



## Group and Administrator Online Registration Process

### Step 1:

- A) **Individual:** In the event you are completing a registration on behalf of someone else who will be attending the Conference (i.e. you are their PA or Assistant etc.), please select the option “Administrator” on the landing page.
- B) **Group:** In the event you are completing the registration on behalf of a group (i.e. within a Company or Institution etc.) who will be attending the Conference please select both “Administrator” and “Group Registration” options on the landing page.

### Step 2:

Add your details (as PA / Assistant etc.) – Name, Surname and active email address on the landing page.

### Step 3:

Select the relevant Registration Option / Ticket / Workshop you will be attending throughout the duration of the Conference on the second page.

### Step 4:

Proceed to complete pages 3 to 5 which are the Delegate’s Personal Details, Company Billing Details (for invoicing purposes) and the Terms and Conditions pages respectively.

### Step 5:

- A) If you are registering for individuals, complete each person's registration and after acknowledging the Terms and Conditions, click on "Submit" to confirm their online registration. Confirmation and all relevant communication related to event will be forwarded to your registered email address.
- B) If you are registering on behalf of a group, please click "Next" after acknowledging the Terms and Conditions. On the following page, please select option "I would like to register another delegate" in order to complete the next delegate's registration.

Continue to add your list of delegates from the group. Once all have been added, select "I am done" after the last delegate has been added. Then click on "Submit" to confirm the group registration.

We hope the above has been helpful enough and will be an easy guide to assisting you in completing the online registrations.

Please feel free to contact us should you still have any queries or require further assistance,

Yours Sincerely,

The PASCAR, SA Heart & AfricaPCR 2019 Congress Registration Team