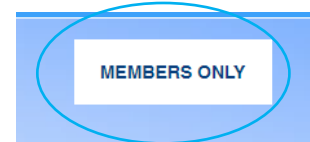


## Event Registration Guide

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

### Step 1

From the SCA Home page → [strata.community](https://strata.community) Click →



### Step 2

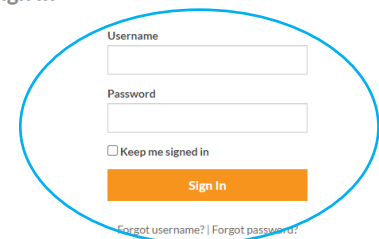
At the Sign in Prompt

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 [admin@strata.community](mailto:admin@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 2022 SCA Australia & New Zealand Conference

In the search field, enter **Conference** and click → go

## Events

Search conference X Go

### 2022 SCA Australia and New Zealand Conference



The Australia and New Zealand SCA Conference is heading to Melbourne in 2022.

**When:** May 30 – June 1, 2022

**Where:** Melbourne, VIC

## 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

### 2022 SCA Australia and New Zealand Conference



The Australia and New Zealand SCA Conference is heading to Melbourne in 2022.

The Conference Program will be held at the Melbourne Convention Centre over 31 May - 1 June 2022 with a welcome cocktail party in the evening on 30 May and the Australasia Awards in the evening on 1 June. There will also be a Principals Forum during the day on 30 May.

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.

The theme is Liveable Future. What is strata's role in the United Nations 17 sustainable development goals (SDGs).

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 [admin@strata.community](mailto:admin@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](#).

*If you are purchasing a group of 5 and a delegate in a Principal role wants to attend the Principal Forum, please email [marketing@strata.community](mailto:marketing@strata.community) for registration and invoicing for the Principal Forum only after the Group of 5 has been registered.*

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 30/05/2022 6:30 PM - 1/06/2022 11:59 PM

Where Melbourne, VIC 3000  
AUSTRALIA

Register Myself

Register Someone Else

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 - <https://www.strata.community/scs-conference-22-terms-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 a group of 5 and a delegate in a Principal role wants to attend the Principal Forum, please email [marketing@strata.community](mailto:marketing@strata.community) for registration and invoicing for the Principal Forum only after the Group of 5 has been registered.**

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

|   |   |
|---|---|
| 30/05/2022 6:00 PM                              | Member   Group of 5 Delegate Tickets  |
| Quantity (max 2) <input type="text" value="1"/> | This registration is for SCA Members only. Includes: 1 ticket to two-day conference, 1 ticket to Monday Conference Welcome Reception, 1 ticket to Tuesday Maritime Carnival social event and 1 ticket to the Wednesday SCA Australasia Awards Gala Dinner. To purchase 3 or more groups of 5, please email <a href="mailto:marketing@strata.community">marketing@strata.community</a> |
| <b>Add</b>                                      |   |
| Price   | 5,005.00  |
| Time  | 30/05/2022 6:00 PM - 1/06/2022 11:59 PM   |

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 - Monday 30 May 2022 - 18:00 - 21.00pm at Metropolis Events?  
 Yes  No

\*Group 1 - Delegate 1 - Are you attending the Maritime Carnival Social Event - Tuesday May 31 2022 -18:30 - 21.30pm at Seaworks?  
 Yes  No

\*Group 1 - Delegate 1 - re you attending the SCA Australasia Awards Ceremony & Gala Dinner - Wednesday June 1 2022 - 18.00 to late at CENTREPIECE at Melbourne Park?

**Save Responses**

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

30/05/2022 6:00 PM

Member | Group of 5 Delegate Tickets

This registration is for SCA Members only. Includes: 1 ticket to two-day conference, 1 ticket to Monday Conference Welcome Reception, 1 ticket to Tuesday Maritime Carnival social event and 1 ticket to the Wednesday SCA Australasia Awards Gala Dinner. To purchase 3 or more groups of 5, please email marketing@strata.community

Price 5,005.00

Time 30/05/2022 6:00 PM - 1/06/2022 11:59 PM

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

Items

| Item  | Quantity | Price    | Total    |        |
|---|----------|----------|----------|--------|
| 2022 SCA Australia and New Zealand Conference (Includes 104.55 GST) | 1        | 1,150.00 | 1,150.00 | Remove |

Update

Cart Charges

|                                |                 |
|--------------------------------|-----------------|
| Item Total                     | 1,150.00        |
| Shipping                       | 0.00            |
| Handling                       | 0.00            |
| <b>TRANSACTION GRAND TOTAL</b> | <b>1,150.00</b> |

Payment Details

Pay Now  Pay Later

Bill To: Myself

Payment amount: 1,150.00

Payment method: Visa

\* Card number: [input field]

\* Name on card: SCA Member

\* Expiration date: 05/2022

CSC: [input field]

Card address: [input field]

Choose another address

Submit Order

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

### Payment Details

Pay Now  Pay Later

PO number

## Step 10

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
-

## Troubleshooting Tips

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

Contact [admin@strata.community](mailto:admin@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 [admin@strata.community](mailto:admin@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 |        |
|---|----------|-------|-------|--------|
| 2022 SCA Australia and New Zealand Conference       | 1        | 0.00  | 0.00  | Remove |
| <small>No program items have been selected.</small> |          |       |       |        |

[Update](#)

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

30/05/2022 6:00 PM

Quantity (max 2)

[Update](#)

[Remove](#)

**Member | Group of 5 Delegate Tickets In Itinerary**

This registration is for SCA Members only. Includes: 1 ticket to two-day conference, 1 ticket to Monday Conference Welcome Reception, 1 ticket to Tuesday Maritime Carnival social event and 1 ticket to the Wednesday SCA Australasia Awards Gala Dinner. To purchase 3 or more groups of 5, please email [marketing@strata.community](mailto:marketing@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 - <https://www.strata.community/sca-conference-22-terms-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 [marketing@strata.community](mailto:marketing@strata.community) for further assistance.