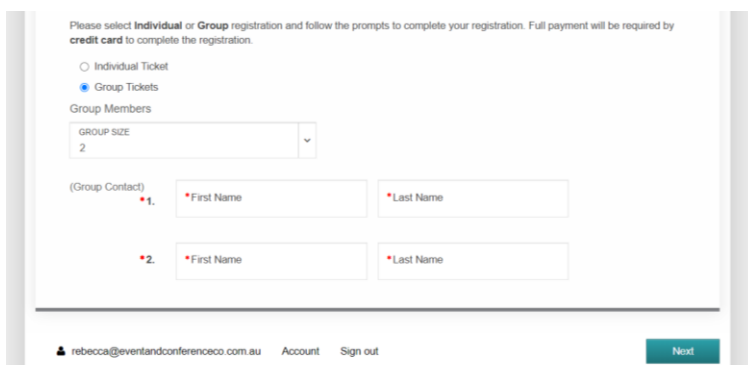


Group bookings- How to guide

1. Click the link to purchase available via the website <http://www.wanmea.com.au/gala-ball-registration.html>
2. Create a new user account
3. On the next page, click group, and select the number of people within the group (i.e below we have selected two people).



Please select **Individual** or **Group** registration and follow the prompts to complete your registration. Full payment will be required by **credit card** to complete the registration.

Individual Ticket

Group Tickets

Group Members

GROUP SIZE

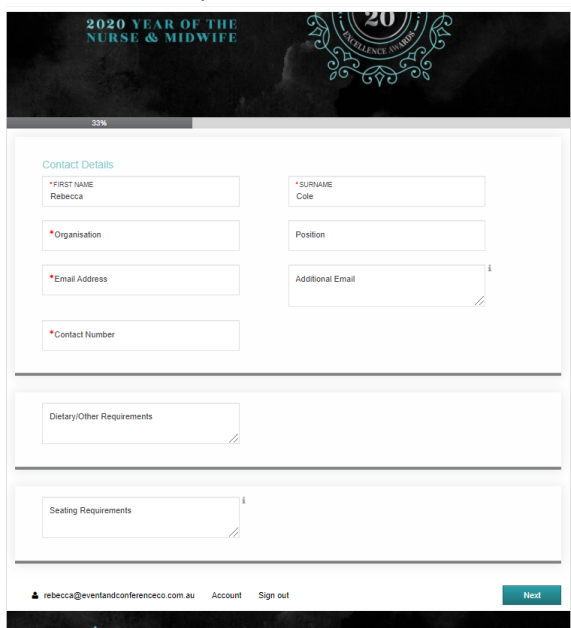
(Group Contact)

*1.

*2.

rebecca@eventandconferenceco.com.au Account Sign out

4. Now input the first and last name of each attendee
5. Please now complete all relevant contact information for attendee 1



2020 YEAR OF THE NURSE & MIDWIFE

33%

Contact Details

*FIRST NAME

*SURNAME

*Organisation

Position

*Email Address

Additional Email

*Contact Number

Dietary/Other Requirements

Seating Requirements

rebecca@eventandconferenceco.com.au Account Sign out

6. Note: If you are booking as a group, there is no need to complete seating request (unless you specifically want to be seated from someone who has booked independently of you).
7. Select the ticket type (awards ticket) and click next

- At the summary page, you can now click **register** and go through the same process as above for attendee number 2

15 May 2021
2020 YEAR OF THE NURSE & MIDWIFE

Summary

Contact	Status	Total Amount	
Rebecca Cole	Completed	165.00	Edit/View
Tracy Marescia	To Be Completed	0.00	Register
Total Amount (Paid by group contact)		165.00	

[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.

Cancellations & Refunds
All requests for registration refunds must be made in writing. For cancellations made prior to 23rd April 2021, a full refund will be offered. Refunds will NOT be processed for cancellation after 23rd April 2021, however substitute attendees are acceptable.

*Agree

rebecca@eventandconferenceco.com.au Account Sign out [Next](#)

EVENT & CONFERENCE CO.
wanmea@eventandconferenceco.com.au
08 6102 2516

- It will now take you to the next page which will request relevant contact details for attendee 2. Once complete, please press next.

Contact Details

*FIRST NAME
Tracy

*SURNAME
Marescia

*Organisation/Employer

Position

*Email Address

Additional Email

*Contact Number

Dietary/Other Requirements

Seating Requirements

rebecca@eventandconferenceco.com.au Account Sign out [Next](#)

EVENT & CONFERENCE CO.
wanmea@eventandconferenceco.com.au
08 6102 2516

- Select ticket type (awards ticket) and click next.
- Then the summary page will come up. Please click agree to the terms and click next.
- The payment page will then appear, online credit card registration is the only payment option available for this event, so please click this option.

13. Finally input your credit card details and press submit.

The screenshot shows a payment form for an event. At the top, it says "15 May 2021" and "20th YEAR OF THE NURSE & MIDWIFE". Below this is a table with the following data:

	AUD
Registration Total	320.00
Includes tax	30.00
Amount Payable	350.00

Below the table, the "Payment Method" is set to "Online credit card payment". The form includes fields for "CARD TYPE" (AMEX), "Card Number", "Name on card", "MONTH" (01), "YEAR" (2021), and "CCV". At the bottom right, there is a "Submit" button. The footer contains the email "rebecca@eventandconferences.co.au", "Account", "Sign out", "Back", and "Home" buttons, along with the company name "EVENT & CONFERENCE CO." and contact information "rebecca@eventandconferences.co.au" and "08 6102 2516".

14. Finally, a thank you screen will appear, your registration is now complete. A confirmation email will be sent to all individuals input into the registration form.

Please note, the invoice will only be sent to the key contact (attendee 1).