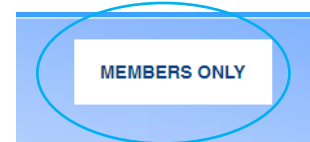# Event Registration Guide

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

Step 1

From the SCA Home page ➡ strata.community   Click   ➡
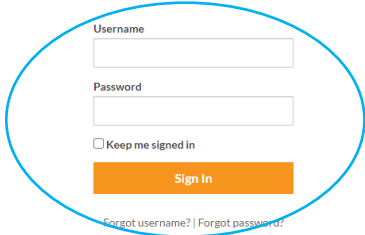
MEMBERS ONLY

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 admin@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 register for the 2021 SCA Australia & New Zealand Conference

In the search field, enter **Conference** and click ➡ go

Events

Search conference   ✕   **Go**

2021 SCA Australia and New Zealand Conference

The Australia and New Zealand SCA Conference is heading to Adelaide in 2021. The Adelaide Convention Centre over 21-23 June 2021. The SCA Conference is the highl

Step 4

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

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Step 5

To register yourself –   Click   ➡   Register myself

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

2021 SCA Australia and New Zealand Conference

The Australia and New Zealand SCA Conference is heading to Adelaide in 2021. The Conference will be held at the Adelaide Convention Centre over 21-23 June 2021. The SCA Conference is the highlight of the industry's annual calendar, bringing together colleagues across all our regions to collaborate, network and share knowledge. Our theme this year is "Share the Vision" and our program will be focused around future technological innovations and what our industry will look like in the next 5 - 20 years.

For full conference details, visit our website

If you require assistance with your member login credentials, please email admin@strata.community

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 | 21/06/2021 6:30 PM - 23/06/2021 11:59 PM |
| Where | Adelaide, SA 5000 AUSTRALIA |

Register Myself

Register Someone Else

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 - https://www.strata.community/sca-conference-21-terms-conditions

○ 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 - **Registering for Group of 5**

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

==*If you are purchasing a group of 5 and a delegate is a Principal and you are also registering for the Principal Forum, please complete registration as Group 1 – Delegate 1 or Delegate 2 and answer the Principal Forum question to register.*==

If you are purchasing one (1) group of 5, click add

21/06/2021 6:30 PM

Quantity (max 2) [1]

Add

Member Early Bird | Group of 5 Delegate Tickets

This registration is for SCA Members only. Includes: 1 ticket to two-day conference, 1 ticket to Monday Conference Welcome Reception, 1 ticket to Tuesday "Night at the Factory" Social event and 1 ticket to the Wednesday SCA Australasia Awards Gala Dinner. To purchase 3 or more groups of 5, please email marketing@strata.community

Price   5,005.00

Time   21/06/2021 6:30 PM - 23/06/2021 11:59 PM

Please enter your Team of 5 delegates in the question fields and click **save responses**

Note: To save responses please scroll to the end of the Group questions

Group 2 - Delegate 5 - First Name

Group 2 - Delegate 5 - Last Name

Group 2 - Delegate 5 - Phone Contact

Group 2 - Delegate 5 - Please detail any dietary requirements

Save Responses

If you are purchasing two (2) groups of 5, enter 2 in the quantity field and click add

21/06/2021 6:30 PM

Quantity (max 2) [2]

Update
Remove

Member Early Bird | Group of 5 Delegate Tickets **2 In Itinerary**

This registration is for SCA Members only. Includes: 1 ticket to two-day conference, 1 ticket to Monday Conference Welcome Reception, 1 ticket to Tuesday "Night at the Factory" Social event and 1 ticket to the Wednesday SCA Australasia Awards Gala Dinner. To purchase 3 or more groups of 5, please email marketing@strata.community

Price   5,005.00

Time   21/06/2021 6:30 PM - 23/06/2021 11:59 PM

• Group 1 - Delegate 1 - First Name

Please enter all your 10 delegates in the question fields and click **save responses**

Note: To save responses please scroll to the end of the Group questions as per above image

Step 7

After finishing registration options and registering others, click → **Proceed to Checkout**

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

Step 8

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

Step 9

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 blank

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Step 10

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 registration

Troubleshooting Tips

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

Contact admin@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 admin@strata.community for further assistance

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

Shopping Cart

Items

Item	Quantity	Price	Total	
2021 SCA Australia and New Zealand Conference No program items have been selected.	1	0.00	0.00	Remove

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 want to purchase 2 x Group of 5 tickets. My registration is only showing one.

In the quantity field, enter 2 and click **update**. *Please enter all your 10 delegates in the question fields and click* **save responses**

Note: To save responses please scroll to the end of the Group questions as per above image

21/06/2021 6:30 PM

Quantity (max 2) 1

Update

Remove

Member Early Bird | Group of 5 Delegate Tickets **In Itinerary**

This registration is for SCA Members only. Includes: 1 ticket to two-day conference, 1 ticket to Monday Conference Welcome Reception, 1 ticket to Tuesday "Night at the Factory" Social even and 1 ticket to the Wednesday SCA Australasia Awards Gala Dinner. To purchase 3 or more groups of 5, please email marketing@strata.community

5. 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**==

Questions - SCA Member

* I acknowledge I have read and accepted the terms and conditions - https://www.strata.community/sca-conference-21-terms-conditions
  ○ 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

* Partner First Name

* Partner Last Name

* Partner Email Contact

Please detail any dietary requirements?

6. 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.

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

Please contact marketing@strata.community for further assistance.