

Online event registration

User guidelines

Outlined below are detailed guidelines on how to register for CEDA events at www.ceda.com.au.

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

[Login](#)

[Register for an event](#)

[Register multiple people for an event](#)

[Register a corporate table for an event](#)

[Payment via credit card](#)

[Payment via EFT or cheque](#)

[Registration confirmation / tax invoice](#)

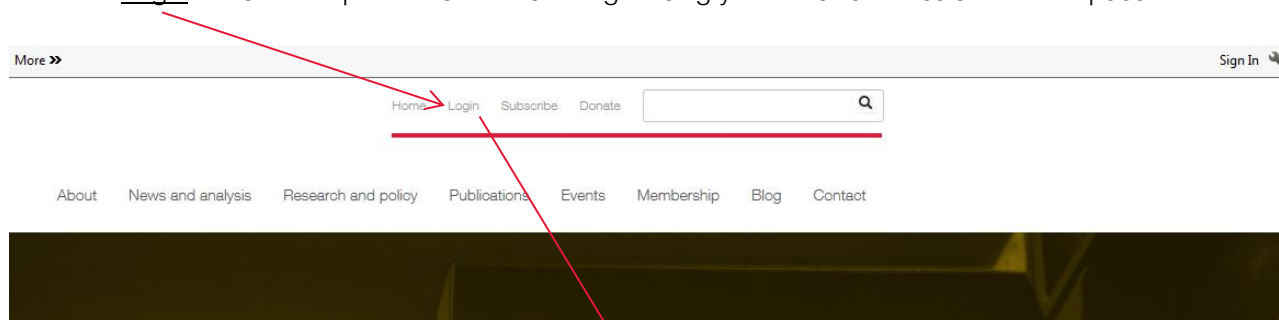
Before you can register for any CEDA event, you must login. Logging in allows you to manage your own contact information and your preferences for receiving CEDA information. It also means that your registration information will be pre-populated so that you do not have to complete full contact details each time you register.

If you do not have a login, [click here](#).

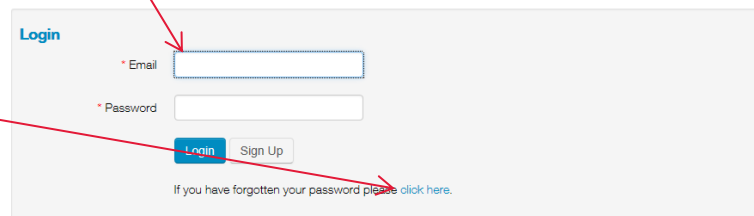
If you have a login but have forgotten your password, [click here](#) to reset it.

Login

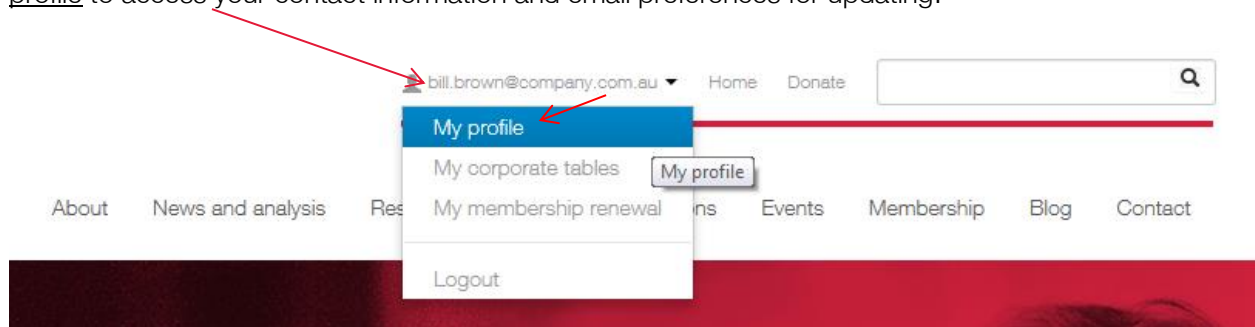
Click the [Login](#) link at the top left of screen and login using your email address and CEDA password.



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 profile](#) to access your contact information and email preferences for updating.



Register for an event

For any CEDA public event you can register by clicking the blue **Register now** button alongside the event information.

Energy networks: Enabling the future grid

VIC
Feb 17

The recently commenced Chair of the Australian Energy Regulator, Paula Conboy, and a panel of industry experts will discuss the state of the energy market, regulatory reform and the role of the future grid in energy supply and usage.

Speakers
Paula Conboy, Chair, Australian Energy Regulator
Hugh Gleeson, Chief Executive, United Energy & Multinet Gas

Public event
17/02/2015
Park Hyatt, 1 Parliament Square, Melbourne, VIC 3000
Energy/Resources/Mining
Lunch (11.45am to 2:00pm)

Register now

2015 Economic and Political Overview in Melbourne

CEDA's annual Economic and Political Overview brings together state and

If an event is marked **Trustee only**, it is a by invitation only event and so no **Register now** button will appear. For these events, click on the event title to view the event page and click **Contact us**. Contact the event coordinator listed to discussion registration options.

Tax reform: Where to from here?

VIC
Mar 10

This briefing is invitation only to CEDA trustees. Trustees are senior leaders nominated by CEDA member organisations. Invitations to CEDA Trustee boardroom briefings are a valued benefit of CEDA membership. For more information please contact Ben Luttrell, Ph: 03 9652 8403

Speakers
Rob Heferen, Executive Director - Revenue Group, Federal Treasury

Trustee only
10/03/2015
ABL Boardroom, Melbourne, VIC
Tax/Superannuation
Lunch (12:00pm to 2:00pm)

Active ageing: Realising the economic potential

VIC
Mar 10

This briefing is invitation only to CEDA trustees. Trustees are senior leaders nominated by CEDA member organisations. Invitations to CEDA Trustee boardroom briefings are a valued benefit of CEDA membership. For more information please contact Ben Luttrell, Ph: 03 9652 8403

Speakers

Trustee only
10/03/2015
ABL Boardroom, Melbourne, VIC
Tax/Superannuation
Lunch (12:00pm to 2:00pm)

Contact us

Remember, you must be logged in to register. If you click on **Register now** without being logged in you will be taken to the login screen. Once login is complete you will be redirected to the registration screen.

Your contact information will be automatically filled in **Step 1 Register attendee(s)**. If you choose to change any information on this screen it will not change your profile information, but will only be recorded against the event you are registering for. **NB**. Fields marked with a red asterisk are required and must be completed.

Please be sure to complete any dietary or other requirements to ensure that these are catered for. If there are no special requirements, please leave this field blank.

Step 1 Register attendee(s)

The registration process relies on an individual email address to identify each attendee. Using a duplicate email address (such as a generic or personal assistant's email address) will prevent you from registering more than one person.

Corporate tables: You don't need to be an attendee to book a corporate table. Once you submit your corporate table registration you can add and remove attendees.

* Title: Mr

* First Name: Bill

* Last Name: Brown

* Position: Managing Director

* Company: Member Non-member
Company Pty Ltd

Phone: 0399999999
Your phone number must include 10 digits including the area code with no spaces.

* Email Address: bill.brown@company.com.au

* Confirm Email Address: bill.brown@company.com.au

* State: VIC

Please specify any special requirements for attending events, for example access, medical or dietary.

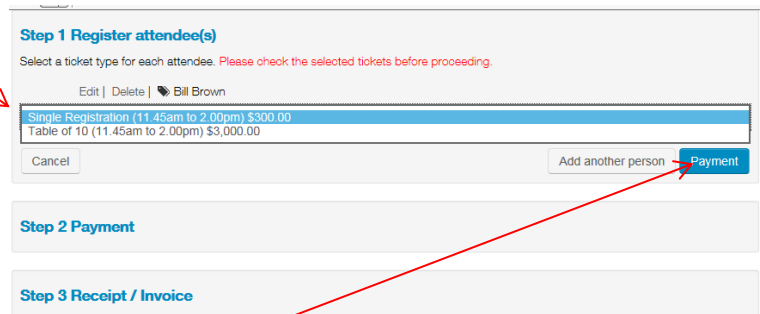
Submit **Cancel**

Step 2 Payment

Click Submit to save this information and to select a ticket for the event.

Click the drop down box to select either a single registration ticket or a table registration ticket.

NB. If you are booking a corporate table you do not need to have all guest details when booking the ticket. Guest details can be added any time up until two days prior to the event.



The screenshot shows the 'Step 1 Register attendee(s)' interface. It includes a header with 'Edit | Delete | Bill Brown'. Below is a table with two rows: 'Single Registration (11.45am to 2.00pm) \$300.00' and 'Table of 10 (11.45am to 2.00pm) \$3,000.00'. At the bottom of this section are 'Cancel', 'Add another person', and 'Payment' buttons. Below this is 'Step 2 Payment' and 'Step 3 Receipt / Invoice'.

If you are registering only one person click Payment to move to the payment screen.

Register multiple people for an event

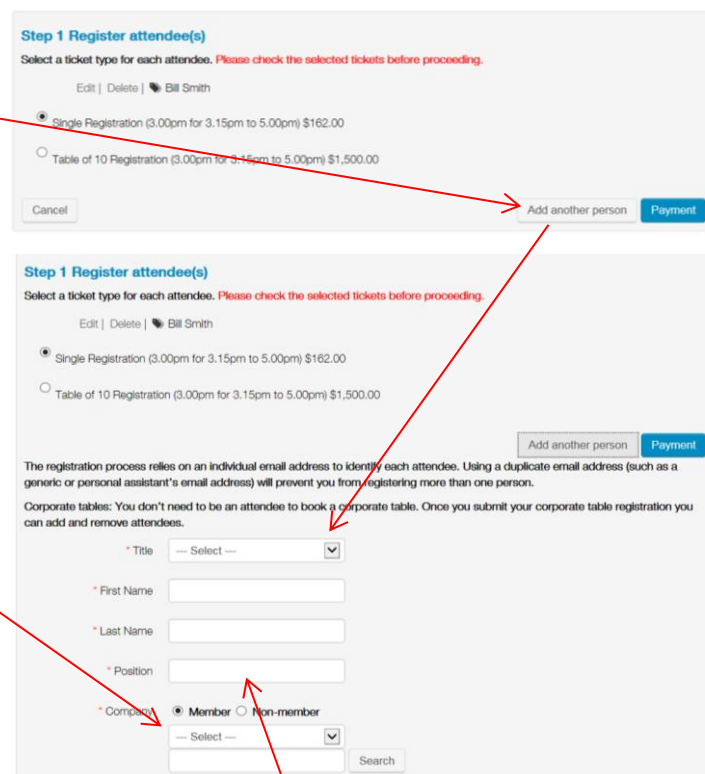
If you wish to book additional people for the same event click Add another person button after registering the first person.

A new registration screen will appear into which you should enter all required fields.

NB – Selecting a company – To determine whether the person you are entering is from a member company click the Company drop down list. The person's company and state of location must appear in combination in the list for the company to be a member.

If the company/state combination is in the list, select the combination and move to the next field.

If the company/state combination is not in the list, click the Non-member radio button and type the company name into the field.



The top screenshot shows the 'Step 1 Register attendee(s)' interface with 'Single Registration (3.00pm for 3.15pm to 5.00pm) \$162.00' selected. The 'Add another person' button is highlighted with a red arrow. The bottom screenshot shows the registration form with fields for 'Title', 'First Name', 'Last Name', 'Position', and 'Company'. The 'Member' radio button is selected, and the 'Company' dropdown is highlighted with a red arrow. A 'Search' button is also visible.

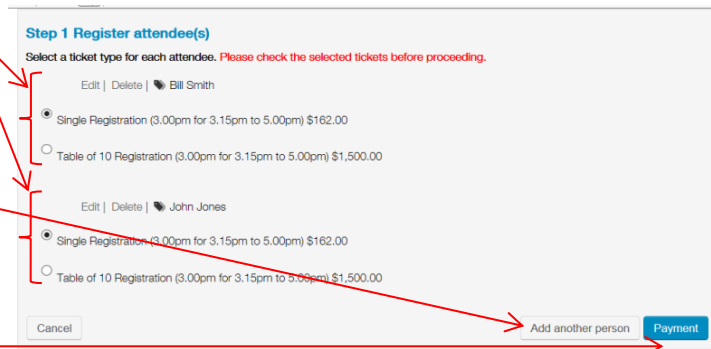
NB. Email – You must use the person’s direct email when entering the guest details. If you use your own email, someone else’s email or a generic company email these may already be in our database and will prevent you from registering the guest. Each individual registered must have a unique email address.

When you have completed the guest’s details click Submit at the bottom of the screen.

The details and ticket selected for each registrant will be shown.

Add additional guests by click Add another person and continuing this process.

Once all guests are registered, click Payment to finalise the registrations.



NB. Event seating – Please note that booking multiple people under one registration will link them in our registration system. This means the guests will be seated together at the event. If you do not wish these guests to be seated together please contact the event coordinator to advise.

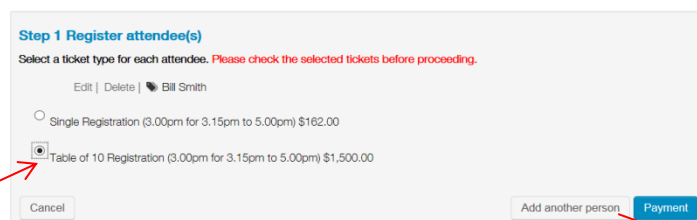
Register a corporate table for an event

You do not need to have all of your guest details in order to book a corporate table. You need only one name to book the table (yours or the table host). Guests can be added at a later date.

Follow the instructions above for registering for an event. Once you have completed the personal details click Submit.

You will see the Step 1 Register attendee(s) screen with the ticket options for the event.

Click on the preferred table option radio button.



Click the Payment button to finalise the registration.

Following your table registration you will receive an email from the event coordinator with timelines and other information relevant to your corporate table booking, including a user guide with instructions on registering your guests.

Payment via credit card

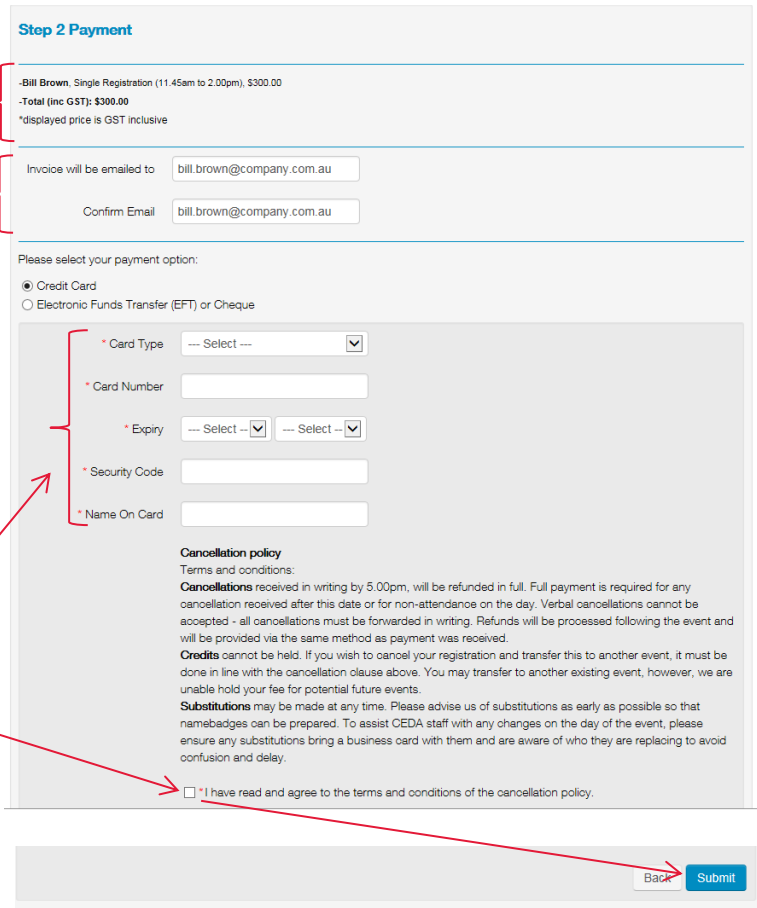
At the top of the payment section is confirmation of who you have registered and the payment amount. If this is incorrect click [Back](#) at the bottom of the screen to return to the registration screen.

You can choose to send the registration / tax invoice to the registered person, to you or to someone else. Amend the email address if you wish it to go to someone else.

Enter the credit card details – all fields are required.

To finalise registration you must read and accept the [terms and conditions](#). Click the tick box and click [Submit](#).

When payment has been processed you will be returned to the registration screen where you'll see Step 3 Receipt/Invoice.



Step 2 Payment

•Bill Brown, Single Registration (11.45am to 2.00pm), \$300.00
 •Total (inc GST): \$300.00
 *displayed price is GST inclusive

Invoice will be emailed to: bill.brown@company.com.au
 Confirm Email: bill.brown@company.com.au

Please select your payment option:
 Credit Card
 Electronic Funds Transfer (EFT) or Cheque

* Card Type: --- Select ---
 * Card Number:
 * Expiry: --- Select --- / --- Select ---
 * Security Code:
 * Name On Card:

Cancellation policy
 Terms and conditions:
Cancellations received in writing by 5.00pm, will be refunded in full. Full payment is required for any cancellation received after this date or for non-attendance on the day. Verbal cancellations cannot be accepted - all cancellations must be forwarded in writing. Refunds will be processed following the event and will be provided via the same method as payment was received.
Credits cannot be held. If you wish to cancel your registration and transfer this to another event, it must be done in line with the cancellation clause above. You may transfer to another existing event, however, we are unable to hold your fee for potential future events.
Substitutions may be made at any time. Please advise us of substitutions as early as possible so that namebadges can be prepared. To assist CEDA staff with any changes on the day of the event, please ensure any substitutions bring a business card with them and are aware of who they are replacing to avoid confusion and delay.

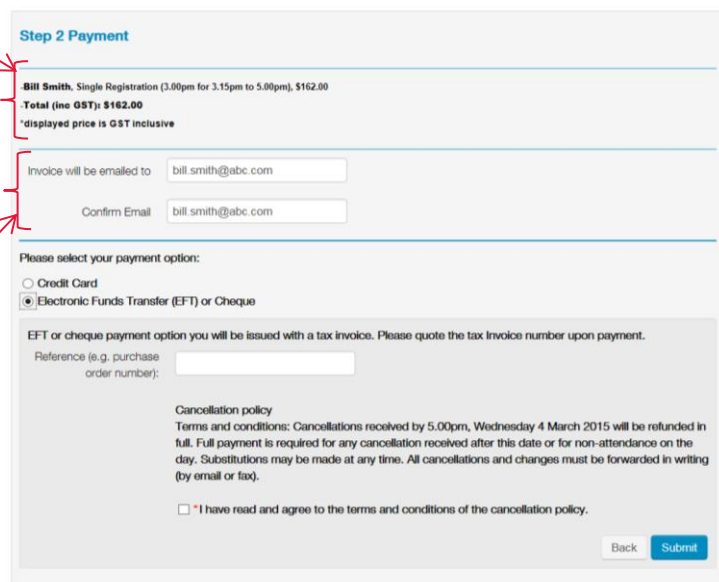
*I have read and agree to the terms and conditions of the cancellation policy.

[Back](#) [Submit](#)

Payment via EFT or cheque

At the top of the payment section is confirmation of who you have registered and the payment amount. If this is incorrect click [Back](#) at the bottom of the screen to return to the registration screen.

You can choose to send the registration / tax invoice to the registered person, to you or to someone else. Amend the email address if you wish it to go to someone else.



Step 2 Payment

•Bill Smith, Single Registration (3.00pm for 3.15pm to 5.00pm), \$162.00
 •Total (inc GST): \$162.00
 *displayed price is GST inclusive

Invoice will be emailed to: bill.smith@abc.com
 Confirm Email: bill.smith@abc.com

Please select your payment option:
 Credit Card
 Electronic Funds Transfer (EFT) or Cheque

EFT or cheque payment option you will be issued with a tax invoice. Please quote the tax invoice number upon payment.
 Reference (e.g. purchase order number):

Cancellation policy
 Terms and conditions: Cancellations received by 5.00pm, Wednesday 4 March 2015 will be refunded in full. Full payment is required for any cancellation received after this date or for non-attendance on the day. Substitutions may be made at any time. All cancellations and changes must be forwarded in writing (by email or fax).

*I have read and agree to the terms and conditions of the cancellation policy.

[Back](#) [Submit](#)

Click on the Electronic Funds Transfer (EFT) or Cheque radio button.

If required by your accounts department, you can add a purchase order or other reference number to the invoice.

To finalise registration you must read and accept the terms and conditions. Click the tick box and click Submit.

When payment has been processed you will be returned to the registration screen where you'll see Step 3 Receipt/Invoice.

Registration confirmation / tax invoice

You will automatically receive an email confirmation of your booking. This will be sent to the person who is registered, or it can be sent to an alternative person by changing the email address at Step 2 Payment.

The invoice will come from noreply@CEDA.com.au. Do not reply to or email this address if you have any event enquiries. At the bottom of the email are the contact details for your event coordinator.

Depending on your PC settings, the email may have a phishing message block at the top. To stop this block occurring in the future right click on the message and select Add the Domain @ceda.com.au to Safe Senders list.

Event Registration Confirmation, 2015 Economic and Political Overview in Adelaide - Message (HTML)

This might be a phishing message and is potentially unsafe. Links and other functionality have been disabled. Click here to enable functionality (not recommended).
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
Outlook blocked access to the following potentially unsafe attachments: _3236494_Invoice.pdf, OutlookCalendarAppointment.ics.

From: noreply@ceda.com.au
To: Sharon Braun
Subject: Event Registration Confirmation, 2015 Economic and Political Overview in Adelaide

Committee for Economic Development of Australia
National Office
Level 13, 440 Collins Street
Melbourne VIC 3000
GPO Box 2117
Melbourne VIC 3001
Telephone 03 9662 3544
Fax 03 9640 0849
ABN: 49 008 600 922

TAX INVOICE Invoice No. S150220-175636

Sold To: Mr Bill Smith
ABC Company
NSW

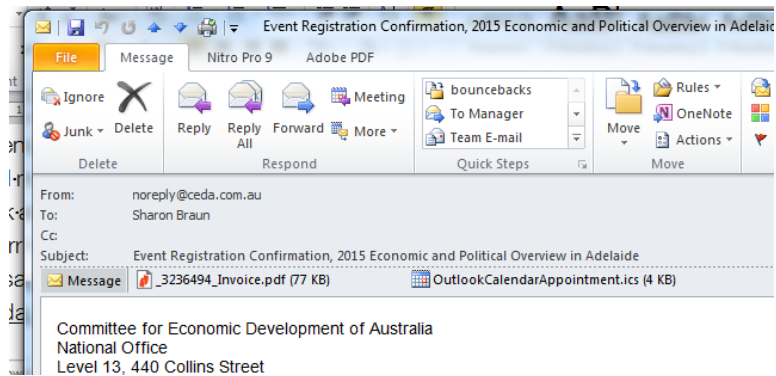
Account No.	Purchase Order No.	Order Date	Our Order	Terms	Invoice Date
193468		08/01/2015	175636	7 Days Terms	08/01/2015
Qty	Description	Unit Price	Extended Price		
	2015 Economic and Political Overview in Adelaide 20/02/2015 - 20/02/2015				

See more about: noreply@ceda.com.au.

- Download Pictures
- Change Automatic Download Settings...
- Enable Links and other functionality (not recommended)
- Add Sender to Safe Senders List
- Add the Domain @ceda.com.au to Safe Senders List

Once the block has been removed you will see two attachments:

- a PDF version of the invoice; and
- an Outlook calendar entry which will allow you to add the event to your Outlook calendar.



Both the email confirmation and the Outlook calendar entry contain the cancellation clauses related to the event.