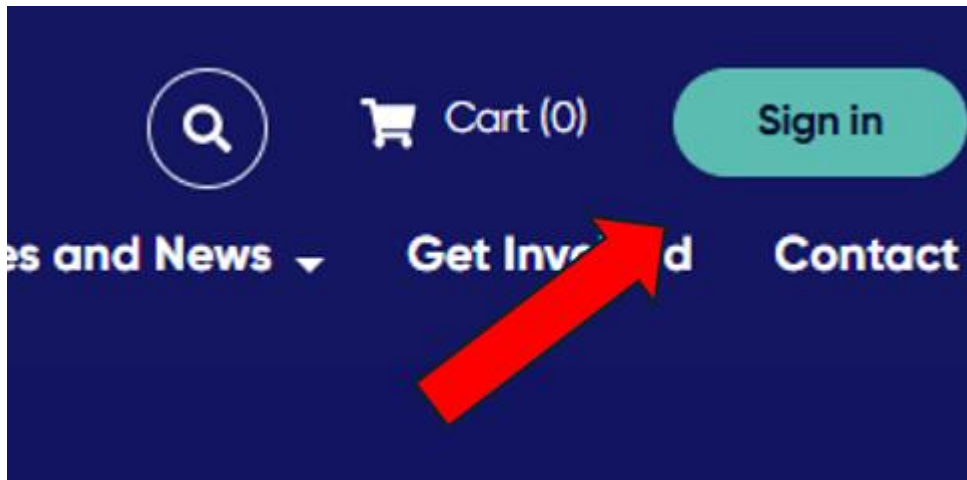
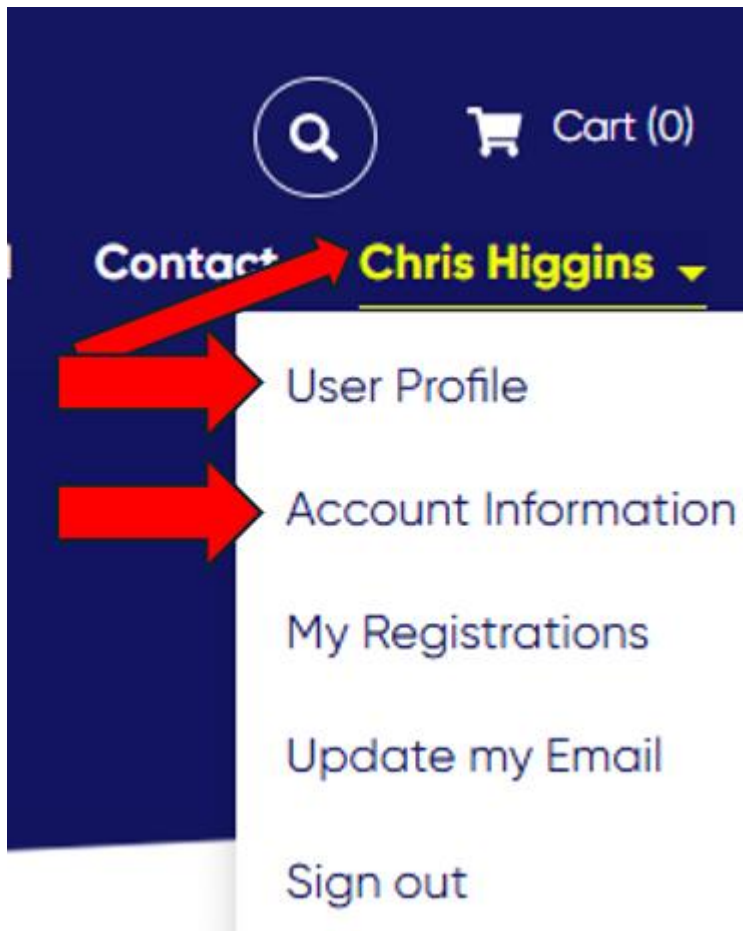


How to Register and Pay by Invoice:

♦ **Step 1:** First, please click 'Sign in' or [here](#) to create a new profile or login to your existing profile.



♦ **Step 2:** Once signed in navigate to your profile/name in the top right corner. Click on your name to see a drop down. Enter or check all your details in 'My Profile' and 'Account Information' i.e. name, email, phone no., dietary requirements and organisation.





To enter your organisation click in the grey box, or select the magnifying glass, this will open a list of all organisations in our system, or allow you to add a new organisation.




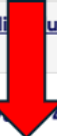
You can search for your organisation using the search box. Once found, select the tick box, then 'select'. If you cannot find your organisation you can add it by clicking 'new'.

Lookup records ✕


 

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	<u>Account Name</u>	<u>Email</u>	<u>Main Phone</u>	<u>Billing Address</u>	<u>Created On</u> ↓
<input type="checkbox"/>	Sale College (SALE - Yr10 to Yr12 Campus)	sale.college.macalister@edumail.vic.gov.au	03 51441711		29-01-2024 11:42 PM
<input type="checkbox"/>	Sale College (SALE - Yr7 to Yr9 Campus)	sale.college.macalister@edumail.vic.gov.au	03 51443711		29-01-2024 11:42 PM
<input checked="" type="checkbox"/>	Sale School (SALE)	sale.ps@edumail.vic.gov.au	03 51445545		29-01-2024 11:42 PM
<input type="checkbox"/>	Salesian College (CHADSTONE)	principal@salesianchad.catholic.vic.edu.au	03 98072644		29-01-2024 11:42 PM



< 1 .. 492 493 494 495 496 497 498 499 500 >

New  **Select** **Cancel** **Remove value**

◆ **Step 3:** Click [here](#) or navigate back to the Events and Learning page – Select the appropriate event or training course.

◆ **Step 4:** At the bottom of the page select Your Preferred Days and Ticket Type.

Choose a session time*



Located in  All locations  Apply

<u>Session Title</u>	<u>Start Date</u> ↑	<u>End Date</u>	<u>Time Zone</u>	<u>Location</u>	<u>Format</u>	
<input checked="" type="radio"/> OPTION 1 - FULL CONFERENCE Ticket - 11th & 12th August	11-08-2025	12-08-2025	AEST	VIC	Onsite	View details
<input type="radio"/> OPTION 2 - Day 1 ONLY - 11th Aug	11-08-2025	11-08-2025	AEST	VIC	Onsite	View details
<input type="radio"/> OPTION 3 - Day 2 ONLY - 12th Aug	12-08-2025	12-08-2025	AEST	VIC	Onsite	View details

Purchase Option(s) - Please select at least one*

☒ Option 1 - Early Bird Both Days (11th&12th Aug) - \$795

☐ Option 2 & 3 - Early Bird 1 DAY ONLY - \$445

  Total \$795.00

Add to cart

◆ **Step 5:** Click 'Add to Cart', go to Checkout and pay online via credit/debit card or choose invoice, which will be emailed to the email in your profile.