

Event/ Registration

Individual booking

- Click on the link provided in the newshot flyer – this will take you to the Registration page.

Or

- Go to www.nibacollege.com.au
- click on **What's On** located on the top of the home page
- This will bring up the NIBA College Calendar
- Select the seminar you would like to attend by clicking on the name of the seminar
- You are able to view the seminar content, Who should attend, Speakers, Date and venue, CPD Rating and the Cost
- To register click on the registration link
- **LOG IN – you must log in to receive your member discount**
- If you don't know your login details please click on the 'Lost Password' link on the home page, enter your email address and your details will be sent to you.
- Once logged on
- Select the number of delegates you wish to register and click next

I want to register delegate(s)

Next >>

- This will default to a checked box 'select staff member(s) and a list of staff. (If the employee does not appear on your list please contact the Seminars Assistant on (02) 9459 4311).

- Select staff member(s)
- Add Other Delegate

- Select the employee(s) and click the next button – if you hold down the Ctrl key you can select multiple staff.
- If you are enrolling attendees that are not from your company you need to check the 'add other delegate' and enter their details click next
- Once you have entered all the attendees you will have the option to complete your booking or change the attendees.
- If you are ready to pay 'you have completed registering people' click next
- This takes you to the payment screen.
- Enter your credit card details, once completed click **Pay Now – do not refresh**
- After your request has been processed a new page will appear that will confirm you're booking. Here you can open, save or print your tax invoice
- A confirmation will be sent to the attendee(s) email address.

Table Booking (only selected Events/Luncheons have table bookings available)

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Or

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- This will bring up the NIBA College Calendar
- Select the seminar you would like to attend by clicking on the name of the seminar
- You are able to view the seminar content, Who should attend, Speakers, Date and venue, CPD Rating and the Cost
- To register click on the registration link
- **LOG IN – you must log in to receive your member discount**
- If you don't know your login details please click on the 'Lost Password' link on the home page, enter your email address and your details will be sent to you.
- You now have the option to purchase a table(10) or a number of attendees.



I want to register a table of 10.

OR



I want to register delegate(s)

- **Booking at table**
- Check the circle of the 'I want to register a table of 10' click next
- A list will now come up on the screen with all of the employees at your branch (If the employee(s) does not appear on your list please contact the Seminars Assistant on (02) 9459 4311).
- Either select all 10 attendees - you can do this by holding the Ctrl key and clicking on all 10 names click next
- 'you have completed registering people' click next

Or

- Select one name, your name or person paying or who the table will be booked under click next
- Click skip this step
- This takes you to the payment screen.
- Enter your credit card details, once completed click **Pay Now – do not refresh**
- After your request has been processed a new page will appear that will confirm you're booking. Here you can open, save or print your tax invoice
- A confirmation will be sent to the attendee(s) email address.

- **Booking a number of delegates**
- Check the circle of 'I want to register # delegates' click next
- This will default to a checked box 'select staff member(s) and a list of staff. (If the employee does not appear on your list please contact the Seminars Assistant on (02) 9459 4311).

Select staff member(s)

Add Other Delegate

- Select the employee(s) and click the next button – if you hold down the Ctrl key you can select multiple staff.
- If you are enrolling attendees that are not from your company you need to check the 'add other delegate' and enter their details click next
- Once you have entered all the attendees you will have the option to complete your booking or change the attendees.
- If you are ready to pay 'you have completed registering people' click next
- This takes you to the payment screen.
- Enter your credit card details, once completed click **Pay Now – do not refresh**
- After your request has been processed a new page will appear that will confirm you're booking. Here you can open, save or print your tax invoice
- A confirmation will be sent to the attendee(s) email address.