

Online registration of corporate table guests

User guidelines

Outlined below are detailed guidelines on how to register your corporate table guests at www.ceda.com.au. These guidelines assume you have already booked your corporate table online.

Read through the guidelines or click the links below to jump to a particular section.

[Login](#)

[View your corporate table bookings](#)

[Add guests](#)

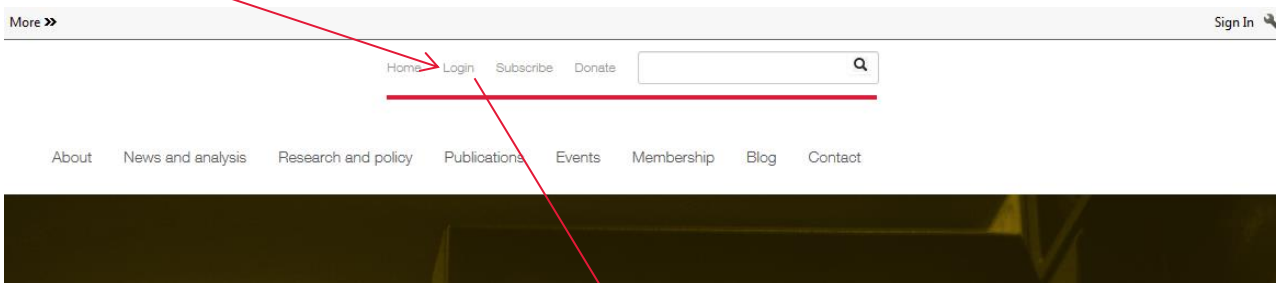
[Edit guest details](#)

[Delete a guest](#)

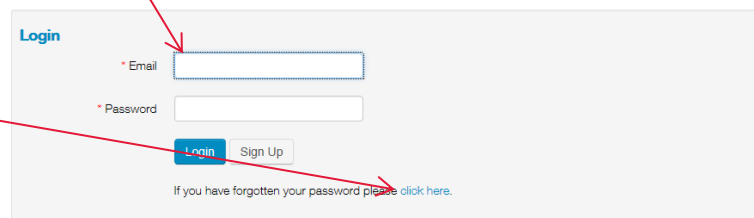
[Timelines for entering guest details](#)

Login

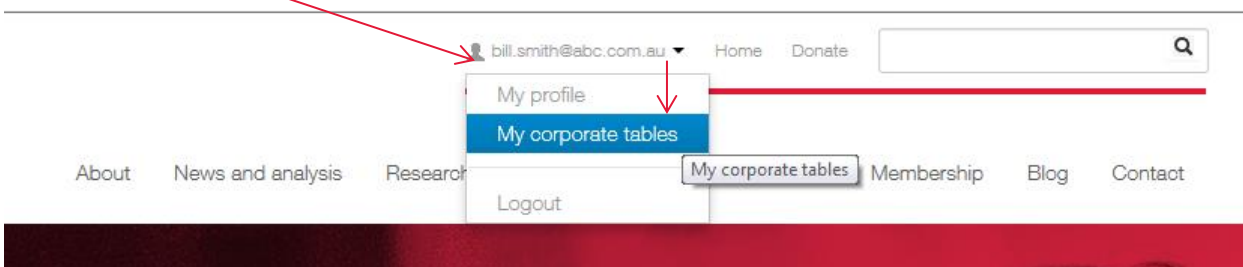
Click the [Login](#) link at the top left of screen and login using your email address and CEDA password.



If you have forgotten your password click the link to reset it.



Your email/username will appear at the top of the screen. Click on the drop down menu and select [My corporate tables](#) to access your corporate table bookings and register your guests.

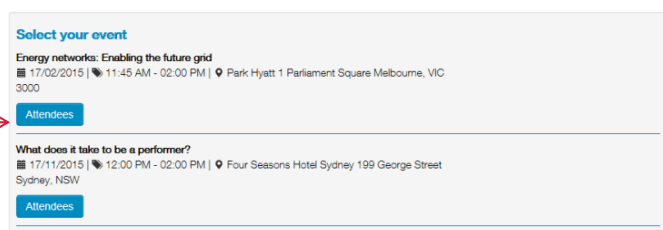


View your corporate table bookings

In [My corporate tables](#) you will be able to see all tables booked for future events.

My corporate tables

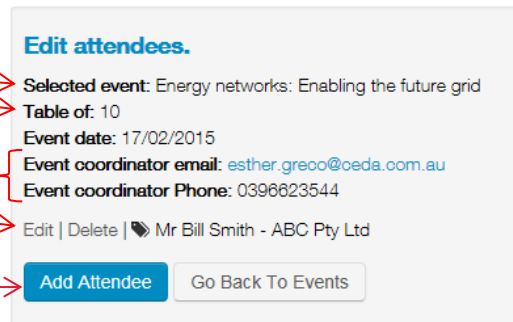
Click [Attendees](#) for the event at which you wish to register guests.



Add your guests

After clicking on the Attendees button for the selected corporate table, the Add/edit attendees screen will appear. Here you will see the:

- > Name of the event
- > Maximum number of seats at your table
- > Event date
- > Contact details for your event coordinator
- > Guests already registered to your table



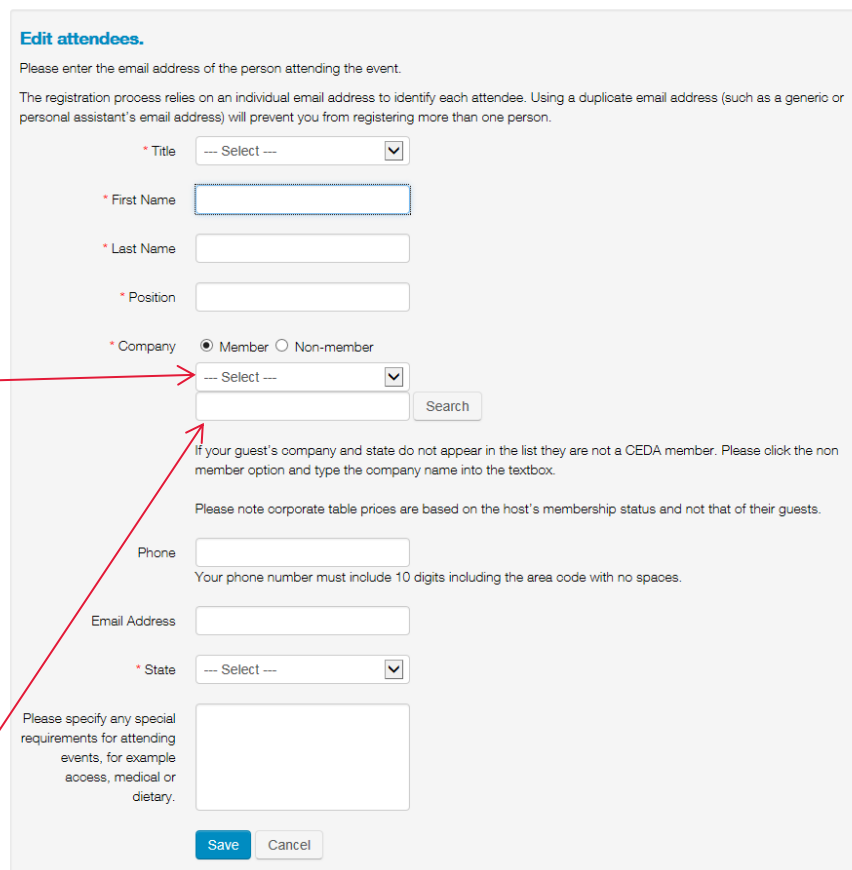
Click Add Attendee to register additional attendees.

Enter your guest details using these fields.

Those fields that are required are marked by a red asterisk.

Company – To check if your guest is from a company which is a member of CEDA, scroll through the Select drop down list.

The company is only a member if the combination of the company name **and** the state in which the guest is located, is in the list. If the combination is not in the list, select Non-member and type the company name into the free-text box.

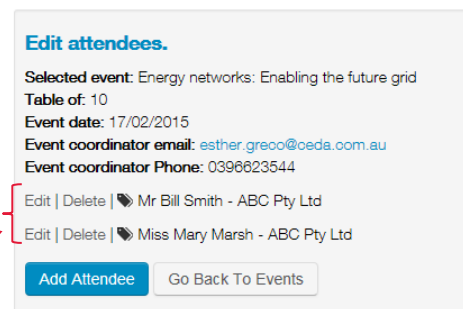


If you are entering an email address, please ensure it is the direct email of the guest. Please do not enter an email if it is your own or a generic company email (for example info@ceda.com.au).

Click Save to complete the registration.

The screen will return to the Add/edit attendees screen. The name of the guest will appear in the list of guests.

Click Add Attendee to add each corporate table guest.

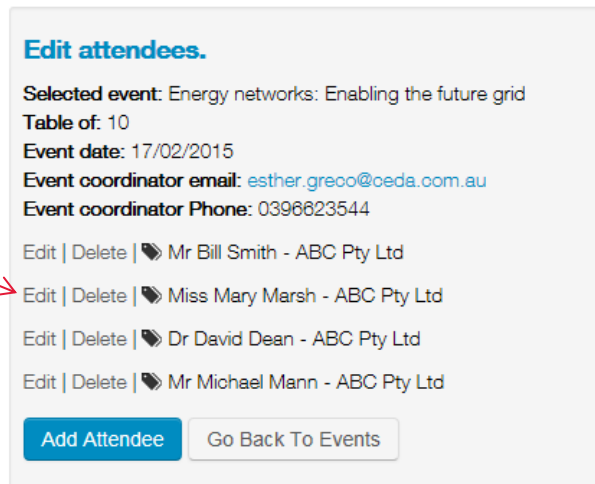


Edit guest details

To update or change any of the details for guests you have already added to your table, click the Edit link alongside their name and the registration form will appear with the details previously entered.

Add or edit details as required and click Save at the bottom of the screen.

NB. You may note when editing a guest's details that the phone and meal requirements are different from the ones you had entered. Please note the details shown have been entered directly by the guest and cannot be altered. If you have additional meal requirements please contact the event coordinator.



Edit attendees.

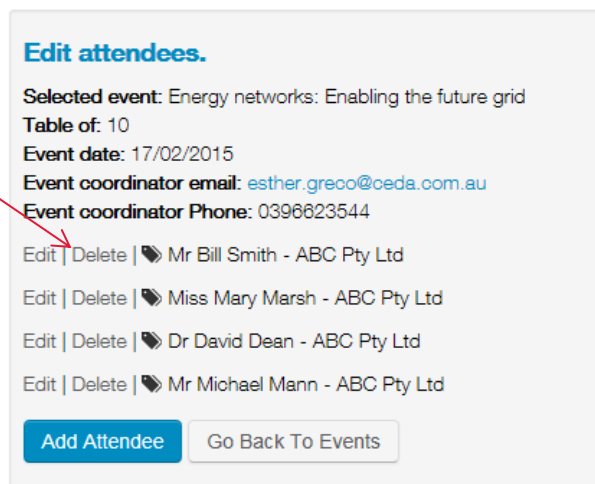
Selected event: Energy networks: Enabling the future grid
Table of: 10
Event date: 17/02/2015
Event coordinator email: esther.greco@ceda.com.au
Event coordinator Phone: 0396623544

Edit | Delete | 🍷 Mr Bill Smith - ABC Pty Ltd
Edit | Delete | 🍷 Miss Mary Marsh - ABC Pty Ltd
Edit | Delete | 🍷 Dr David Dean - ABC Pty Ltd
Edit | Delete | 🍷 Mr Michael Mann - ABC Pty Ltd

Delete a guest

To remove a guest from the list click the Delete link alongside their name.

This should also be used to delete the name of the person who booked the table if they are not attending the event.



Edit attendees.

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Timelines for entering your guest details

You can access this corporate table online registration from when it is booked up until two days prior to the event. Online registration is closed at this time to allow finalisation of event documentation and namebadges.

You do not have to enter your guests in one batch. You can return to this corporate table online registration repeatedly up until the closing deadline. Please enter your guest details as they are confirmed – please do not wait until you have all names confirmed. Any last minute changes should be emailed to the event coordinator listed.