

## 2023 TAA ONE Conference & Expo Group Registration

Please take a few minutes to read the following instructions to help you select and pay for your group registration. **This does not register your team members for the TAA ONE Conference.**

1. Consent to the data protection and privacy policy
2. Select your registration option.
3. Allocate the number registrations for your group. E.g. If you selected 6-10 Employees under Registration Options, then the sum of the dropdown has to total a minimum of six and maximum of 10, for Group Registration.

The screenshot shows a web interface for selecting registration options. It is divided into three main sections: 'Registration Options', 'Group Members', and a 'Cart' summary.

**Registration Options:** A table with two columns: 'Registration' and 'Fee'. The first option, 'Group Admin 6-10 Employees (5% Off)', is selected with a blue radio button. Below each option is a small instruction: 'Select this option if you plan to register 6-10 employees.'

Registration	Fee
<input checked="" type="radio"/> Group Admin 6-10 Employees (5% Off) <small>Select this option if you plan to register 6-10 employees.</small>	-
<input type="radio"/> Group Admin 11-25 Employees (10% Off) <small>Select this option if you plan to register 11-25 employees.</small>	-
<input type="radio"/> Group Admin 26-50 Employees (15% Off) <small>Select this option if you plan to register 26-50 employees.</small>	-
<input type="radio"/> Group Admin 50+ Employees (20% Off) <small>Select this option if you plan to register 50+ employees.</small>	-

**Group Members:** A section titled 'Please select the number of registrations for your group.' It contains a table with two columns: 'Group Registration' and 'Fee'. Each row has a dropdown menu to the left of the registration name.

Group Registration	Fee
2 Full Registration Friday Only Group 6-10	\$48.00 each
4 Full Registration Individual Group 6-10	\$523.00 each
Full Registration Spouse Group 6-10	\$328.00 each
Full Registration Thursday Only Group 6-10	\$314.00 each
Full Registration Wednesday Only Group 6-10	\$219.00 each
Select Registration Group 6-10	\$352.00 each
Select Registration Thursday Only Group 6-10	\$238.00 each

A 'Continue' button is located at the bottom right of the 'Group Members' section.

**Cart:** A summary box on the right side of the page. It lists the items in the cart: 'Group Admin 6-10 Employees (5% Off)', '2 x Full Registration Friday Only Group 6-10', and '4 x Full Registration Individual Group 6-10'. The total amount is '\$2,188.00'.

4. Enter your contact information on the profile section.
5. Agree to the terms and conditions, and remit payment.
6. Once you receive your confirmation email, click "Manage My Group." You will then see a unique URL per group registration selected.
7. Send these links to the appropriate team member. (**You can no longer register your team. They will need to register themselves, using the URL you will send to them.**)