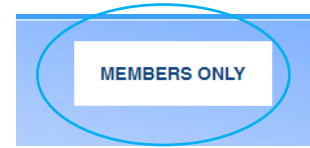


Event Registration Guide

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

Step 1

From the SCA (Vic) page strata.community Click →



Step 2

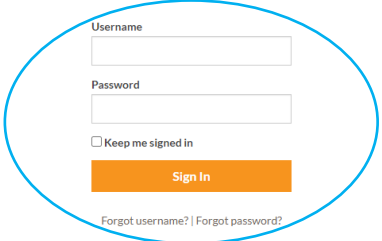
At the Sign in Prompt

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 education.vic@strata.community

Sign In



Step 3

In the navigation bar, click → **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 search for the CHU, Macquarie Bank, SCA (Vic) 2021 Symposium

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

Events



CHU, Macquarie Bank, SCA (Vic) 2021 Symposium

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

CHU, Macquarie Bank, SCA (Vic) 2021 Symposium [Edit](#)

Welcome to the CHU, Macquarie Bank, SCA (Vic) Symposium. We are excited to announce our upcoming two-day symposium, with an overarching theme of Thriving on the wave of change. This links in with important subject matter, such as the stressors of managing conflict dispute resolution and managing busy workloads. Other topics will be developing leadership skills, contracts, establishing the Lot Liability and how this will be impacted by the new legislation. This year the event will be held at the picturesque Caulfield Racecourse and the structure of the event allows for delegates to maximise learning's as well as having opportunities to network and socialise face-to face. Further information regarding the Program and speakers will be posted shortly.

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

For assistance with registering, please refer to our Registration Guide.

If you are registering a Group 3 or more, please refer to the Group of 3 Registration Guide.

If you are purchasing a group of 3 please complete and answer all questions to register.

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.

CPD Points: 10

When 09/09/2021 11:00 - 10/09/2021 17:00

Where Caulfield Racecourse
Gate 22 Station Street
Caulfield East
Melbourne, VIC 3145
AUSTRALIA

[Register Myself](#)

[Register Someone Else](#)

Registration begins 21/07/2021 12:00 (AUS Eastern Standard Time)
My registration status: Not registered

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 for myself and any members I register in their behalf**

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

09/09/2021 11:00 <input type="button" value="Add"/>	Principal Full Two Day Delegate Ticket Day 1 & 2 This is a SCA (Vic) Principal members of Strata Management Firms ticket, which includes 1 ticket with access to both day 1 and day 2. Price 850.00 Time 09/09/2021 11:00 - 10/09/2021 17:00
09/09/2021 11:00 <input type="button" value="Add"/>	Principals Only Full Day Delegate Ticket Day 1 Only This registration is for SCA (Vic) Principals members of Strata Management Firms. Includes 1 ticket with access to DAY 1 ONLY. Price 450.00 Time 09/09/2021 11:00 - 10/09/2021 17:00
10/09/2021 09:00 <input type="button" value="Add"/>	Member Full Day Delegate Ticket Day 2 Only This registration is for SCA (Vic) Members only. Includes access to day two only to the Symposium. Price 600.00 Time 09:00 - 17:00
10/09/2021 09:00 <input type="button" value="Add"/>	Non-Member Full Delegate Ticket Day 2 Only This registration is for non-members of SCA (Vic). Includes 1 ticket for access to day two only to the Symposium. Price 800.00 Time 09:00 - 17:00
10/09/2021 09:00 Quantity (max 3) <input type="text" value="1"/> <input type="button" value="Add"/>	Member Group of 3 or more Delegate Tickets Day 2 Only This registration is for SCA (Vic) Members only. Includes 3 + tickets from the same company and access to day two only to the Symposium. Price 1,590.00 Time 09:00 - 17:00

Registering a Group of 3, please refer to Group of 3 instructions

Step 7

Please answer event registration questions and click save responses

09/09/2021 11:00 <input type="button" value="Remove"/>	Principal Full Two Day Delegate Ticket Day 1 & 2 In Itinerary This is a SCA (Vic) Principal members of Strata Management Firms ticket, which includes 1 ticket with access to both day 1 and day 2. Price <input type="text" value="850.00"/> Time 09/09/2021 11:00 - 10/09/2021 17:00 *Please detail any dietary requirements <input type="text"/> <input type="button" value="Save Response"/>
---	---

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 education.vic@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 for myself and any members I register in their behalf

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

Items

Item	Quantity	Price	Total	
SCA (Vic) Principals Retreat (includes 109.09 GST)	1	1,200.00	1,200.00	Remove

[Update](#)

Cart Charges

Item Total	1,200.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	1,200.00

Payment Details

Pay Now Pay Later

Payment amount: 1,200.00

Payment method:

*Card number:

*Name on card: Required

*Expiration date:

*CSC:

Card address:

Payment Details

Pay Now Pay Later

PO number:

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

Step 12

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 education.vic@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 education.vic@strata.community for further assistance

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

Item	Quantity	Price	Total	
CHU, Macquarie Bank, SCA (Vic) 2021 Symposium <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 3 tickets. My registration is only showing one.

In the quantity field, enter 2 and click **update**. Please enter all your 6 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

10/09/2021 09:00

Quantity (max 3)

Add

Member 1 Group of 3 or more Delegate Tickets 1 Day 2 Only
This registration is for SCA (Vic) Members only. Includes 3 + tickets from the same company and access to day two only to the Symposium.

Price 1,590.00
Time 09:00 - 17:00

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 for myself and any members I register in their behalf
 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

- Delegate 1 - First Name
- Delegate 1 - Last Name
- Delegate 1 - Email address
- Delegate 1 - Phone Contact
- Delegate 1 - Please detail any dietary requirements

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.

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

Please contact education.vic@strata.community for further assistance.