## Lead the Way Conference 2025 How to Register:

• **Step 1:** First, please click 'Sign in' or <u>here</u> 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.

Chris Higgins	My organisation Primary Account
User Profile	Vilage school Please click on magnifying glass to search for your organisation, then select.
Account Information	If your organisation does not appear in the list, click new to add, enter details, save, then select.
My Registrations	
Update my Email	Submit

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'.

Loo	kup records				×	
				earch	٩	
Choo	ose one record and click Selec	t to continue	,			
-	Account Name	Email	<u>Main</u> Phone	Billing Address	<u>Created On</u> ↓	
	Sale College (SALE - Yr10 to Yr12 Campus)	<u>sale.college.macalister@edumail.vic.gov.au</u>	03 51441711		29-01-2024 11:42 PM	
	Sale College (SALE - Yr7 to Yr9 Campus)	sale.college.macalister@edumail.vic.gov.au	03 51443711		29-01-2024 11:42 PM	
Ø	School (SALE)	sale.ps@edumail.vic.gov.au	03 51445545		29-01-2024 11:42 PM	
	Salesian College (CHADSTONE)	principal@salesianchad.catholi	03 98072644		29-01-2024 11:42 PM	
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		Colored	Conner			
	New	Select	Cancel	Re	emove value	

• **Step 3:** Click <u>here</u> or navigate back to the Conference - Registration page to select and purchase your ticket type.

• **Step 4:** At the bottom of the page select Your Preferred Days and Ticket Type – Choose from full conference (Both Days), Day 1 or Day 2. Then select ticket type either early bird (if still available) or full rate.

Session Title	Start Date †	End Date	<u>Time</u> Zone	Location	Format
OPTION 1 - FULL CONFERENCE Ticket - <u>&amp; 12th August</u>	- 11th 11-08- 2025	12-08- 2025	AEST	VIC	Onsite
OPTION 2 - Day 1 ONLY - 11th Aug	11-08- 2025	11-08- 2025	AEST	VIC	Onsite
OPTION 3 - Day 2 ONLY - 12th Aug	12-08- 2025	12-08- 2025	AEST	VIC	Onsite
Purchase Option(s) - Please select at leas	t one*				
Option 1 - Early Bird Both Days (11th&12th	n Aug) - \$795				
Option 2 & 3 - Early Bird 1 DAY ONLY - \$4	445				

• **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.