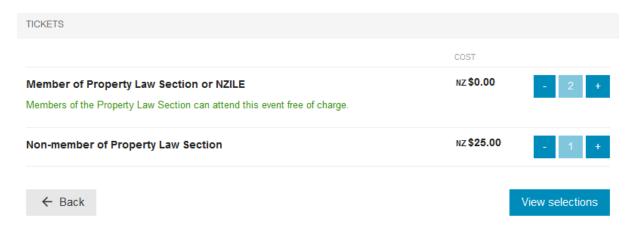
Instructions for Registering for an Event

• 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.



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



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

Attendee details		
1ST ATTENDEE		
	First name	Surname
Full name	Janet	Bloggs
	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?	O PLS member O NZILE member	
	Not a member of either PLS or NZILE	
What is your profession?	O Lawyer	
	O Legal Executive	
	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.