



Detailed instructions on How to Register for the annual conference are outlined below.

We suggest you print this out and use these steps to help you through the registration process.

If you get stuck please call Lisa Mills on 09 3034515 (9.00am to 3.00pm) or email [nzbar.org.nz](mailto:nzbar.org.nz) with your questions.

### Registering to attend the conference for a delegate:

1. Click on **Register Attendees** in the blue box at the bottom of the registration page. Complete the booking form at end of the page by entering your email address and clicking "**Look Up**"
2. Enter your name as you would like it to appear on your lanyard and name tag, any dietary or other special requirements and emergency contact details. *Some of these fields are compulsory.*
3. Click on "**Add to Cart**".
4. Click on "**Activities for delegates**" and decide which activity you would like to participate in. You can view these on the page or download a PDF with full details of each activity.
5. Click on the link under the photograph of the activity to choose the activity you would like to book and then complete the form as you have done previously for your conference ticket (steps 6-7 below).
6. Click on **Register Attendee**. Type in your email address and clicking "**Look Up**". This will ensure you are not charged for your activity as it is included in your ticket price.
7. Click on "**Add to Cart**". You should now have two items in your shopping cart.
8. Go to your **Cart** (top menu) remove any unwanted/duplicate tickets, update if necessary and **check out** using your preferred payment option. You may have to login if you are not already logged into your member portal. **Your login is your email address** and if you do not know your password use the link to reset it.
9. When you have completed checkout, you will be sent a confirmation email and a copy of your invoice. Check your invoice to make sure it has both your conference booking and your optional activity on it. There is a link in this email to follow to book an optional activity or dinner(s) for partners. Otherwise you can do this from the menu.

### Registering to attend a dinner or optional activity for a partner

1. AFTER you have booked your ticket and completed the checkout process, [click here to access the Partner's Booking Form](#).
2. Fill out the form with your partner's options.
3. Once we have processed this booking we will send an invoice to the email address provided in the form. This will not be immediate. Please pay the invoice promptly to secure the selected optional activity and dinners.