

## Seminar Registration Instructions

- Click on the link provided in the newshot flyer – this will take you to the Registration page.
- Or
- Go to [www.nibacollege.com.au](http://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
- Click on Register Now
- **If you are a member 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 >>

1. **Non - members** enter the details of the attendees, one at a time, click next.
2. Go to step 6
3. **Members** this will bring up a list of staff. (If the employee does not appear on your list please contact the Seminars Assistant on (02) 9459 4311).
4. Select the employee(s) and click the next button – if you hold down the Ctrl key you can select multiple staff. Click next
5. Once you have selected all attendees you now have the option to complete your booking or change the attendees
6. Once all attendees are entered it will say 'you have completed registering people' click next
7. This takes you to the payment screen.
8. Enter your credit card details, once completed click Pay Now – **DO NOT refresh!**
9. 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
10. A confirmation will be sent to the attendee(s) email address.