

Instructions for Registering for an Event

- **First, determine how many PLS/NZILE members vs non-members you are registering.**
You will be required to enter the total number of people being registered on the first page, as well as how many are members and non-members, before you enter each person's details.

The number of members and non-members indicated on the first screen will dictate how much is charged, even if you enter different membership information in the attendee details (i.e. there is no cross-referencing or validation). Therefore, you need to be aware of each attendee's membership status before registering. Contact PLS or NZILE if in doubt.

TICKETS	
	COST
Member of Property Law Section or NZILE Members of the Property Law Section can attend this event free of charge.	NZ \$0.00
	<div>- 2 +</div>
Non-member of Property Law Section	NZ \$25.00
	<div>- 1 +</div>

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View selections

- Click 'View selections'.
- Review your selections on the next page and click 'Book now'.
- Enter Booker's details (your email address). Click 'Continue'.

Booker details	
Your email address	<input type="text" value="joblogs@lawfirm.co.nz"/>
Enter your own email if booking on behalf of others.	
<div>Continue</div>	

- On the next page, enter each attendee's details: **Full name, Email address, Organisation, Dietary requirements, Membership status and Profession.**

Attendee details	
1ST ATTENDEE	
Full name	<div>First name</div> <div>Surname</div> <div>Janet Bloggs</div>
Please enter your preferred name, as you would like it to appear on your name tag	
Attendee Email	janetblogs@lawfirm.co.nz
Organisation	NZ Law Firm
Dietary Requirements	Vegetarian
Are you a PLS or NZILE member?	<input type="radio"/> PLS member <input type="radio"/> NZILE member <input checked="" type="radio"/> Not a member of either PLS or NZILE
What is your profession?	<input type="radio"/> Lawyer <input type="radio"/> Legal Executive <input checked="" type="radio"/> Other
Please indicate if you are a lawyer, a legal executive, or other.	
If 'other', please specify.	Practice Manager

If you have selected more than one ticket, click 'Add another attendee...' to enter all attendee's details.

- Once all details are added, click 'Continue'. Your booking is complete, and a confirmation email will be sent to both the Booker and the Attendees.

Please carefully check the membership status of the attendees, before booking. If our registration audit reveals that an attendee has been mistakenly identified as a member, NZLS will charge the correct non-member rate by way of invoice following the event.