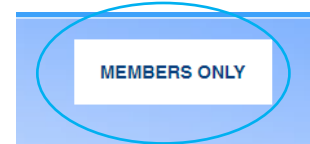


Event Registration Guide

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

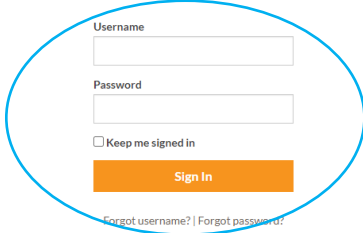
At the Sign in Prompt

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

Sign In



Username
Password
 Keep me signed in
Sign In
[Forgot username?](#) | [Forgot password?](#)

Step 3

In the navigation bar, click → **Events**



Sign out

Hi, SCA Member



VIC Resources

My Account

Directory

Events

Member Centre

Please use the menu above to find our members only content and management functions.

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

Events

Search

Go

2024 SCA Australia and New Zealand Conference



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

When: July 3-5, 2024

Where: SYDNEY, NSW

Step 4

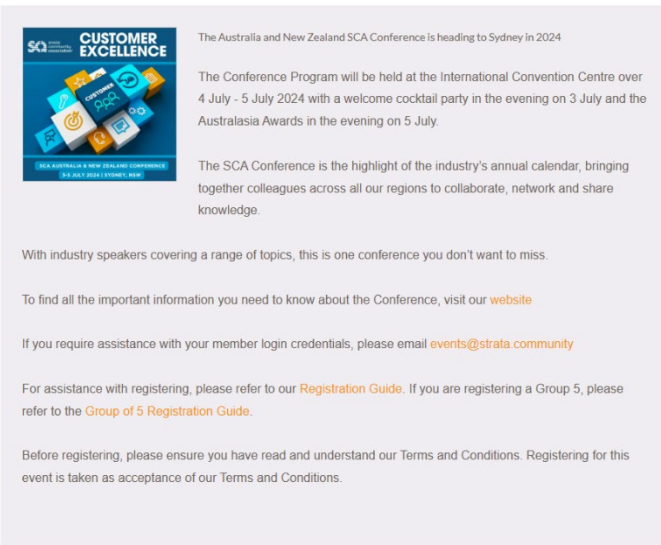
From the list, select the event you would like to register for

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

Click  Add to register for appropriate registration option/s

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

Program - SCA Member

Select programs by Only display program items in registrant's itinerary

3/07/2024 6:00 PM

Add

Member | Full Delegate Registration

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 Thursday Mexican Fiesta Event and 1 ticket to the Friday SCA Australasia Awards Gala Dinner

Price 1,450.00

Time 3/07/2024 6:00 PM - 5/07/2024 11:59 PM

Registering a Group of 5, please refer to [Group of 5 instructions](#)

Step 7

Please answer event registration questions and **click save responses**

Program - SCA Member

Select programs by Only display program items in registrant's itinerary

3/07/2024 6:00 PM

[Remove](#)

Member | Full Delegate Registration **In Itinerary**

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 Thursday Mexican Fiesta Event and 1 ticket to the Friday SCA Australasia Awards Gala Dinner

Price 1,450.00

Time 3/07/2024 6:00 PM - 5/07/2024 11:59 PM

• Are you attending the Wednesday Welcome Cocktail Event on the Jackson - Wednesday 3 July 2024 18:00 - 21:00?

Yes No

• Are you attending the Mexican Fiesta Event - Thursday 4 July 2024 - 18:00 - 21:00 at El Loco?

Yes No

• Are you attending the SCA Australasia Awards Ceremony & Gala Dinner - Friday 5 July 2024 - 18:00 to late at the International Convention Centre?

Yes No

Please detail any dietary requirements

and click **save responses**.

Save Responses

Step 8

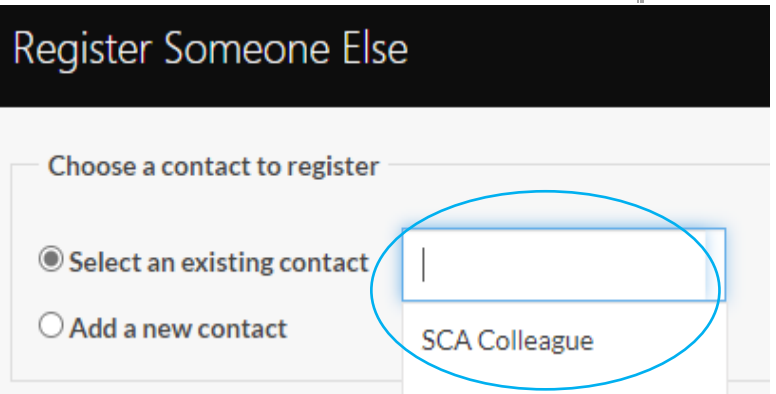
To register a colleague/s from your office before proceeding to checkout.

Skip this step if you are registering yourself

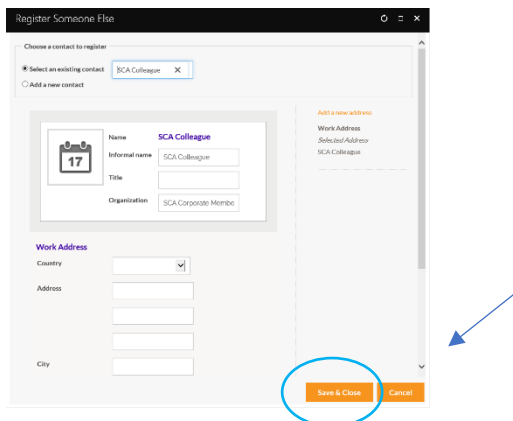
In the top part of the event registration Click → Register someone else

a window will pop up. Click → the box next to select an existing contact., a list of colleagues will populate in the drop-down list.

If you would like to register a colleague not listed, please contact events@strata.community for assistance.



Select Colleague, click → save and close.



After selecting your Colleague, 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

Repeat Step 6 and 7 for each colleague.

Step 9

After finishing registration options and registering others, click →

Note: to proceed to checkout, all required questions must be answered.

Proceed to Checkout

Step 10

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

Step 11

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

Item	Quantity	Price	Total	
2024 SCA Australia and New Zealand Conference (includes 131.82 GST)	1	1,450.00	1,450.00	Remove

[Update](#)

Cart Charges

Item Total	1,450.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	1,450.00

Payment Details

Pay Now Pay Later

Payment Details

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

Pay Now Pay Later

PO number

Step 12

Once payment option is selected, to finalise registration click →

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

Submit Order

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

Shopping Cart

Items

Item	Quantity	Price	Total	
2024 SCA Australia and New Zealand Conference <small>No program items have been selected.</small>	1	0.00	0.00	Remove

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

3/07/2024 6:00 PM Member | Group of 5 Delegate Tickets **In Itinerary**

Quantity (max 2) **Update** Remove

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.

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.**

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

Please detail any dietary requirements?

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.