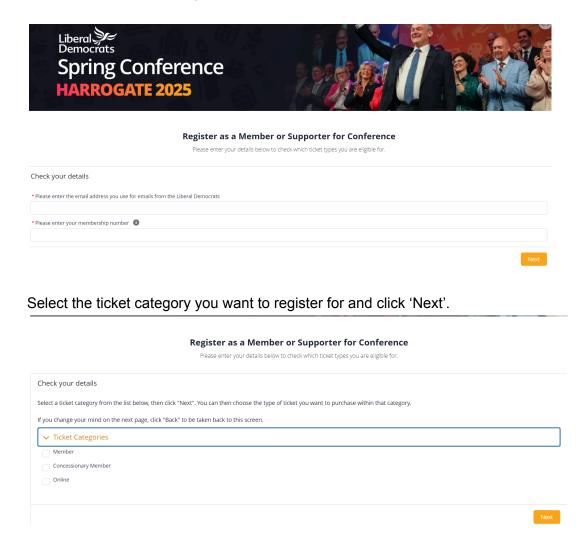
Step by step guide - Registration Spring Conference 2025

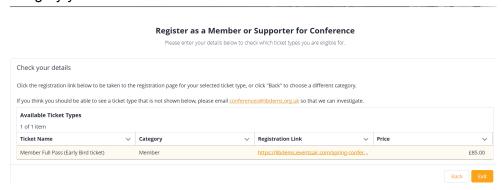
Go to this link to register as <u>Member or Supporter</u>
 All other categories are on our website (including for observers, MPs/ Lords/ Parliamentarians): https://www.libdems.org.uk/conference

Please insert your Lib Dem email address and your membership number and click 'Next'.

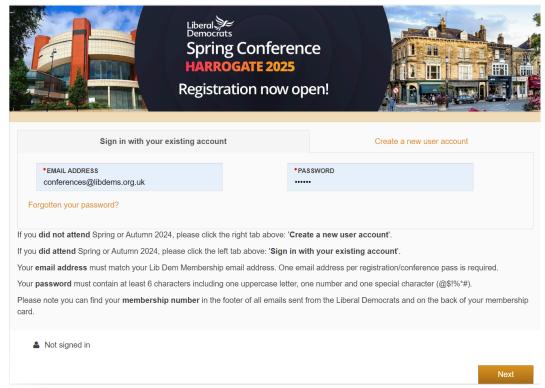
You can find your membership number in the footer of all emails sent from the Lib Dems and on the back of your membership card.



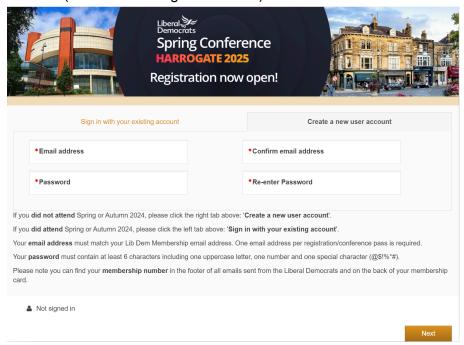
Click on the orange link and it will direct you to the registration site for the ticket category you have chosen.



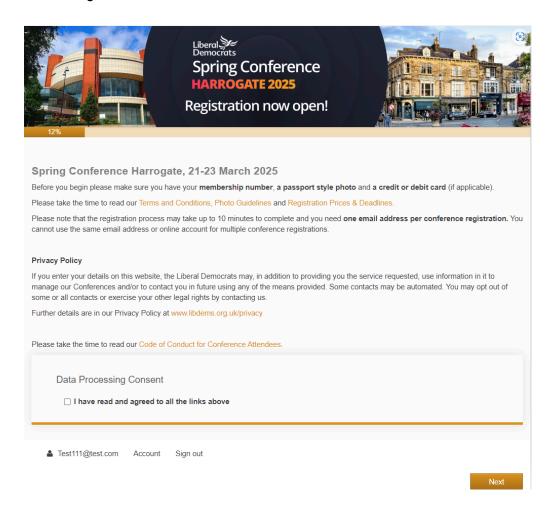
Insert your Lib Dem Membership email address (must match your email address you registered with your Lib Dem membership) and password and click 'Next'. If you have forgotten your password, please click on 'forgotten your password' below.



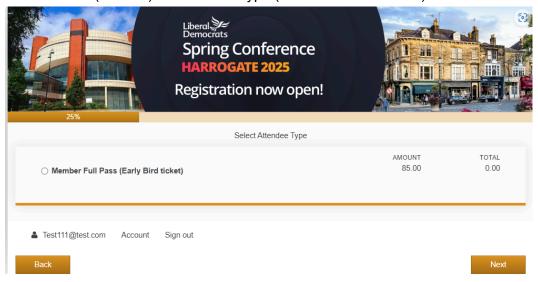
If you have not attended Spring 2024 or Autumn 2024 please 'Create a new user account' (the tab on the right hand side)



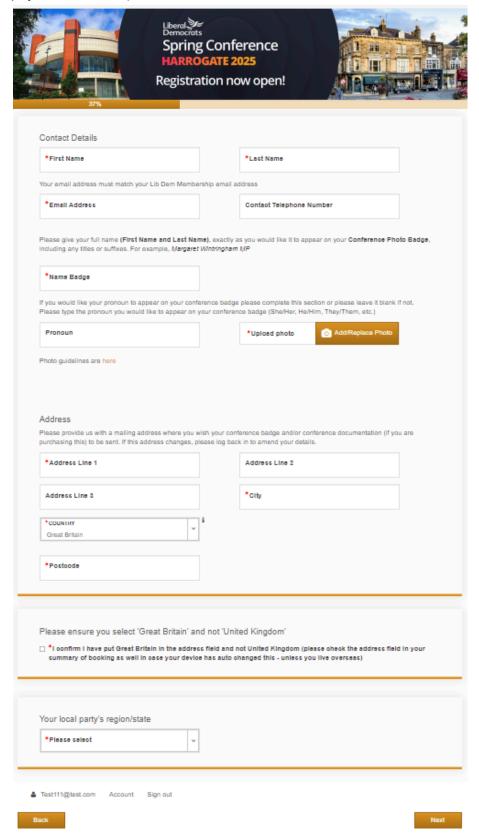
2. Please read carefully the information below and accept (click on) the Data Processing Consent.



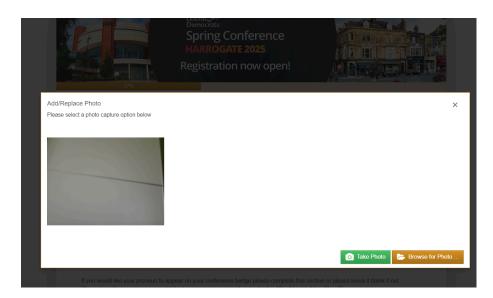
3. Please select (click on) the attendee type (Member Full Pass etc) and click 'Next'



- 4. Complete the 'Contact Details' section and click 'Next'.
 - Please note that all items with a red asterisk do need to be completed.
 - Please ensure you choose Great Britain and not United Kingdom in your address field (and ensure that your device has not auto filled this incorrectly, otherwise your payment will error)

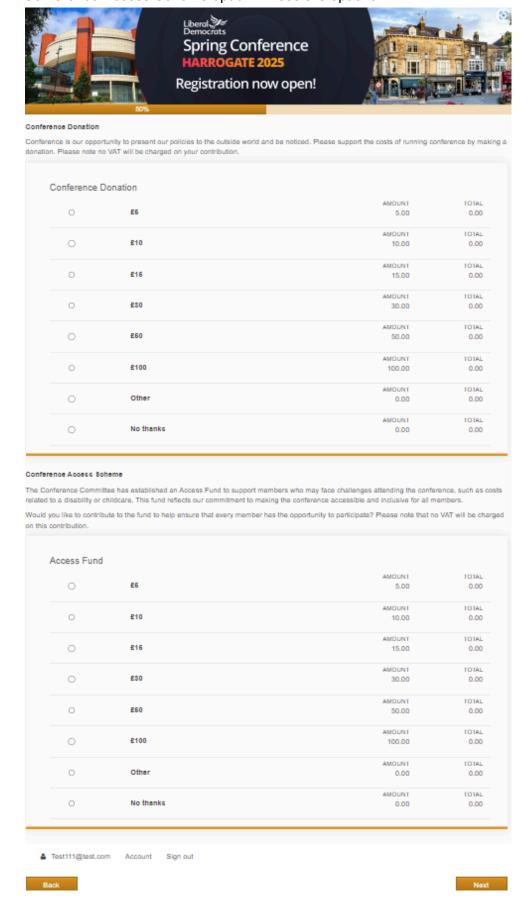


- For your conference badge photo you have 2 options: upload a photo you already have on your device or take a photo with your device (green button)

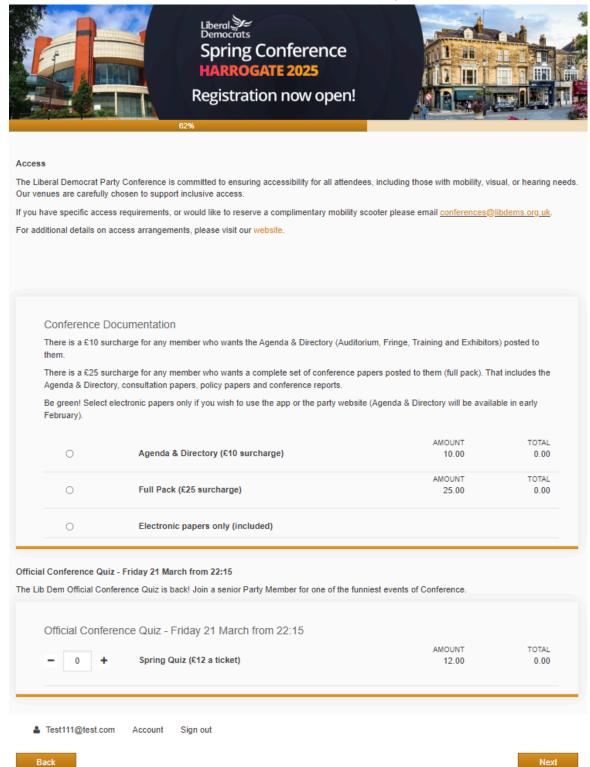


- Please do not forget to put Great Britain in the address field

5. If you want to make a donation please do, you have the Conference Donation or the Conference Access Scheme option. These are optional.

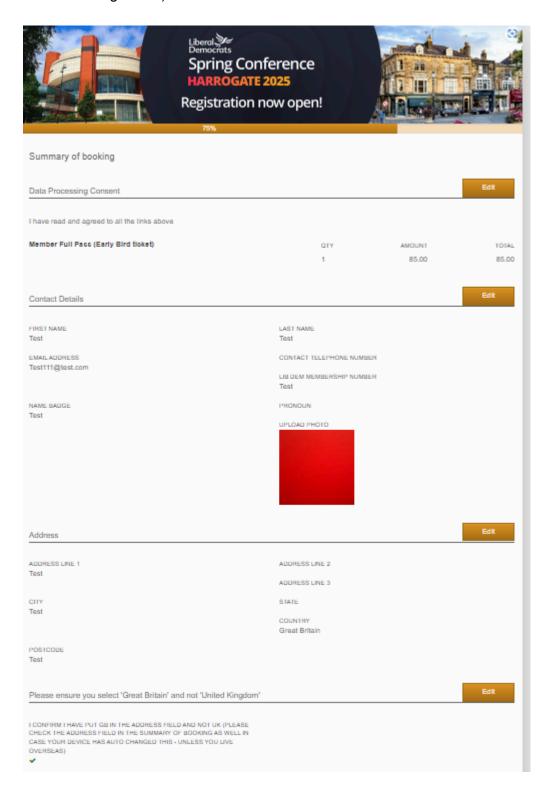


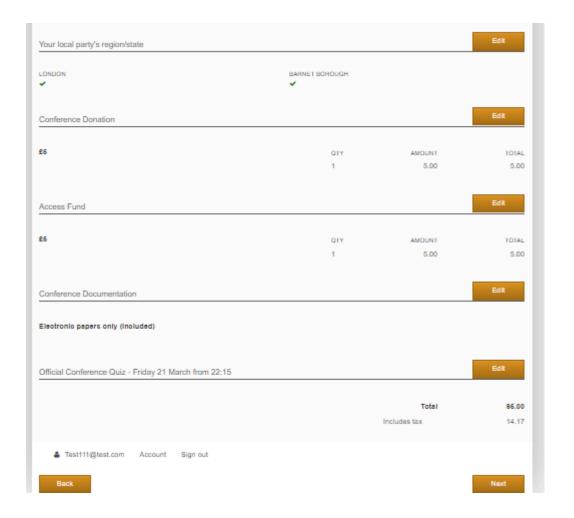
6. If you would like to purchase the Conference Documentation (to be posted to you) please select it here. You also have the option to purchase your quiz ticket.



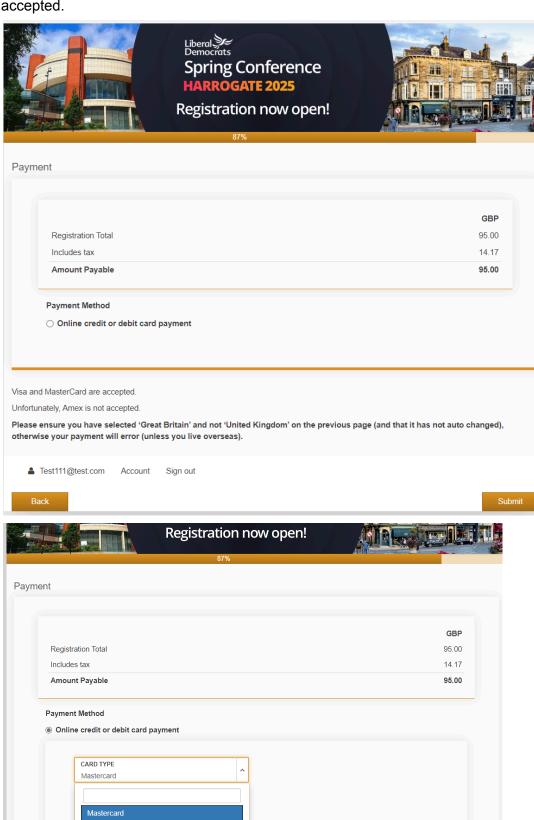
7. At the end of the registration you have the 'Summary of booking'.

Please ensure you have Great Britain in the address field (and that your device has not auto changed this).



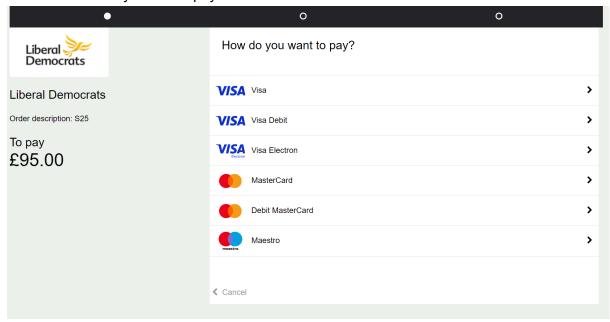


8. Please select the payment method and click 'Next' You have to select MasterCard or Visa and click 'Proceed to checkout'. Amex is not accepted.

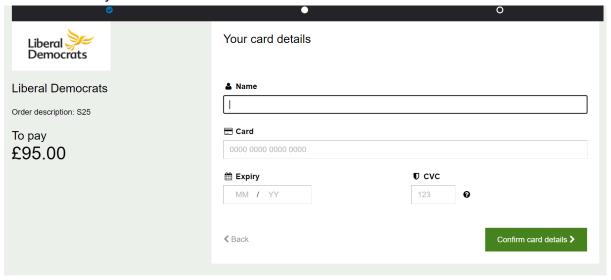


Visa

9. Select how would you like to pay



And then insert your card details



Please note your bank will send you a text message to authorise the payment. You need to use a card that is authorised for online payments - and that you have linked with your mobile phone in order to authorise this.

10. You are now registered and will receive a confirmation of booking email.

We look forward to seeing you at the conference!

If you still need assistance, please email: conferences@libdems.org.uk or tel: 07385 031197 / 020 3540 4748