

New User - Registering for our events

Our registration process has been developed with face to face events in mind, although we now use it for webinar registration. Please be assured that you will only need to fill out the full details when you register for the first time, and thereafter you will only need your UserId (email address) and password to register.

Onn the event webpage, Click on *Register*

This will take you to the **Members Lounge** sign up page

Click on *Login or Signup*

Click on *New user Signup*

Membership Options

Click on *Register for Events as a Non Member*

Fill out the **Personal Information**

- First Name
- Last Name
- Email
- Repeat Email
- Gender
- DOB
- Phone number

Members Lounge Login

Your password will automatically become your User ID

Create Password (Minimum 6 characters, 1 lower case, 1 upper case, 1 number)

Contact Information

- Address
- City
- Postcode
- Country/Region
- County

Keeping in touch – check options

Click *Submit*

Click *Register*

Click *Continue*

Order Confirmation will be emailed to you with the link to the event.