

HOW TO REGISTER: **VCE HISTORY CONFERENCE**

REGISTER MYSELF. **Submit.**

1. Fill in your details and make your session selections. Please ensure your email address is correct as you will be emailed information about accessing the conference closer to the event. Click Submit.
2. Check your order details. Click Complete Order.
3. Fill in and check your billing details. Click Next: Shipping Method.
4. Select the preferred payment option. Scroll to the bottom of the page. You will need to agree to the Terms and Conditions to complete your registration. Click Next: Payment Details.
5. Add your payment details. Click Submit Order.

Your attendance is secured, and you will receive email confirmation shortly. Closer to the event, you will receive an email via the email address provided at registration.

See you at the VCE History Conference!

REGISTER ANOTHER PERSON. **Submit.**

1. Fill in the details of the person attending. Click Next.
2. Check their details and select their sessions. Please ensure their email address is correct as they will be emailed information about accessing the conference closer to the event. Click Submit.
3. Check the order details. Click Complete Order.
4. As the person paying, fill in and check your billing details. Click Next: Shipping Method.
5. Select the preferred payment option. Scroll to the bottom of the page. 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 registration is secured, and you will receive email confirmation shortly. Closer to the event, the attendee will receive an email via their email address provided at registration.

REGISTER MYSELF AND A GROUP OF OTHER PEOPLE. **Submit.**

1. Fill in your details and make your session selections. Please make sure your email address is correct as you will be emailed information about accessing the conference closer to the event. Click Submit.
2. Reserve the additional registrations by entering the number in the comment box. Click Reserve.
3. For each additional registration, click on the Update registration details link. Fill in the details of the person attending. Please ensure their email address is correct as they will be emailed information about accessing the conference closer to the event. Click Next.
4. Check their details and select their sessions. Click Submit.
5. Repeat for any additional registrations. Click Add Group to Cart.
6. Check the order details. Click Complete Order.
7. As the person paying, fill in and check your billing details. Click Next: Shipping Method.
8. Select the preferred payment option. Scroll to the bottom of the page. You will need to agree to the Terms and Conditions to complete your registration. Click Next: Payment Details.
9. Add your payment details. Click Submit Order.

Your attendance is secured, and you will receive email confirmation shortly. Closer to the event date, each attendee will receive a ticket via the email address provided at registration.

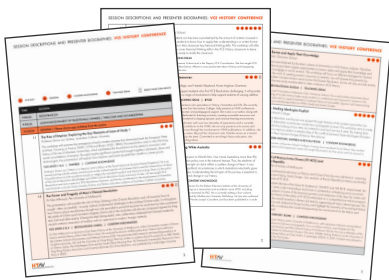
See you at the VCE History Conference!

REGISTER A GROUP OF OTHER PEOPLE ONLY. **Submit.**

1. As the person paying, please ensure your details are correct. Click submit.
2. Reserve the registrations by entering the number in the comment box. Click Reserve.
3. For each additional registration, click on the Update registration details link. Fill in the details of the person attending. Please ensure their email address is correct as they will be emailed information about accessing the conference closer to the event. Click Next.
4. Check their details and select their sessions. Click Submit.
5. Repeat for any additional registrations. Click Add Group to Cart.
6. Check the order details. Click Complete Order.
7. As the person paying, fill in and check your billing details. Click Next: Shipping Method.
8. Select the preferred payment option. Scroll to the bottom of the page. You will need to agree to the Terms and Conditions to complete your registration. Click Next: Payment Details.
9. Add your payment details. Click Submit Order.

The registrations are secured, and you will receive email confirmation shortly. Closer to the event date, each attendee will receive an email via the email address provided at registration.

First, review the program and choose your workshops or collect the workshop preferences of everyone in your group. Then visit the VCE History Conference webpage on the HTAV website and follow your preferred registration process.



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.