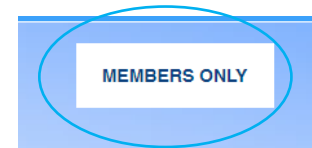# Event Registration Guide

To register yourself and colleagues for a SCA event in the SCA Member Centre.

Step 1

From the SCA (Vic) page strata.community   Click ➡
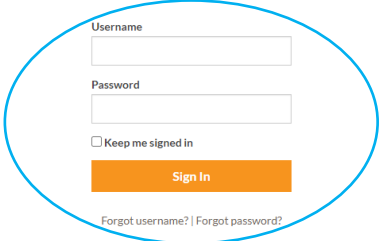
MEMBERS ONLY

Step 2

At the Sign in Prompt

Enter your individual login credentials and click ➡   sign in

Note: Your credentials are the same for the Member Centre and Elearning Platform

Can't remember your username and password, please email education.vic@strata.community

Sign In

Username

Password

☐ Keep me signed in

Sign In

Forgot username? | Forgot password?

Step 3

In the navigation bar, click ➡   **Events**

strata community association

Sign out   Hi, SCA Member 🛒 🔍

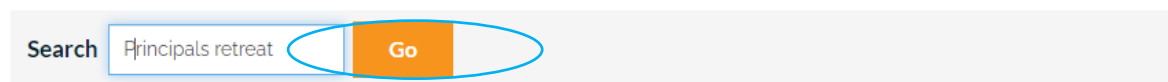VIC Resources   My Account   Directory   Events

Member Centre

Please use the menu above to find our **members only** content and management functions.

All the events that are open for registration across Australia and New Zealand are listed.

To search for the CHU, Macquarie Bank, SCA (Vic) 2022 Principal's Retreat

In the search field, enter **Principal's Retreat** and click ➡   go

Events

Search   Principals retreat   Go

SCA (Vic) Principal's Retreat 2022

Step 4

From the list, select the event you would like to register for

Step 5

To register yourself Click ➤ Register myself

Note: Can't see register myself ➤ Sign in with your credentials – Refer Step 2

SCA (Vic) Principal's Retreat 2022

Join us for the CHU, Macquarie Bank, SCA (Vic) 2022 Principal's Retreat, which includes 3 nights of social networking dinners and 2 days to learn about the recent changes in the legislation along with the below topics. Whether you are in need of a holiday, or simply a detox from the year that was 2021, the Principal's Retreat experience is for you. It will open your eyes to new levels of possibilities for yourself and your business.

CPD: 6 Points

For assistance with registering, please refer to our Registration Guide.

Before registering, please ensure you have read and understand our Terms and Conditions. Registering for this event is taken as acceptance of our Terms and Conditions.

When	31/03/2022 17:00 - 03/04/2022 17:00
Where	Peppers Moonah Links Resort
	55 Peter Thomson Dr, Fingal
	VIC 3939
	AUSTRALIA

Register Myself

Register Someone Else

Registration ends 11/03/2022 17:00 (AUS Eastern Daylight Time)

After clicking Register Myself, please answer the questions and click **save responses**

Questions - SCA Member

*I acknowledge I have read and accepted the terms and conditions for myself and any members I register in their behalf

○ Yes ○ No

*I accept the privacy policy and any members that I register on their behalf, are to be listed on any delegate list

○ Yes ○ No

Save Responses

Step 6

In the lower part of the screen under Program

Click ➤ Add to register for appropriate registration option/s

Note: You must choose a program option to be able to submit your registration

Thursday, 31 March 2022		^

31/03/2022 17:00 **Add**	**Principal Ticket** This ticket is for a Principal member. Includes 2 day conference, all meals & beverages including three social networking dinners, transfers to offsite venues and activities. *Please note accommodation is not included in this cost.	
	Price	1,200.00
	Time	31/03/2022 17:00 - 03/04/2022 17:00
31/03/2022 17:00 **Add**	**Partner Ticket** This ticket is for a spouse of a Principal attendee. It includes networking dinners, transfers to offsite venues and activities. *Please note accommodation is not included in this cost.	
	Price	400.00
	Time	31/03/2022 17:00 - 03/04/2022 17:00

Step 7

Please answer event registration questions and click save responses

| 31/03/2022 17:00 | **Principal Ticket** <mark>In Itinerary</mark> |
| Remove | This ticket is for a Principal member. Includes 2 day conference, all meals & beverages including three social networking dinners, transfers to offsite venues and activities. *Please note accommodation is not included in this cost. |

Price

1,200.00

Time   31/03/2022 17:00 - 03/04/2022 17:00

*Please detail any dietary requirements

Save Response

Step 8

To register a colleague/s from your office before proceeding to checkout.

Skip this step if you are registering yourself

In the top part of the event registration   Click   →   Register someone else

a window will pop up. Click   →   the box next to select an existing contact., a list of colleagues will populate in the drop-down list.

If you would like to register a colleague not listed, please contact education.vic@strata.community for assistance

Register Someone Else

Choose a contact to register

◉ Select an existing contact |

○ Add a new contact   SCA Colleague

Select Colleague, click   →   save and close.

After selecting your Colleague, please answer the questions and click **save responses**

Questions - SCA Member

*I acknowledge I have read and accepted the terms and conditions for myself and any members I register in their behalf
○ Yes   ○ No

*I accept the privacy policy and any members that I register on their behalf, are to be listed on any delegate list
○ Yes   ○ No

Repeat Step 6 and 7 for each colleague

Step 9

After finishing registration options and registering others, click

Note: to proceed to checkout, all required questions must be answered.

➡ **Proceed to Checkout**

Step 10

Review the items in your shopping cart, ensuring you have added your program items.

Step 11

You now have the option to pay by credit card or pay later to receive an invoice with EFT details. Select payment option

Items

Item	Quantity	Price	Total	
SCA (Vic) Principals Retreat (includes 109.09 GST)	1	1,200.00	1,200.00	Remove

Update

Cart Charges

Item Total	1,200.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	1,200.00

Payment Details

⦿ Pay Now ◯ Pay Later

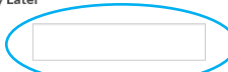|	
Payment amount	1,200.00
Payment method	Visa
*Card number	
*Name on card		Required
*Expiration date	01 2021
*CSC	
Card address	

Payment Details

◯ Pay Now   ⦿ Pay Later

PO number [   ]

PO Number - Enter Purchase Order number (if applicable) or leave

---

Step 12

Once payment option is selected, to finalise registration   click

➡ **Submit Order**

After you have submitted order, you will receive 2 emails

- One email is confirmation of your registration
- One email will contain the Tax Invoice of your registratio

Troubleshooting Tips

1. Error message on sign in screen that you are locked out

Contact education.vic@strata.community for further assistance with your login credentials

2. Trying to register someone else who is not listed in the pre-generated drop-down list of colleagues

Your colleague may not be a current member, please contact education.vic@strata.community for further assistance

3. I cannot check out. I receive an error – no program items selected for SCA (Vic) Event

Using the back button, add the appropriate registration items under program. You will now be able to proceed to checkout and finish the registration with your payment option.

4. I received an error when I try to proceed to check out.

Please scroll to the top of the event registration page. Please check you have answered all required questions under register myself/register someone else section and all the event program option required questions.
Ensure you have clicked save responses

Waiting to receive an invoice for all the registrations you have processed

As the member who processed the registrations, you will receive an order confirmation email with all your registration details. The Member Centre automatically sends your event invoice to the member that you have registered. If you have registered for your colleague, they will receive the invoice.

5. I can no longer attend the event; how can I cancel or transfer my registration?

Please contact education.vic@strata.community for further assistance.