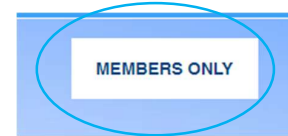# Group Event Registration Guide

To register yourself and colleagues for a SCA event in the SCA Member Centre.

Step 1

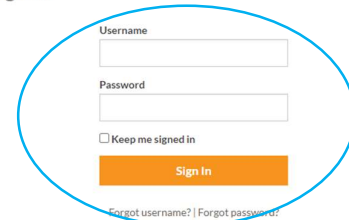From the SCA Home page ➡ strata.community   Click   ➡

Step 2

At the Sign in Prompt

Enter your individual login credentials and click ➡ sign in

Note: Your credentials are the same for the Member Centre and Elearning Platform

Can't remember your username and password, please email events@strata.community

Step 3

In the navigation bar, click ➡ **Events**
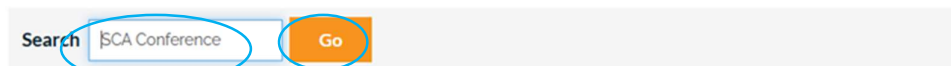
All the events that are open for registration across Australia and New Zealand are listed.

To register for the 2024 SCA Australia & New Zealand Conference

In the search field, enter **SCA Conference** and click ➡ go

Step 4

From the list, select the event you would like to register for

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Step 5

To register yourself –   Click   ➡   Register myself

Note: Can't see register myself   ➡   *Sign in with your credentials – Refer Step 2*

2024 SCA Australia and New Zealand Conference

The Australia and New Zealand SCA Conference is heading to Sydney in 2024

The Conference Program will be held at the International Convention Centre over 4 July - 5 July 2024 with a welcome cocktail party in the evening on 3 July and the Australasia Awards in the evening on 5 July.

The SCA Conference is the highlight of the industry's annual calendar, bringing together colleagues across all our regions to collaborate, network and share knowledge.

With industry speakers covering a range of topics, this is one conference you don't want to miss.

To find all the important information you need to know about the Conference, visit our website

If you require assistance with your member login credentials, please email events@strata.community

For assistance with registering, please refer to our Registration Guide. If you are registering a Group 5, please refer to the Group of 5 Registration Guide.

Before registering, please ensure you have read and understand our Terms and Conditions. Registering for this event is taken as acceptance of our Terms and Conditions.

When   3/07/2024 6:00 PM - 5/07/2024 11:59 PM   **Register Myself**

After clicking Register Myself, please answer the questions and click **save responses**

Questions - SCA Member

* I acknowledge I have read and accepted the terms and conditions

○ Yes   ○ No

* I accept the privacy policy and any members that I register on their behalf, are to be listed on any delegate list

○ Yes   ○ No

Save Responses

Step 6

In the lower part of the screen under Program - **Registering for Group of 5**

Note: You must choose a program option to be able to submit your registration

If you are purchasing one (1) group of 5, click add

3/07/2024 6:00 PM Quantity (max 2) 1 **Add**	Member | Group of 5 Delegate Tickets This registration ticket is open for SCA Strata Management Members only. Includes: 1 ticket to two-day conference, 1 ticket to Wednesday Welcome Cocktail Event, 1 ticket to Mexican Fiesta Event and 1 ticket to the Friday SCA Australasia Awards Gala Dinner. To purchase 3 or more groups of 5, please email events@strata.community.

Please enter your Team of 5 delegates in the question fields and click **save responses.**

Note: To save responses please scroll to the end of the Group questions

*Group 1 - Delegate 1 - First Name

*Group 1 - Delegate 1 - Last Name

*Group 1 - Delegate 1 - Email

*Group 1 - Delegate 1 - Phone Contact

*Group 1 - Delegate 1 - Are you attending the Conference Welcome Reception on the Jackson – Wednesday 3 July 2024 18.00 - 21.00?

○ Yes   ○ No

*Group 1 - Delegate 1 - Are you attending the Social Event – Thursday 4 July 2024 - 18:00 - 21.00 at El Loco?

○ Yes   ○ No

*Group 1 - Delegate 1 - Are you attending the SCA Australasia Awards Ceremony & Gala

Save Responses

If you are purchasing two (2) groups of 5, enter 2 in the quantity field and click add

|	
3/07/2024 6:00 PM Quantity (max 2) 2 **Add**	Member | Group of 5 Delegate Tickets This registration ticket is open for SCA Strata Management Members only. Includes: 1 ticket to two-day conference, 1 ticket to Wednesday Welcome Cocktail Event, 1 ticket to Mexican Fiesta Event and 1 ticket to the Friday SCA Australasia Awards Gala Dinner. To purchase 3 or more groups of 5, please email events@strata.community.

Please enter all your 10 delegates in the question fields and click **save responses**.

Note: To save responses please scroll to the end of the Group questions as per above image

Step 7

After finishing registration options and registering others, click ➡ [Proceed to Checkout]
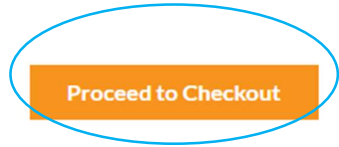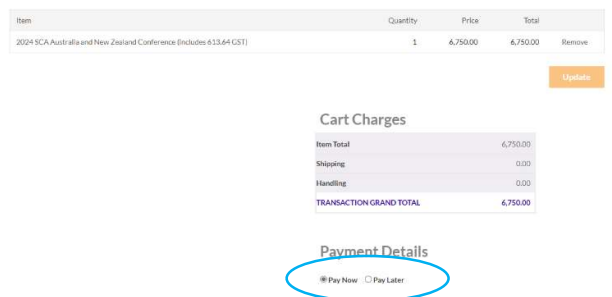
Note: to proceed to checkout, all required questions must be answered.

Step 8

Review the items in your shopping cart, ensuring you have added your program items.

Step 9

You now have the option to pay by credit card or pay later to receive an invoice with EFT details. Select payment option

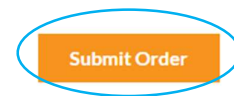PO Number - Enter Purchase Order number (if applicable) or leave blank

Step 10

Once payment option is selected, to finalise registration   click ➡ [Submit Order]

After you have submitted order, you will receive 2 emails

- One email is confirmation of your registration
- One email will contain the Tax Invoice of your registration

Troubleshooting Tips

1. Error message on sign in screen that you are locked out

Contact events@strata.community for further assistance with your login credentials

2. Trying to register someone else who is not listed in the pre-generated drop-down list of colleagues.

Your colleague may not be a current member, please contact events@strata.community for further assistance.

3. I cannot check out. I receive an error – no program items selected for SCA Event

Using the back button, add the appropriate registration items under program. You will now be able to proceed to checkout and finish the registration with your payment option.

4. I want to purchase 2 x Group of 5 tickets. My registration is only showing one.

In the quantity field, enter 2 and click **update**. Please enter all your 10 delegates in the question fields and click **save responses.**

Note: To save responses please scroll to the end of the Group questions as per above image

5. I received an error when I try to proceed to check out.

Please scroll to the top of the event registration page. Please check you have answered all required questions under register myself/register someone else section and all the event program option required questions. Ensure you have clicked save responses.

6. Waiting to receive an invoice for all the registrations you have processed.

As the member who processed the registrations, you will receive an order confirmation email with all your registration details. The Member Centre automatically sends your event invoice to the member that you have registered. If you have registered for your colleague, they will receive the invoice.

7. I can no longer attend the event; how can I cancel or transfer my registration?

Please contact events@strata.community for further assistance.