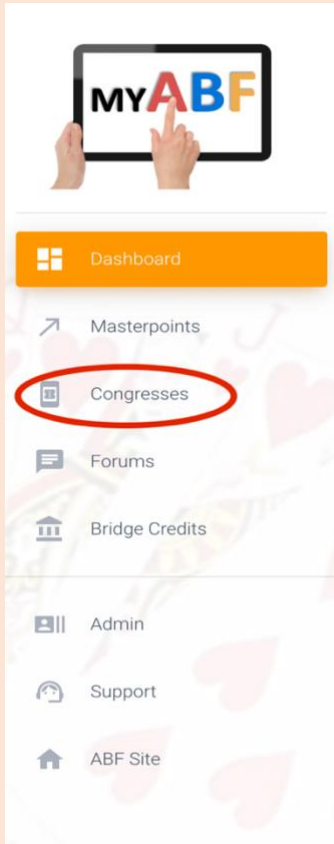


How to Register for an event that requires advance registration (not necessary for walk-in sessions)

Log in to your account and click on the **Congresses** tab on the left side of the Dashboard



A list of events is displayed under “Congresses. Find the appropriate event and scroll down through the information about the event to the **Program** section where you can select the particular event and enter it. Click on **ENTER** and your name is automatically entered. If your partner is registered with MyABF you can enter their name immediately, otherwise you should click TBA to reserve their place and provide their details later. You can pay for your partner with your own Bridge Credits if you wish, or indicate that they will have to pay for themselves later.

If you want to pay for everyone:

- Click on the Payment Methods box alongside each person’s name to select the payment method – in this case “My Bridge Credits”.
- Then click on **“CONFIRM AND PAY NOW”** and you will be taken to the Checkout screen.
- Click on “Confirm Entry” to lodge it.
- If you don’t have enough Bridge Credits to pay, you will be taken to the Stripe payment screen to input your card details.

You will receive an email notification of the entry once it has been lodged. It will also appear in your Dashboard under “Booked Events” and “Your Upcoming Events”.

If you don’t want to pay for everyone:

- Click on the Payment Methods box alongside each person who you don’t want to pay for and select “Ask them to pay”. The amount due for payment by these people will appear in the “Pending” column alongside their names. The amount you have to pay for yourself and anyone else you are paying for appears in the “Pay Now” column.
- Then click on **“CONFIRM AND PAY NOW”** and you will be taken to the Checkout screen.
- Click on “Confirm Entry” to lodge it.
- If you don’t have enough Bridge Credits to pay, you will be taken to the Stripe payment screen to input your card details.

You will receive an email notification of the entry once it has been lodged. It will also appear in your Dashboard under “Booked Events” and “Your Upcoming Events”. Your unpaid partners will have to log in to their account and make their own payment. Your entry is not complete until they have done this.

Further details on registration and payments are provided in the Support section that is hot-linked on the left side of the Dashboard. You will find the answer to most questions about registration and payments there, but here are a few matters you might be wondering about:

- If you have entered an event you can make changes yourself up until the closing date without needing to contact the convenor – you can add names, delete them, change names, amend payments, etc.
- If you withdraw from an event you will automatically get a refund of payments that you have made – this will be paid into your MyABF account, but you can get a refund to your card if you wish.
- You will automatically get an email message informing you of any changes that are made to your entry (e.g. if a member of your team is changed).