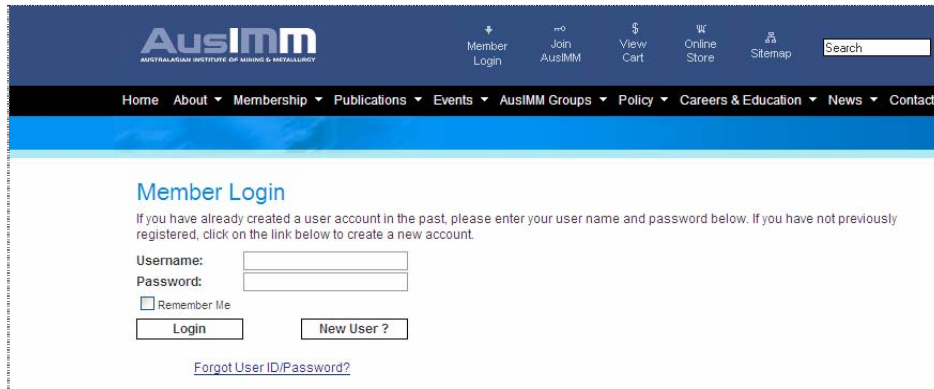


AusIMM Conference Online Registration Instructions

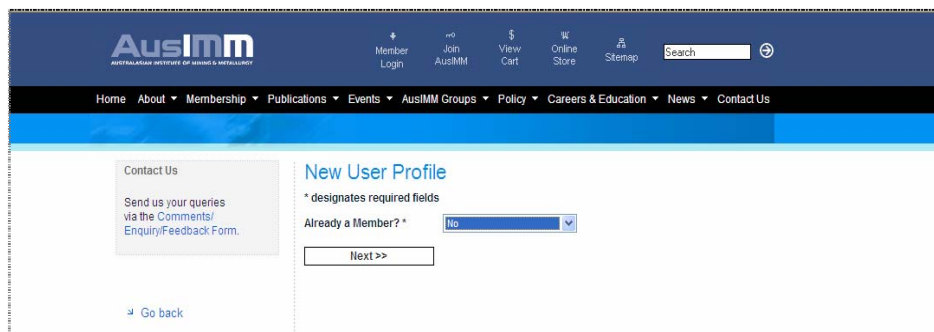
To register for an AusIMM conference online you will need to complete the following steps;

1. Click on the **Register On-Line Now!** prompt located on the conference website. You will then be asked to login into the AusIMM shop.



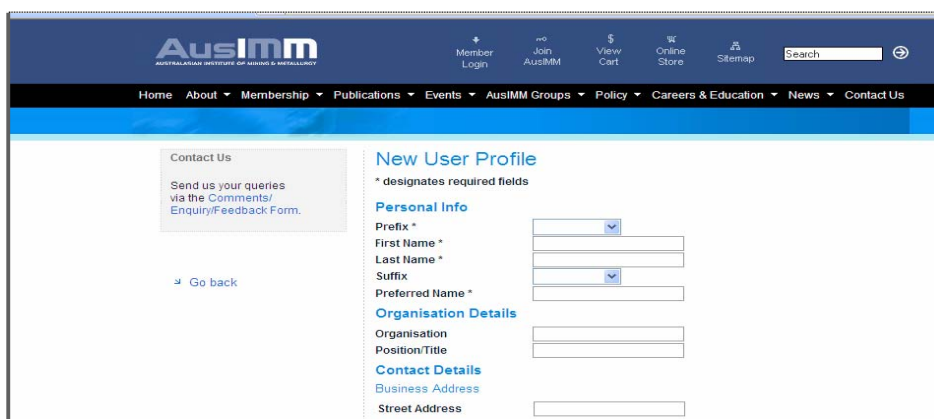
The screenshot shows the AusIMM website's Member Login page. At the top, there is a navigation bar with the AusIMM logo and links for Member Login, Join AusIMM, View Cart, Online Store, and Sitemap. Below this is a main navigation menu with links for Home, About, Membership, Publications, Events, AusIMM Groups, Policy, Careers & Education, News, and Contact Us. The main content area is titled "Member Login" and includes a message: "If you have already created a user account in the past, please enter your user name and password below. If you have not previously registered, click on the link below to create a new account." There are input fields for "Username:" and "Password:", a "Remember Me" checkbox, and buttons for "Login" and "New User?". A link for "Forgot User ID/Password?" is also present.

2. If you have not previously used the AusIMM shop or AusIMM Members Only section, click the **New User?** Button.



The screenshot shows the AusIMM website's New User Profile page. The navigation bar and main menu are the same as in the previous screenshot. The main content area is titled "New User Profile" and includes a message: "* designates required fields". There is a dropdown menu for "Already a Member?*" with "No" selected, and a "Next >>" button. A "Go back" link is also visible.

3. You will then need to complete your details in the required fields.



The screenshot shows the AusIMM website's New User Profile page with the form fields expanded. The navigation bar and main menu are the same. The main content area is titled "New User Profile" and includes a message: "* designates required fields". The form is divided into three sections: "Personal Info" with fields for Prefix, First Name, Last Name, Suffix, and Preferred Name; "Organisation Details" with fields for Organisation and Position/Title; and "Contact Details" with fields for Business Address and Street Address. There is also a "Go back" link.

4. Once you have logged in or created a New User Profile you will be at the registration page. Here you will need to select your appropriate Registration Type/Fee from the drop down list.
5. You can then click to add any conference extra's such as an additional copy of the proceedings or workshops attendance.

6. Please click **Add to Cart** at the bottom of this page.

Registration Type / Fee

Select Registration Type / Fee

First name * Stephanie
 Last Name * Finlay
 Company * The Austimm
 Position/Title * Events Assistant
 Email * afinlay@ausimm.com.au

Related functions and products
 Select the functions and products you wish to opt in/purchase along with your registration

Include	Product	Price
<input checked="" type="checkbox"/>	Welcome Function - Tuesday 27th May 5:00 pm - 7:00 pm	\$0.00
<input checked="" type="checkbox"/>	Conference Dinner Wednesday 28th May 7:00 pm for 7:30 pm	\$0.00
<input type="checkbox"/>	Workshop - Sampling Errors & Creative Accounting - Monday 26th May	\$990.00
<input type="checkbox"/>	Workshop - Quality Management of RC Drill Sampling - Monday 26th May	\$1,375.00
<input type="checkbox"/>	Workshop - Economic Consequences Of The In Situ Nugget Effect - Friday 30th May	\$1,485.00
<input type="checkbox"/>	Conference Proceedings - CD-ROM	\$44.00
<input type="checkbox"/>	Conference Proceedings - Hard Copy (Additional)	\$66.00

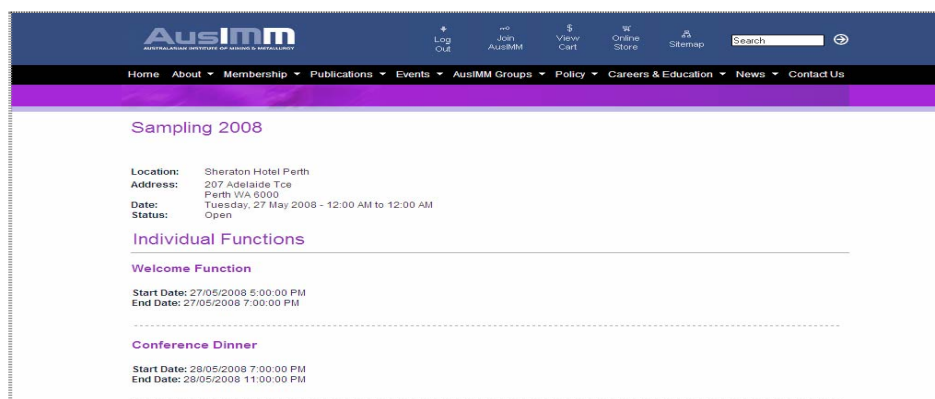
Special Requirements

[Add to Cart](#)

7. You will then be asked if you would like to proceed with your order of if you would like to purchase a guest ticket to functions.



8. If you have selected to purchase a guest ticket, please select the required function.



9. You will then be asked to complete the name and details of your guest. If they have any special dietary requirements, please note these in the Special Requirements box. Then click **Add to Cart**.

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Conference Dinner Wednesday 28th May 7:00 pm for 7:30 pm

Part of: [Sampling 2008](#)
Conference Dinner Wednesday 28th May

Location:
Address:
Date: Wednesday, 28 May 2008 - 7:00 PM to 11:00 PM
Status: Open

Please provide the details of the person who will be attending this event.

Registration Type / Fee:
Guest - \$120.00 inc GST

First name * Stephanie
Last Name * Finlay
Company * The AusIMM
Position/Title * Events Assistant
Email * sfinlay@ausimm.com.au

Special Requirements

10. You will now be able to see your entire order. If you have everything required please click **Confirm Order** button.

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Other links in this area
Search
Books/CDs/Papers
Mail Orders
Upcoming Publications
Merchandise
Postage & Packing Charges
Register/Login
Contact Publications Department
Shop Home page

Contact Us
Send us your queries via the Comments/Enquiry/Feedback Form.

Registration/Order Details

Delete	Item Title	Item Type	Format	Quantity/Price	Total
<input type="checkbox"/>	Sampling 2008	Event	-	1 \$1,485.00	\$1,485.00
<input type="checkbox"/>	Sampling 08 - Welcome Function	Event	-	1 \$0.00	\$0.00
<input type="checkbox"/>	Sampling 08 - Conference Dinner	Event	-	1 \$0.00	\$0.00
Total:					\$1,485.00

If you have updated the address, postal type or quantity for any of the items above click on Update My Order or if there is any item included in the summary which you do not wish to be included, tick the box beside the item in the Remove column and click on Update My Order

Click on Confirm Order to proceed to next step of your purchase or registration

11. You will now be able to review your order, and confirm your address. Once completed please select **Proceed to Payment** button.

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Review Your Order

Your default shipping address and other settings are shown below. Please make any necessary changes required. When you're done, click the "Proceed To Payment" button.

Order Summary

Delivery Details:
Address: PO Box 660
Suburb: CARLTON SOUTH
State: VIC
Post Code: 3053
Country: Australia

Order Totals
Items: \$1,350.00
Postage/Handling: \$0.00
GST: \$135.00
Total: \$1,485.00

Postal Type
Select the appropriate postal type below and click on Update Order button. Postal type is applicable only to the physical products. No postal charges are applicable for the event registrations or E-Publication downloads.
Postal Type: Normal

Items in your cart

Delete	Item Title	Item Type	Format	Quantity/Price	Total
<input type="checkbox"/>	Sampling 2008	Event	-	1 \$1,485.00	\$1,485.00
<input type="checkbox"/>	Sampling 08 - Welcome Function	Event	-	1 \$0.00	\$0.00
<input type="checkbox"/>	Sampling 08 - Conference Dinner	Event	-	1 \$0.00	\$0.00

12. You will now see the Billing Information page. You will need to complete your credit card details on this page for your registration to be successful.

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Billing Information

Select your payment method below. When you're done, click "Place Order" button. By clicking "Place Order", you agree to the terms and conditions of The AusIMM

Payment Details

Billing Details

Address: PO Box 680
Suburb: CARLTON SOUTH
State: VIC
Post Code: 3053
Country: Australia
Validate Address

Payment Method

Card Type: [Dropdown]
Card #: [Text]
Expiry: February 2009

Order Summary

Items:	\$1,350.00
Postage/Handling:	\$0.00
GST:	\$135.00
Total:	\$1,485.00

Back | Place Order

13. You will then be notified that your payment has gone through successfully and you will be able to print out a copy of the completed invoice for your records.

14. The AusIMM event team will send you an email the following business day to confirm your registration and secured place at the conference.

If you would like help with this process or if you have any enquires about your registration please do not hesitate to contact;

The AusIMM Event Department
Phone: +61 3 9658 6120
Email: conference@ausimm.com.au