

HOW TO REGISTER

#HTAVAC24

REGISTER MYSELF

1. Enter your details in the Personal Details tab. If you are logged into the HTAV website with your unique login and password, your details will automatically populate. Please ensure your email address is correct as you will be emailed access details closer to the event date. Click Save and Continue.
2. Select your session preferences. Click Save and Continue.
3. Select any social events you will attend. Click Save and Continue.
4. Check your order details. When ready, click Continue to Payment Gateway.
5. Select your preferred payment method. You will need to agree to the Terms and Conditions to complete your registration. Click Next: Payment Details.
6. Add your payment details. Click Submit Order.

Your attendance is secured, and you will receive email confirmation shortly. Closer to the event date, you will receive confirmation of your session preferences and the event details via the email address provided at registration.

See you at the Annual Conference!

First, review the [program](#) and choose your workshops or collect the workshop preferences of everyone in your group. Then visit the conference webpage on the HTAV website and follow your preferred registration process.

REGISTER MYSELF AND ONE OTHER / A GROUP OF OTHER PEOPLE

1. As the person paying, enter your details in the Personal Details tab. If you are logged into the HTAV website with your unique login and password, your details will automatically populate. Click Save and Continue.
2. In the next tab, click the Add me as a Group Member button to be added as an attendee. Then enter the Name and Email Address of those you wish to register. Click Add Group Members.
3. Attendees will now be listed under the Current Group Members heading. Click on the first name and a pop-up box will open. Complete the tab details, clicking Save as you go. Please ensure the email addresses provided are correct as attendees will be emailed access details closer to the event date. Once you have completed each tab, click Save and close the pop-up box. Complete this step for each additional attendee. Once completed, click Save and Continue.
4. Check your order details. When ready, click Continue to Payment Gateway.
5. Select your preferred payment method. You will need to agree to the Terms and Conditions to complete your registration. Click Next: Payment Details.
6. Add your payment details. Click Submit Order.

The attendance of yourself and your colleagues is secured, and you will receive email confirmation shortly. Closer to the event date, each attendee will receive confirmation of their session preferences and the event details via the email address provided at registration.

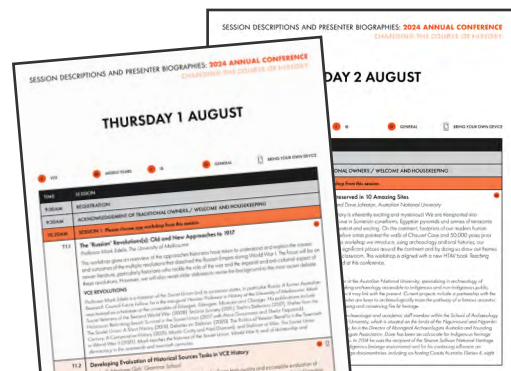
See you at the Annual Conference!

REGISTER ONE OTHER PERSON / A GROUP OF OTHER PEOPLE ONLY

1. As the person paying, enter your details in the Personal Details tab. If you are logged into the HTAV website with your unique login and password, your details will automatically populate. Click Save and Continue.
2. In the next tab, enter the Name and Email Address of those you wish to register. Click Add Group Members. **DO NOT** click the Add me as a Group Member button or you will be added as an attendee. There is no way to undo this without contacting HTAV.
3. Attendees will now be listed under the Current Group Members heading. Click on the first name and a pop-up box will open. Complete the tab details, clicking Save as you go. Please ensure the email addresses provided are correct as attendees will be emailed access details closer to the event date. Once you have completed each tab, click Save and close the pop-up box. Complete this step for each additional attendee. When ready, click Save and Continue.
4. Check your order details. When ready, click Continue to Payment Gateway.
5. Select your preferred payment method. You will need to agree to the Terms and Conditions to complete your registration. Click Next: Payment Details.
6. Add your payment details. Click Submit Order.

The attendance of your colleagues is secured, and you will receive email confirmation shortly. Closer to the event date, each attendee will receive confirmation of their session preferences and the event details via the email address provided at registration.

Thank you for registering!



HTAV MEMBERS! You must log in with your own unique HTAV username and password prior to registering for the conference. If the people attending are covered by a school membership, all of them and you must be linked to that membership on HTAV's database to enable discounted member pricing and invoicing your school for payment.