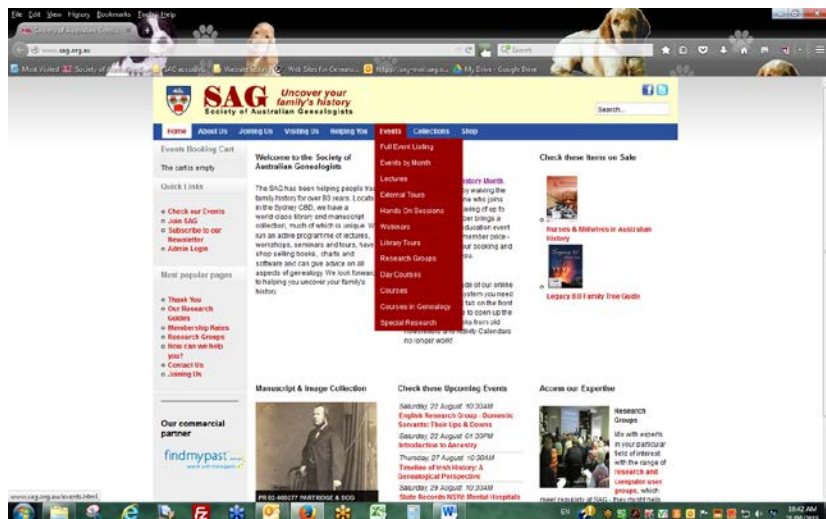# Using the SAG's online event booking system

The following details will set out how you can best use our new online event registration system to find out what is coming up in the Education Calendar and how to reserve your place in events of interest.

1. How to find out what events are coming up in the SAG Education Calendar

First go to our website at www.sag.org.au

Click on the **Events** tab which allows you to see all events in chronological order, or you can jump to the category of interest to you. For example, if you want to see the webinars we have coming up just click on Webinars and you'll get a screen like this.

You can also choose to view events by month, by week, by day or by type. So if you choose **By Month** you'll see a calendar view – a nice quick way to check what's coming up at the SAG so you don't miss out on any event of interest. See example below.

2. How to book into an event:

Once you've chosen a session of interest, here's how you book.   Let's say you've decided to attend the session on 29 August on Mental Hospital Records. Click on the **red hyperlink** from the event listing and a new page will open showing you details about the event, including the date and time, location, cost for both members and non-members and details of the presenter. We also show you the capacity of the event and the number of places left.   If it is already full you can automatically put yourself on a waiting list.

At the bottom of the screen you'll see **Register Your Attendance**. Here you fill out your email address, name and telephone number. If you say you are a financial SAG member you'll be asked to enter your SAG number and the price will automatically update to give you our member discount, where applicable. If you are a new member and wish to use your introductory coupon for this event you can also do this to apply that credit. When you are ready hit the **Click to Attend** button.

On the next screen you'll get a message to say we've recorded your registration and you now need to arrange payment. On this page you just need to re-enter your email address as a **GUEST** and click **NEXT**. *You don't have to log in or register at this point.* See example below:

The final page will show how much you owe. If there are other events you'd like to book into at the same time select the **Add other event bookings** tab and these will be added to your cart as you register for them.

Once you have finished selecting your events, you can elect to either put the payment on your credit card or you can choose Offline in which case you can send payment, pay in person or pay over the phone within 7 days to confirm your booking with us. **Choose one** of those options, **agree to the standard Terms and Conditions** and select **Finish**.

If you paid by credit card you'll receive notification from Eway that your payment was securely processed by the Eway payment system. Your credit card details are NOT stored on our site.

Depending on whether you paid at the time or chose to pay later you'll then receive email notifications that your registration has been received and your payment made. Please note that if you pay over the desk or by phone within 7 days you'll get notification emails when the staff update the registration system, and this could be a few days after you gave us those details.

3. Reminder notifications

In addition to the confirmations you'll receive when you book into an event, we will also send you a reminder of your registration for an event about 48 hours before it takes place. If you are booked into a webinar you'll automatically receive the link you need to participate in the webinar in our email notification to you.

4. What if an event is already booked out?

Some of our events book out really quickly and you may find that a Waiting List has been set up when you try to book. Please ADD your name to the waiting list at this point and make sure you provide us with your best contact number and email address. Individual's circumstances often change and we do get cancellations for many events – and we can't let you know a place is available unless you are on that waiting list!

5. Need help?

If you'd like our help using the system for the first time or have any questions you can always ring us on (02) 9247 3953 and the staff will talk you through the booking. Of course you can also continue to make bookings when visiting the Society, or by phone or by mail. However using the online system ensures your place is reserved straight away and also gives you immediate notification when payment is made and your place is confirmed.