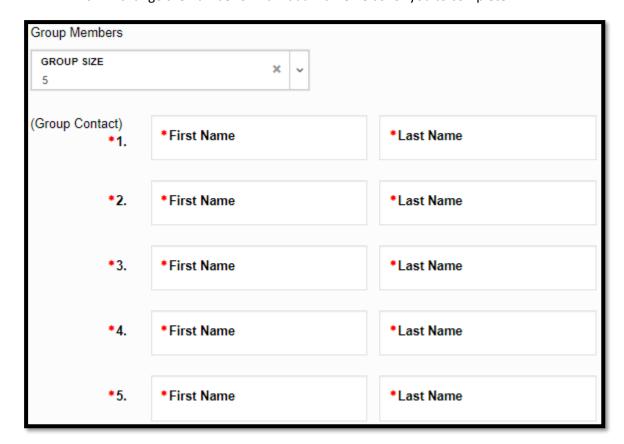**2024 ARCS Annual Conference**
12-14 June 2024
ICC, Sydney
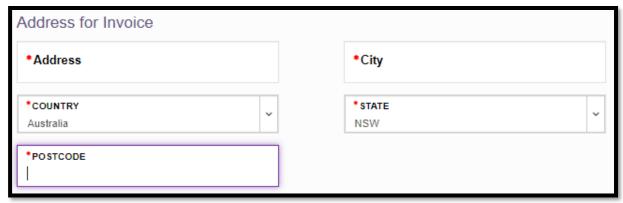
Step-by-step group registration instructions

1. [Click here](#) to start your group registration
2. Select your group "...up to 3 people" or "...4 or more people" (Note: discount applies to 4 or more)
3. "I am the main contact but not attending the conference"
   - Select this if you are registering others to attend
     - Contact details fields will appear for you to complete
   - Leave blank if you are attending the conference
     - Your contact details will be completed as the first person in the group

4. Select the number of individuals in your group from the drop-down menu
   - This will change the number of individual name fields for you to complete

5. Complete the First and last name field for each group member, click 'Next'
6. Complete address information details – these will appear on your invoice. Click 'Next'

7. Complete contact details for registrant 1
8. Select membership status:
   - ARCS member - make sure the email matches your ARCS membership email. Click 'Next'
   - Non-member - select this if you are not an ARCS member
9. Click 'Next'
10. Select conference and dinner attendance for registrant 1:
    - One-day registration*
    - Two-day registration*
    - Full registration
    - Awards Dinner
11. Click 'Next'
12. For one- or two-day registrations, please specify which days you will attend, click 'Next'
13. Permission to be included on the conference delegate list which is shared with exhibitors:
    - Select the checkbox to be included or leave blank to be excluded, click 'Next'
14. Registrant 1 is now complete – you can now:
    - Click 'Edit/View' to the registration details
    - Click 'Register' to complete details for the next registrant

15. Once all registrant details are complete, read and agree to the terms and conditions, click 'Next'
16. Select payment method:
    - Direct deposit
    - Credit card
      - Enter card details
17. Click 'Submit'
18. The main contact will receive an invoice for the group registration