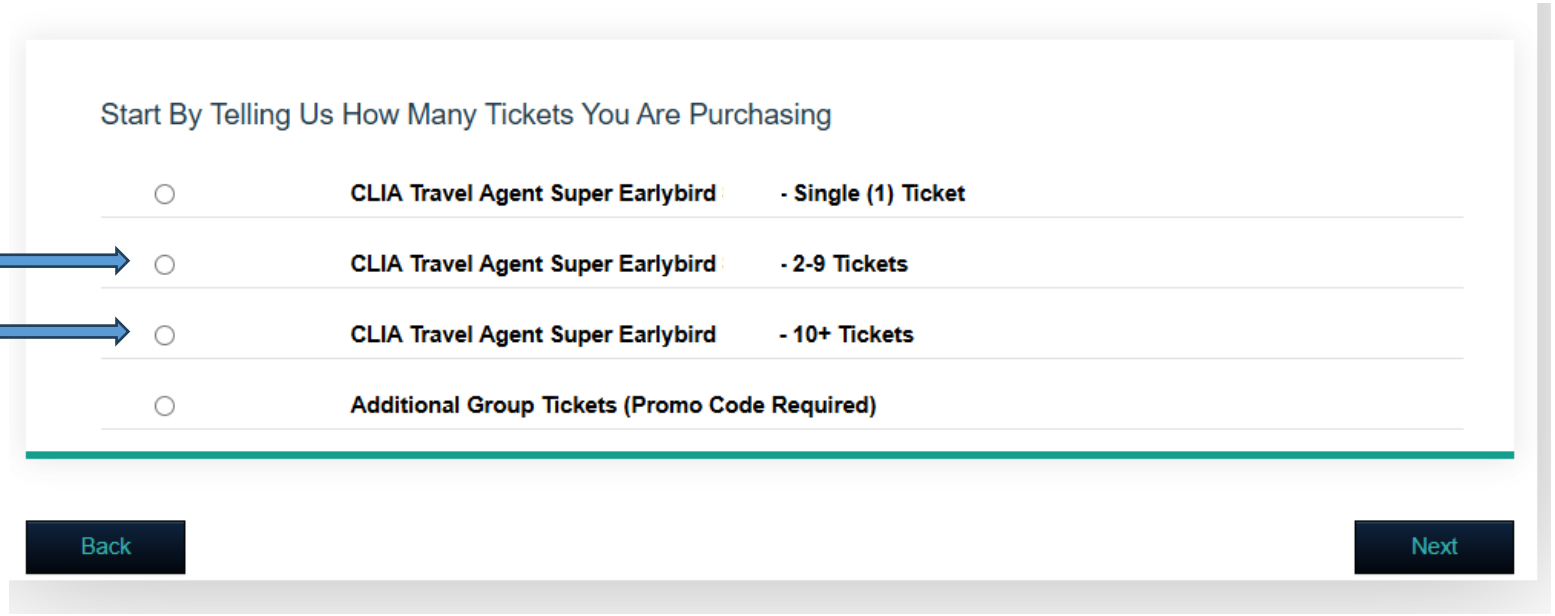
CRUISE360 Australasia Group Registration Guide

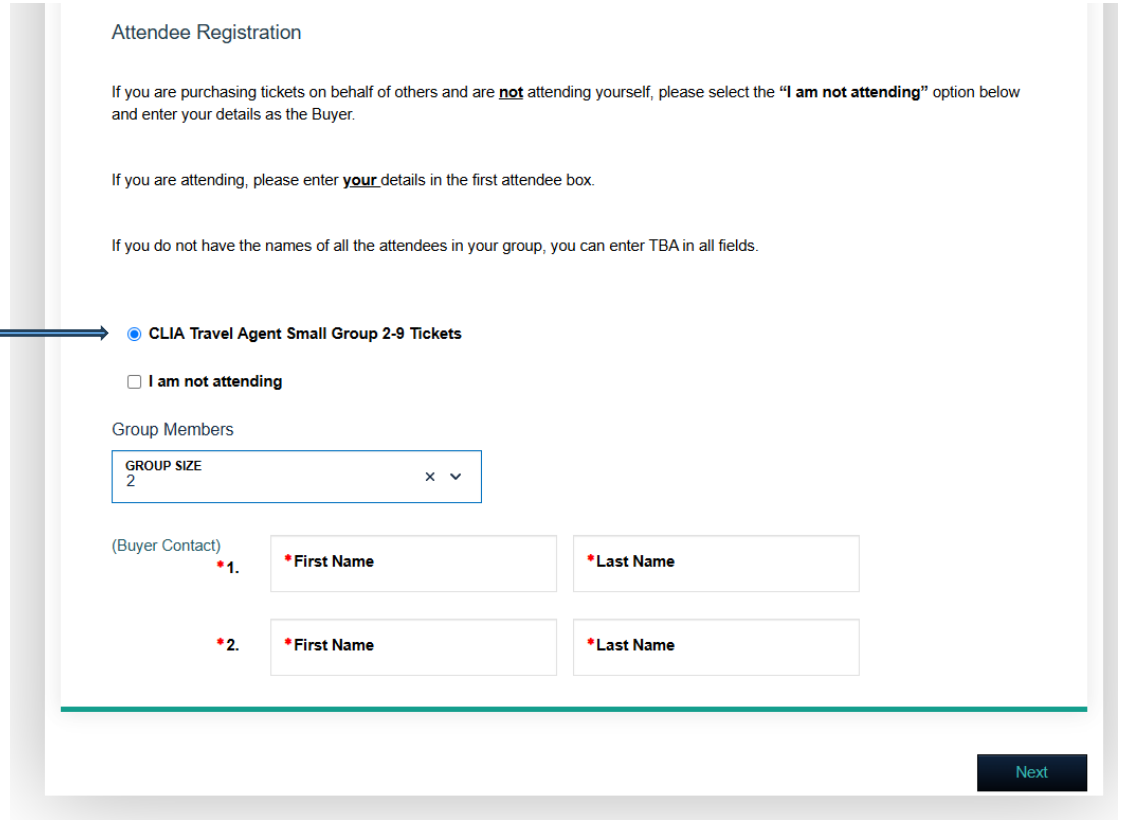
New Registration

- Select the tickets you would like to purchase depending on your group size

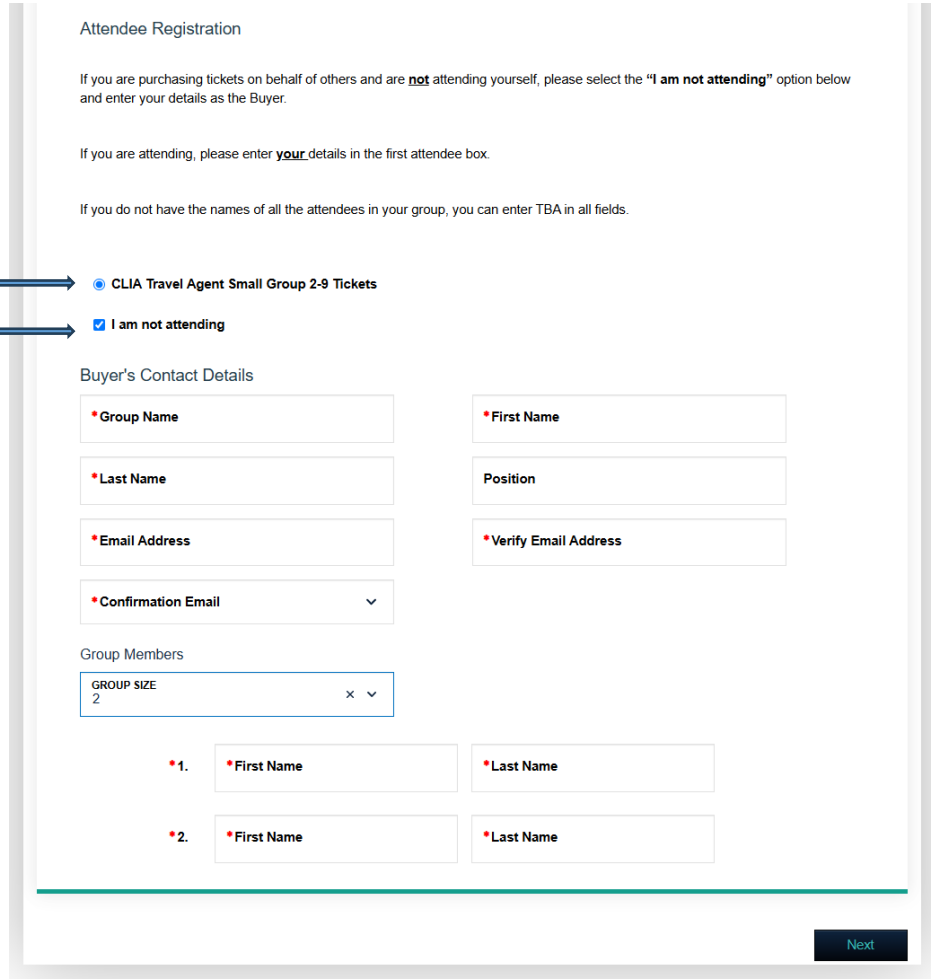


• Select the Group Size

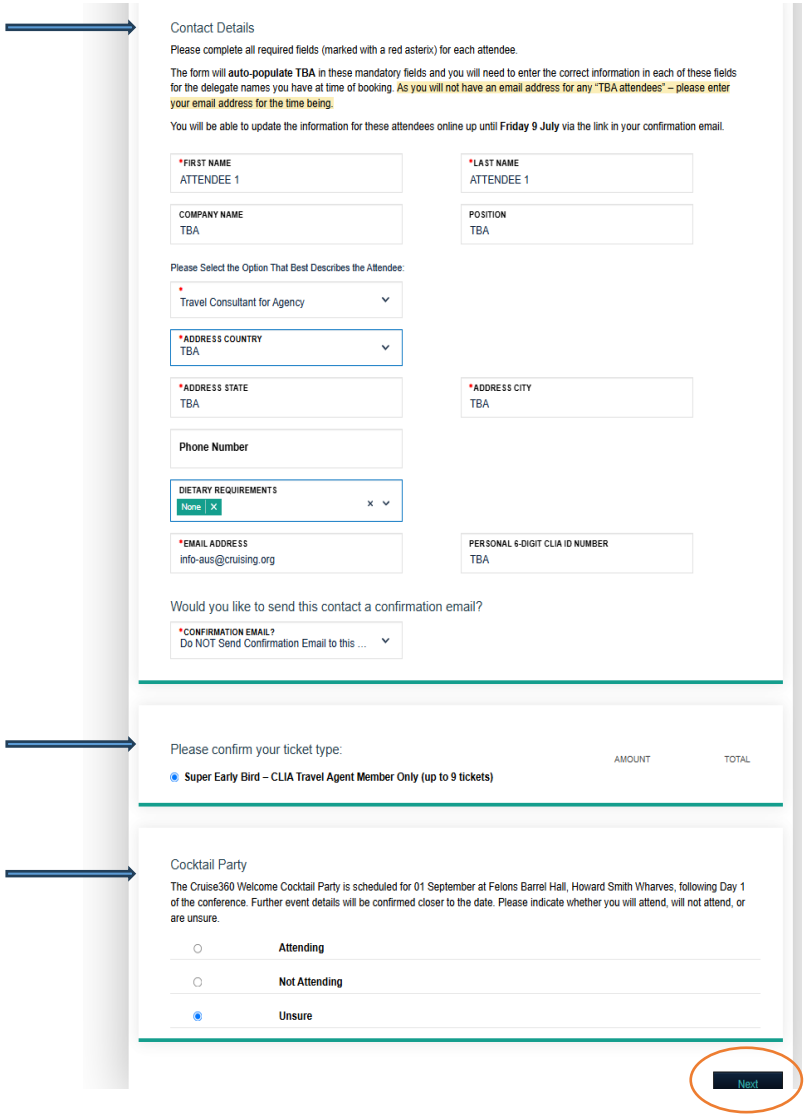
➢ If you are attending



➢ If you are not attending

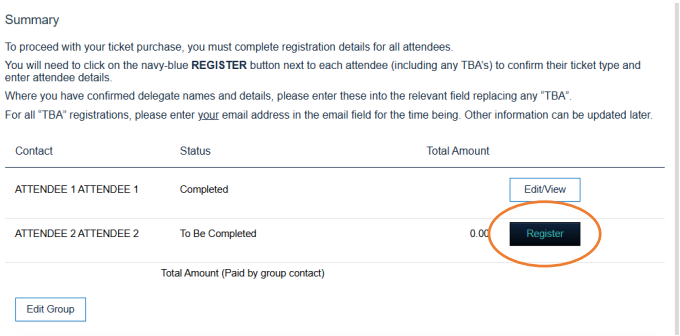


- Attendee Details

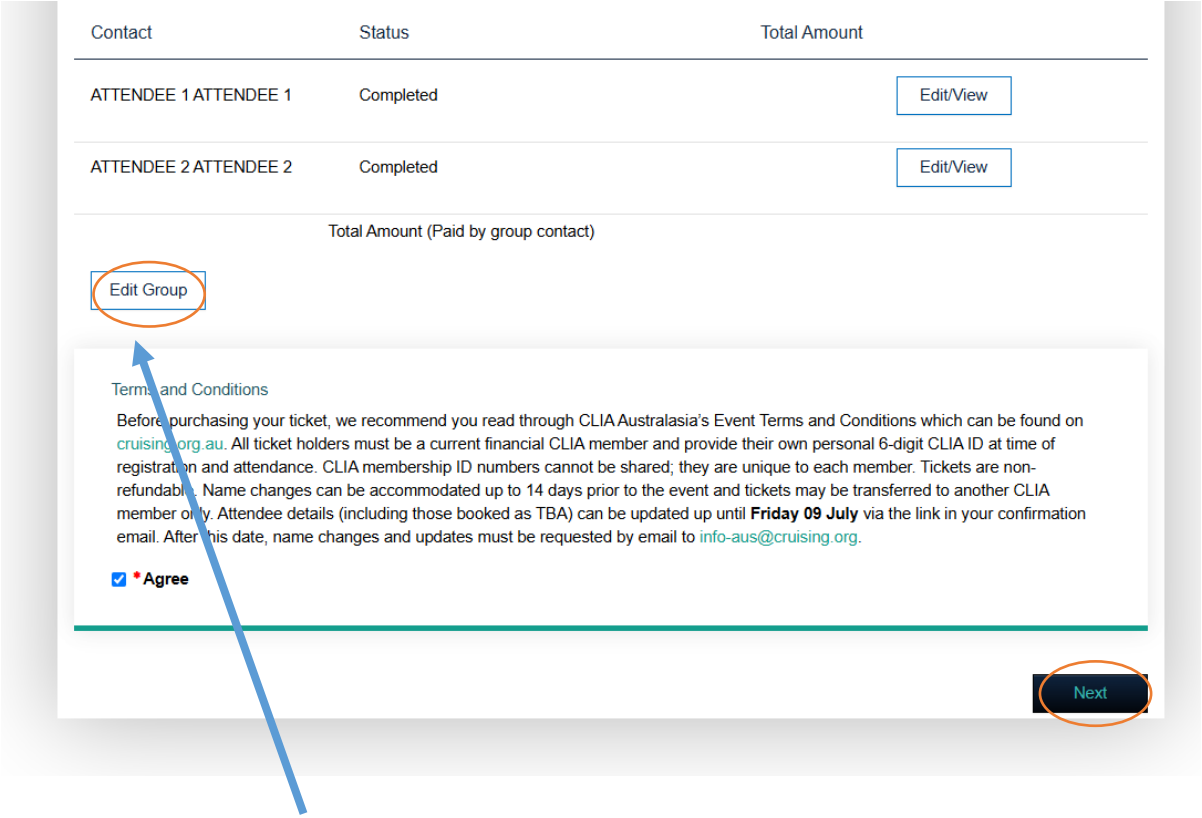


The First and Last Names that you entered on the previous page will auto-populate for each delegate on this Attendee Details page. Enter in the rest of the information for each attendee. If you do not have their information yet, you can enter TBA for now and update the details later.

Select 'Next' to continue registering the next attendee.



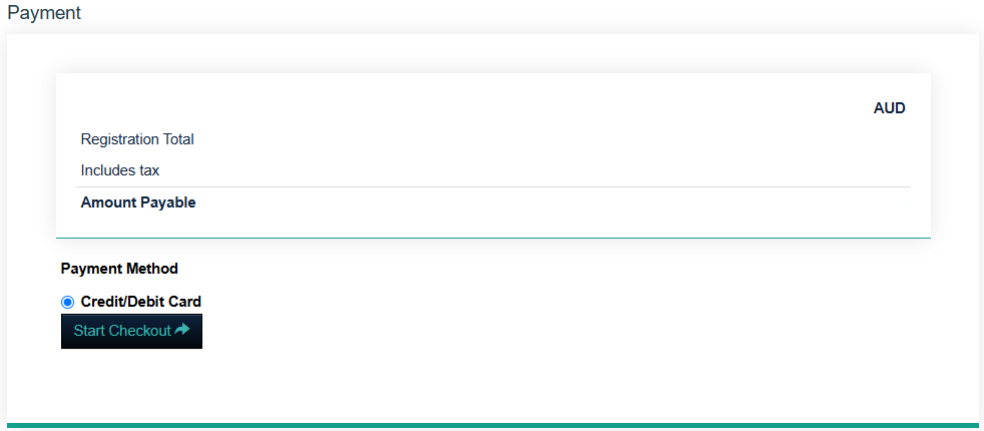
- Group Summary / Edit Group



To add or remove attendees, click the 'Edit Group' button to edit your group.

Once you have checked that all details on the summary page are correct, tick 'Agree' to the Terms and Conditions and click 'Next' to proceed to the payment page.

- Payment



For 10+ Group Tickets, you will see a second option here to pay by invoice. Invoice with payment details will be emailed to you at the end of registration.

Once your payment has been processed, a confirmation email will be sent to you and any group members you selected to receive a confirmation email.

C360 Australasia Group Registration

Edit Registration - Buyer

Name Changes and Attendee Updates

As the ticket buyer, you can update details for all attendees in this booking (including yourself) in the Attendee Management Portal. This includes updating details for any "TBA" attendees.

You will be able to make updates until Friday 9 July only. After this time, all changes must be emailed to info-aus@cruising.org

To update attendee details, please follow these steps:

1. Visit the Attendee Management Portal.
2. Select '**Attendee Details**' from the toolbar menu.
3. All attendees included in your order will be displayed. Click '**Edit Registration**' next to the relevant attendee and proceed to update details.
4. Select '**Submit**' to save your changes.

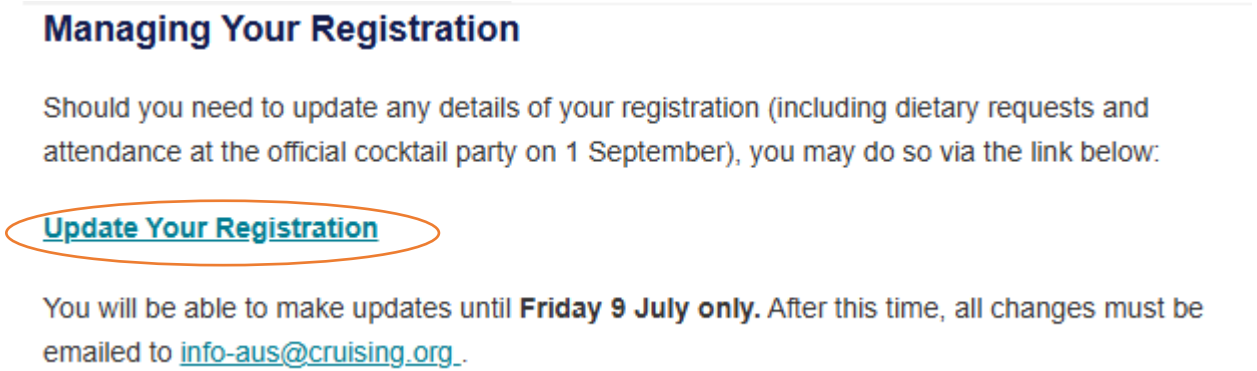
You can also email a registration link direct to your attendees if you wish, for them to update their own personal details (such as position/dietary req etc).

You may make name changes to a CLIA member multiple times up until the cut-off date on 9 July.

- As the buyer, you will receive a link to your Attendee Management Portal. Only the buyer will receive this link.

- This link is how you will sign in to the portal, there are no other login credentials.

Edit Registration - Guest



Managing Your Registration

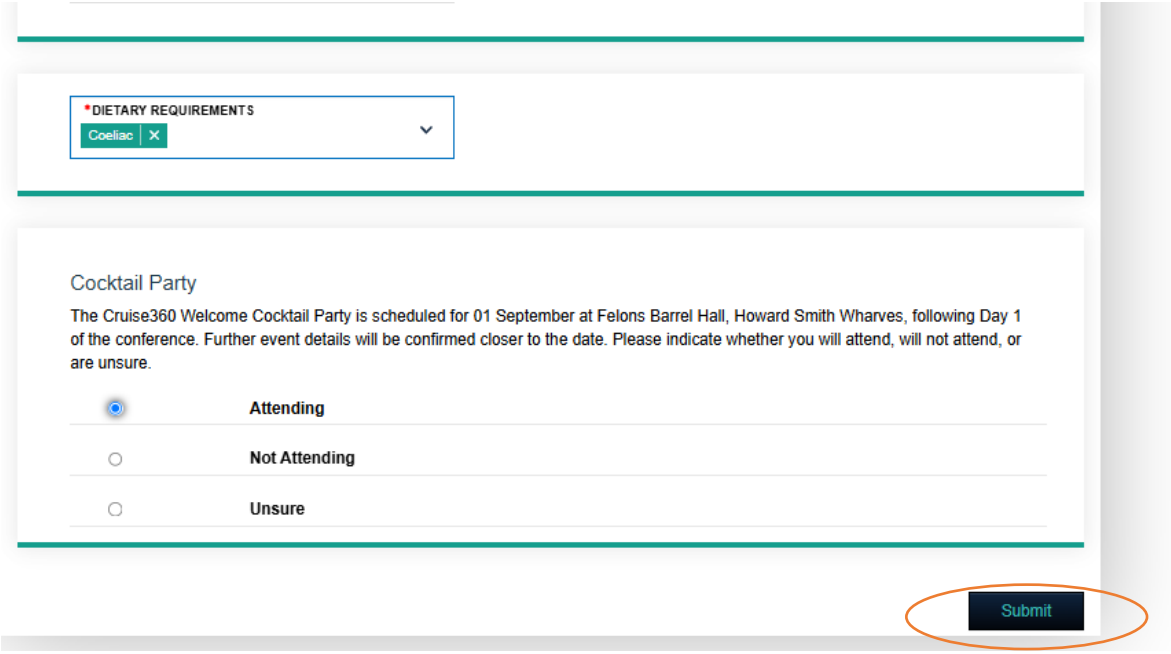
Should you need to update any details of your registration (including dietary requests and attendance at the official cocktail party on 1 September), you may do so via the link below:

Update Your Registration

You will be able to make updates until **Friday 9 July only.** After this time, all changes must be emailed to info-aus@cruising.org .

- If you ticked the box for your attendees to receive an email confirmation of their registration, they will receive the link directing them to edit their own registration profile.

Be sure to select ‘Submit’ once you are done to save your edits.



Questions?

Contact us: info-aus@cruising.org