group manager's email as **Extra Email Addresses**. Click on **Proceed**.

**Step 3** – Continue through the registration process. At the end you will be asked whether you wish to continue on to payment or return to your dashboard.

**Step 4** – If you are paying for any add-ons yourself, you can continue on to the payment screen to make a personal payment on your credit card for this amount.

After which/alternatively, please return to your dashboard to add yourself to the group.

This page will appear:

The screenshot shows a web browser window displaying the ASN Events Online Registration System dashboard. The browser's address bar shows the URL 'http://1132'. The page title is '17th Lorne Proteomics Symposium 2012', hosted by and managed by ASN Events. The event dates are '2nd - 5th February 2012' in 'Mantra Erskine, Lorne, Victoria'. The dashboard is titled 'My events' and has a navigation menu with 'Events' selected. The main content area is divided into several sections:

- Registration:** A green checkmark indicates that registration is complete. It provides instructions on how to edit information and contact ASN Events. Details include 'Full Conference Registration AU\$510.00'. A summary section is also present.
- Memberships:** A green checkmark indicates membership status. It lists the 'Australasian Proteomics Society' as a member organization.
- Add-ons:** A section indicating 'No addons selected' with a 'Manage' button.
- Accommodation:** A section indicating that accommodation has not yet been selected and providing contact information for Bree Knights.
- Payment:** A section showing a total of AU\$510.00 and an outstanding amount of AU\$510.00, with a 'Make Payment' button.
- Abstract:** A section indicating that an abstract has not yet been submitted, with a 'Submit New' button.
- Invoice/Receipt:** A section indicating that the invoice has been emailed, with a 'Download Invoice' button.

A yellow callout box on the right side of the dashboard states: 'This is your event dashboard. Here you can complete all sections of your event participation in whichever order you like.'

Select **Profile** in the left hand options and then the **Manager** tab across the top.

The screenshot shows the ASN Events website interface. The left-hand navigation menu has 'Profile' selected. The top navigation bar has the 'Manager' tab selected. The main content area is titled 'My profile' and contains a form with the following sections:

- Fields in red are required.**
- Login details**  
The email address and password you supply here will be used to login in future, to change your registration details or register for future events.  
**Email:** kristie@hotmail.com
- Personal details**  
Please confirm your profile details are up-to-date before continuing.  
**Email:** kristie@hotmail.com  
**Title:** [input field]  
**First name:** Kristie  
**Family name:** McHutchison  
**Position:** [input field]  
**Department/division:** [input field]  
**Organisation:** ASN Events  
**Address:** [input field]  
**Town/suburb:** [input field]  
**State:** [input field]  
**Post Code:** [input field]  
**Country:** Australia (+61) [dropdown menu]  
**Work phone number:** [input field] [input field]  
**Work fax number:** [input field] [input field]  
**Mobile:** [input field]
- Are you a full-time student?**  Yes  No

Please add your group manager's email address here. This will add you to the group.

The screenshot shows the ASN Events website interface. The left-hand navigation menu has 'Profile' selected. The top navigation bar has the 'Manager' tab selected. The main content area is titled 'My profile' and contains a form with the following sections:

- My details** | **My nametag** | **My password** | **Manager**
- You don't currently have a group manager selected.**
- Manager's email:** [input field]
- Save** [button]

**PLEASE NOTE – You may wish to save the web address in your favourites so that you can return to your dashboard at any time.**

### Option 3 – You know some members have already registered independently of your group

Email Kristie McHutchison - kristie@asnevents.net.au at ASN with the names of the people in your group that you know have already registered. We will add you to their profiles as group manager.

At any time ASN staff can assist with queries or ensuring delegates are placed in your group.

#### **Group Payments –**

Payment for registration and accommodation will appear as a credit on the Group Leaders account once paid. We will then allocate it to each of the group delegates as they register. Any outstanding amounts after allocation will be invoiced from the online system and are payable as they fall due. All accounts must be settled prior to the conference.

#### **Viewing Group Tax Invoices –**

The group manager and individuals can view or download a tax invoice at any time. Return to your profile as a [Returning delegate](#), click on the **Event** tab and then on the **invoice** box. Any changes made will be reflected on the invoice. To return to your dashboard, please press the **return** button.

#### **Viewing Individual Delegates profiles/accounts –**

The group manager can view the details of his or any delegate in his group. Return to your profile as a [Returning delegate](#), Click on the **name of the delegate** from the list in your group. To see what they are registered for click on the **manage** box. To view or change their profile details click on **Profile** in the left hand options. Once registered, you can not change a registration type. You will need to contact ASN to do this.

**Please note again, the ASN online registration system is email address driven. Delegates cannot be entered until there is a valid email address for them. An email address can only be used once and only be used for one delegate. Group managers should always add their emails in to the members profile as an Extra email address.**