

# Online registration

## User guidelines

Outlined below are detailed guidelines on how to register for CEDA events via our online registration system at [www.ceda.com.au](http://www.ceda.com.au).

Read through the guidelines or click the links below to jump to a particular section.

[Entering the attendee information](#)

[Choosing a ticket](#)

[Registering additional people for this event](#)

[Registering guests and wish to receive the tax invoice to your email](#)

[Booking seats for guests whom you have not yet invited](#)

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- [Credit card payment](#)
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[Cancelling registrations or substituting attendees](#)

[Logging in to the member only section of CEDA's website](#)

[Corporate tables](#)

- [Registering your guest details online](#)
- [Timelines for entering guest details online](#)

[Member only lunches](#)

[Trustee only lunches](#)

To register for a specific CEDA event go to [www.ceda.com.au](http://www.ceda.com.au) and click on the State in which the event is being held to see the event listing for that State.



**EVENTS**

SEARCH BY LOCATION

FEATURED EVENT  
Queensland transport infrastructure series: Evidence based investment  
Wednesday, 24 August  
New solutions and alternative approaches to meeting Queensland's infrastructure needs in the resources boom. Register [online](#)

[See all events](#)

Scroll through the event listing to locate the correct event.

For public events that are open for registration, a [Register Online](#) link will appear to the left of the event.

### Tony Abbott on the Economic Challenges Facing Australia

**VIC**  
**29 Aug**

**Topic:** Economy  
**Venue:** Hilton on the Park, 192 Wellington Parade, East Melbourne, VIC  
**Event Type:** Lunch (12.00pm to 2.00pm)

**Register  
Online**

**Speaker(s):** The Hon Tony Abbott MHR, Leader of the Opposition

Join CEDA as we welcome Leader of the Opposition, The Hon. Tony Abbott MHR to deliver a keynote address on the Economic Challenges Facing Australia, looking at the critical issues in Australia's economic outlook.

**NB – Trustee only lunches** are not available for online registration. Please contact your [State office](#) to enquire about attendance.

## Entering the attendee information

Step one of the process is to enter the first attendee's information to the system.

Those fields marked by a red asterisk (\*) are **mandatory** and must be completed.

The **email address** entered must be the attendees direct email address, and not a generic company email or a PA or assistant's email.



### Women in Leadership Series Part 3

Date: 24 Aug 2011  
Topic: Leadership/Management  
Venue: Shangri-La Hotel, 176 Cumberland Street Sydney NSW  
Event type: Lunch (11.45am to 2.00pm)  
Speakers:

#### Attendee

**Please enter the email address of the person attending the event.**  
The registration process relies on an individual email address to identify each attendee. Using a duplicate email (a generic or personal assistant's email address) will prevent you from registering more than one person.

**\* Mandatory fields required.**

Title	<input type="text" value="Please Select"/>	*
First name	<input type="text"/>	*
Last name	<input type="text"/>	*
Position	<input type="text"/>	*
Organisation	<input type="text"/>	*
Email	<input type="text"/>	*
Phone number	<input type="text"/>	*
State	<input type="text" value="Please Select"/>	*
Special requirements	<input type="text"/>	

**Corporate tables**  
Please book your tables in the name of the table host or organiser. On receipt you will receive a confirmation email which will request you to provide your complete corporate table guest list one week before the event.

## Troubleshooting

If you click Next and the site does not move to the next screen, it is likely to be that something is incorrect or incomplete on the page. Check the following:

- If fields have not been completed, red error messages, as shown in the example to the right, will appear. You must complete these in order to move to the next screen.
- If you have used an email address which is not unique to the person being registered, the following message will appear at the top and bottom of the screen.

Email	<input type="text"/>	* Email is required
Phone number	<input type="text"/>	* Phone number is required
State	<input type="text" value="Please Select"/>	* State is required

**The email address you have provided is duplicated in our database. Unfortunately you are unable to proceed with your registration online for that email. Please contact your local [CEDA office](#) to rectify this issue.**



Return to the email field and enter a unique email address.

Click Next to proceed to the next screen.

## Choosing a ticket

The next screen will allow you to choose the type of ticket or registration required for the booking.

You will see the name of the person you have registered.

**Step 1 Attendees** | Step 2 Confirmation | Step 3 Receipt

**Women in Leadership Series Part 3**

Date: 24 Aug 2011  
Topic: Leadership/Management  
Venue: Shangri-La Hotel, 176 Cumberland Street Sydney NSW  
Event type: Lunch (11.45am to 2.00pm)  
Speakers:

**Attendee List**

+ Add a new Attendee

Select a ticket type for each attendee.

Bill Smith

Corporate tables  
Please book your tables in the email which will request you to provide your complete corporate table guest list one week before the event.

Single registration ( 11:45 AM - 2:00 PM ) \$160.00  
Corporate table x 10 ( 11:45 AM - 2:00 PM ) \$1,518.00

**Privacy and security**  
CEDA collects this information to conduct our business, and it will not be passed to other organisations.  
Photography and audio recording may take place at CEDA events and may be reproduced in CEDA publications or on our website.

**Next**

Click the arrow on the drop down menu to see the available ticket options.

Click on the required ticket type.

If you are registering a single person or a single corporate table ticket only, click Next to continue to the next screen.

## Registering additional people for this event

If you are registering a number of single attendees, you can do this at one time, to allow you to receive a single invoice and to ensure that these people will be seated together.

Once you have registered the first person and chosen the single registration ticket, click Add a new Attendee.

You will be taken back to the Attendee screen to add the second attendees details. All of the same requirements and restrictions listed above apply.

**Attendee List**

+ Add a new Attendee

Select a ticket type for each attendee.

Bill Smith

Corporate tables  
Please book your tables in the email which will request you to provide your complete corporate table guest list one week before the event.

Single registration ( 11:45 AM - 2:00 PM ) \$160.00  
Corporate table x 10 ( 11:45 AM - 2:00 PM ) \$1,518.00

**Privacy and security**  
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**Next**

Once all attendee details are added, click Next. You will be directed to the Attendee List screen once again, to choose the relevant ticket for this second attendee.

Continue this same process for each additional attendee.

You will see the list of attendees with their chosen registration ticket types.

Once all attendees are registered, click [Next](#).

### Attendee List

[+ Add a new Attendee](#)

Select a ticket type for each attendee.

<input type="checkbox"/> Bill Smith	Single registration ( 11:45 AM - 2:00 PM ) \$160.00
<input type="checkbox"/> Bert Brown	Please Select

**Corporate tables**  
Please book your tables in the name of the table host or organiser. On receipt you will receive a confirmation email which will request you to provide your complete corporate table guest list one week before the event.

**Privacy and security**  
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Next

## Registering guests and wish to receive the tax invoice to your email

You would like to register guests to an event and would like the tax invoice/receipt to be sent to your email rather than those for whom you are booking.

First, you must log in to the members section of CEDA's website. [Click here](#) to go to the section for logging in to the members section.

Once you have logged in, register each individual person per the instructions above.

Once all guests are registered, and before you click Next to go to the confirmation page, you must delete your registration from the list.

To do this, click the x next to your name on the attendee list. You will receive a message asking you to confirm this deletion.

Once this record is deleted, click Next to move to the confirmation page.

### Attendee List

[+ Add a new Attendee](#)

Select a ticket type for each attendee.

<input type="checkbox"/> Bill Smith	Single registration ( 11:45 AM - 2:00 PM ) \$160.00
<input type="checkbox"/> Bert Brown	Please Select

**Corporate tables**  
Please book your tables in the name of the table host or organiser. On receipt you will receive a confirmation email which will request you to provide your complete corporate table guest list one week before the event.

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Next

## Booking seats for guests whom you have not yet invited

You or a colleague wish to register for an event, and hold seats for guests who are still to be invited.

You are unable to book seats online without having full details of your guests. Therefore, you should register yourself or your colleague online as outlined above. You should then email the event coordinator as shown on your confirmation email, and ask them to hold the number of seats you require. Please provide payment details at this time.

Please note, seats being held without guest details are subject to the same cancellation clauses as all other registrations. Therefore, if you are unable to fill the seats you must ensure that they are cancelled before the cancellation date shown on your confirmation email, otherwise, payment will still be required and not refunds or credits can be issued.

Full details of your guests (including name, position, company, phone and email contacts) should be provided to the event coordinator by email once these have been confirmed.

## Payment

Step 2 of the process is confirming the registrations and choosing the payment type.

Check once again that you have :

- the correct event
- all attendees
- the correct ticket types

Step 1 Attendees    **Step 2 Confirmation**    Step 3 Receipt

### Driving workforce participation

Date: 14 Sep 2011  
Topic: Economy  
Venue: Deloitte Boardroom, Melbourne VIC  
Event type: Lunch (12.00pm to 2.00pm)  
Speakers:

### Confirmation

Attendee	Ticket type	Cost*
Sharon Braun	Table of 8 Lunch only	\$550.00
<b>Subtotal</b>		\$500.00
<b>GST</b>		\$50.00
<b>TOTAL</b>		\$550.00

\* displayed price is GST inclusive

### Select Payment Option

- Credit Card  
 Electronic Funds Transfer (EFT) or Cheque

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### Confirmation

Attendee	Ticket type	Cost*
Louisa Lanceford	Corporate table x 10 ( 12:00 PM - 2:00 PM )	\$1,441.00
<b>Subtotal</b>		\$1,441.00
<b>GST</b>		\$0.00
<b>TOTAL</b>		\$1,441.00

\* displayed price is GST inclusive

### Payment

Card type:  \*

Card number:  \*

Expiry:   \*

Card Security Code:  \*

Name on card:  \*

**Corporate tables**  
Please book your tables in the name of the table host or organiser. On receipt you will receive a confirmation email which will request you to provide your complete corporate table guest list one week before the event.

**Privacy and security**  
CEDA collects this information to conduct our business, and it will not be passed to other organisations. Photography and audio recording may take place at CEDA events and may be reproduced in CEDA publications or on our website.

Cancellations received by 5.00pm, 17 August 2011 will be refunded in full. Full payment is required for any cancellation received after this date or for non-attendance on the day. Substitutions may be made up to three days prior to the event. All cancellations and changes must be forwarded in writing (by email or fax).

I have read and agree to the terms and conditions of the cancellation policy

Choose your preferred payment type.

**NB.** Payments by credit card will be processed on the next screen. For payments by EFT or cheque, the next screen will provide you with an invoice and instructions for payment.

## Credit card payment

Full payment can be made online with a credit card and a tax invoice will be forwarded to the attendee immediately via email.

Enter details as follows:

- Card type – select from the drop down menu
- The full number on the front of the card, no spaces
- The expiry date shown on the front of the card – year first then month, select from the drop down menus
- The security number – last three digits on the back of the card for Visa/Mastercard, or four digits shown at the top right on the Amex card
- The name of the card holder as shown on the front of the card.

### Payment

Card type	Please select	*
Card number		*
Expiry	2011 01	*
Card Security Code		*
Name on card		*

### Troubleshooting

If, after you click Next, the screen does not progress, look at the top or bottom of the screen for a red error message.

If you see a message such as this it means that there is an error in the credit card details entered. Please check the details entered, amend any errors and click Next again.

date or for non-attendance on the day. Substitutions may be made at any time. All cancellations and changes must be forwarded in writing (by email or fax).

I have read and agree to the terms and conditions of the cancellation policy

Previous **Next**

**The registration was not successful. Invalid account number. Check credit card number and re-submit.**

Should the message include an instruction to ‘**contact the card issuer**’ this is an issue with the validity or credit limit of the card. This can only be addressed by your bank or card issuer – CEDA cannot assist with this and another credit card or another form of payment should be used.

### EFT or cheque payment

For payments by EFT/cheque you will need to provide

- the email contact for the person to whom the invoice should be sent
- and, if applicable, your organisation’s purchase order number

### Payment

Payment type	EFT or Cheque	
Invoice email	Event Registration	* (required field)
Purchase Order #		

### Completing payment

Once you have completed either the credit card payment or EFT/cheque payment requirements, you should

- read the privacy, corporate table and cancellation terms and conditions
- tick the box to confirm you have read these

**Corporate tables**  
Please book your tables in the name of the table host or organiser. On receipt you will receive a confirmation email which will request you to provide your complete corporate table guest list one week before the event.

**Privacy and security**  
CEDA collects this information to conduct our business, and it will not be passed to other organisations. Photography and audio recording may take place at CEDA events and may be reproduced in CEDA publications or on

Cancellations received by 5.00pm, 17 August 2011 will be refunded in full. Full payment is required for any cancellation date or for non-attendance on the day. Substitutions may be made up to three days prior to the event. All cancellations forwarded in writing (by email or fax).

I have read and agree to the terms and conditions of the cancellation policy

- click ok at the bottom right of the screen to finalise the registration.

## Confirmation/Tax invoice

You will see the booking confirmation on the screen.

**NB. For payments made by credit card**, a tax invoice/registration confirmation will be sent to the email address of the first person registered for the event.

**NB. For payments by EFT/cheque**, a tax invoice/registration confirmation will be sent to the email address entered at the payment/purchase order screen.

## Cancelling registrations or substituting attendees

Please note that registration cancellations or substitutions cannot be made online. These should be made in writing direct to the event coordinator, to the email address shown on your registration confirmation / tax invoice.

## Logging in to the member only section of CEDA's website

In order to access your corporate table bookings or to register for member only events you must log into the member only section of CEDA's website, as follows.

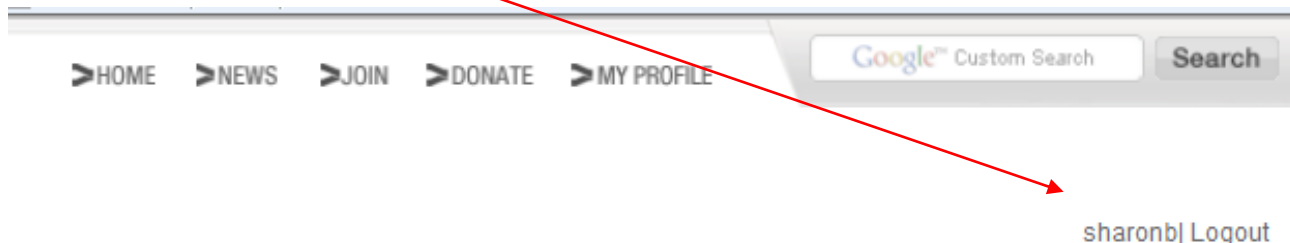
If you do not have a username and password set up, please contact the event coordinator or the membership coordinator in your [State office](#).

Enter your Username and Password and click Login.

The screenshot shows the CEDA website's login interface. At the top, there is a navigation bar with links for HOME, NEWS, JOIN, DONATE, and MY PROFILE. A search bar is located on the right side of the navigation bar. Below the navigation bar is a login form with two input fields: USERNAME and PASSWORD. A Login button is positioned to the right of the PASSWORD field. A link for 'Forgotten your login details?' is located below the login form. The main content area is divided into three sections: NEWS AND ANALYSIS, POLICY PRIORITIES, and EVENTS. The NEWS AND ANALYSIS section features a headline: 'Energy efficiency missing component in climate policy compensation package'. The POLICY PRIORITIES section features a headline: 'Energy and climate policy'. The EVENTS section features a 'SEARCH BY LOCATION' feature and a 'FEATURED EVENT' section with the headline: 'Queensland transport infrastructure series: Evidence based investment'.



When the login is accepted, the screen will refresh and your username will be shown where the login fields were previously.



Once you have logged into the members only section, you can click the My Corporate Tables link to enter guest details, or register for member only events via the Register Online link next to the relevant event.

## Corporate tables

A corporate table ticket can be booked through the process above. When entering the name of the attendee for a corporate table booking, the details should be either the table host or the person who will be organising the table.

**NB.** It is ok to book the table in the name of someone who is not attending the event. You can delete this person later when adding your guest names.

## Registering your guest details online

CEDA's online registration system allows you to return to the table booking in the lead up to the event and add your guest details as they are confirmed.

## Timelines for entering guest details online

For planning and production purposes we ask that you enter all of your confirmed guests via the online system by **one week out from the event date in order for the guest details to be incorporated into the delegate handout.**

The online system will be available for details to be added until **three days out from the event** and must be completed by this time **in order for a namebadge to be available** for your guests.

**NB.** Ideally, we suggest that you enter your guest details as they are confirmed to avoid the last minute rush as deadlines approach.

You can access your corporate table guest details in one of two ways. In either case you will need to log into CEDA's member only section of the website so must have a username and password. If you do not current have a username and password please contact the event coordinator or your [State office](#).

**At the time of registration** – At step 3 of the registration process you will see a booking confirmation with a Print button at the bottom. Alongside this is a link which will take you to the screen where guest details can be added

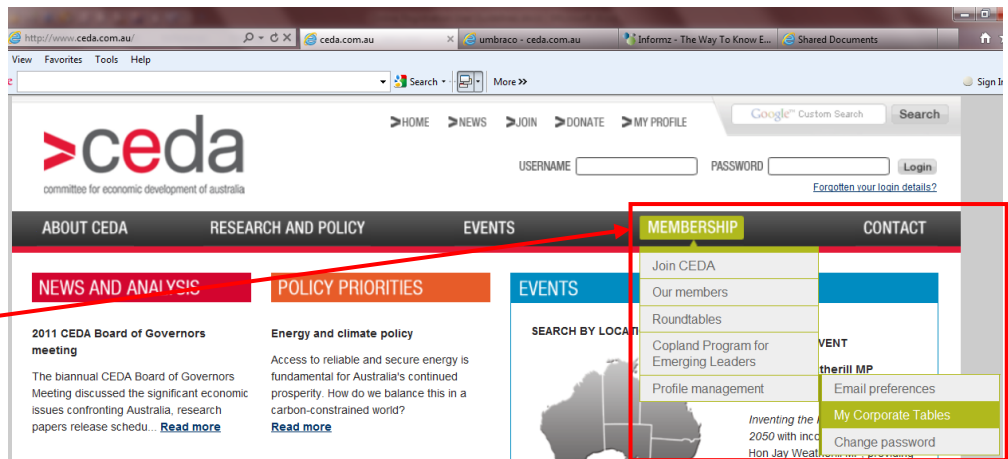
**Contact Event Co-ordinator**  
Name: Ms Karlana James  
Phone: 02 9779 9746  
Fax: Not provided  
Email: karlena.james@ceda.com.au

CEDA collects this information to conduct our business, and it will not be passed to other organisations. Photography and audio recording may take place at CEDA events and may be reproduced in CEDA publication or on our website.



**Via the My Corporate Tables link.** Access this via the Membership section of the website.

Membership > Profile Management > My Corporate Tables



If you have a number of different corporate table bookings you will see a list of these under Select Event. To choose the event to which you wish to add guests, click the event link.

## events

Home » events » Profile management » My Corporate Tables

### My Corporate Tables

#### Attendee Information

Here you add the details of the guests who will be attending the event with you. This can be done up to 3 business days before the event start date and time.

#### Select Event

[Driving workforce participation, 14/09/2011](#)

**Driving workforce participation**  
Date: 14/09/2011  
Start Time: 9:00 AM  
End Time: 11:00 AM  
Venue: Deloitte Boardroom, Melbourne VIC,

#### Attendee Information

\* Mandatory field

#### EVENTS

- Upcoming events
- Past events
- Member events
- CEDA series
- Sponsorship and speaking
- International events
- State of the Nation
- State of the Nation 2010
- Economic and Political Overview
- Audio and presentations
- Profile management
- Email preferences
- My Corporate Tables**
- Change password



Each guest is entered separately, and the following fields are mandatory:

- Title (drop down menu)
- Firstname
- Lastname
- Position or company title
- Company name

While **phone and email** contacts are not mandatory, it is our preference that direct phone and email details for each guest are entered to allow any emergency contacts and/or to provide copies of event presentations or other event material.

**NB.** Please do not enter a generic email address or the table coordinator's email address. If you do not have unique email addresses for guests, please leave blank.

Once you have entered all available details for an attendee, click Add.

The name will appear in the list of registered guests at the bottom of the screen.

Should you have a change of guest or wish to remove the person whose name you booked the table under, you can click Delete next to the person's name.

You will be asked to confirm you wish to delete this person. Click OK to confirm or Cancel to return to the screen without deleting.

NB. The online system does not allow you to edit or make changes to a guest's details once you have added them to the list. If you need to edit the details of someone already registered, either delete the record and re-enter it or email the event coordinator listed on your booking confirmation with the changes required.

### Select Event

[Driving workforce participation, 14/09/2011](#)

Driving workforce participation  
Date: 14/09/2011  
Start Time: 9:00 AM  
End Time: 11:00 AM  
Venue: Deloitte Boardroom , Melbourne VIC ,

### Attendee Information

\* Mandatory field

Title  \*

First Name  \*

Last Name  \*

Position  \*

Company  \*

Phone

Email  Note: please use a unique email address for each guest

Meal Requirements

Phone

Email  Note: please use a unique email address for each guest

Meal Requirements

Full Name	Company	Action
Brian Archer	ASC Pty Ltd	<a href="#">Delete</a>
Mr Bill Smith	Everyone	<a href="#">Delete</a>
Admiral Sharon Brown	Navy	<a href="#">Delete</a>
Admiral Hubert Humphreys	Navy	<a href="#">Delete</a>

