

## Guidelines to register

Please register via the website, <https://bsas2018.expom.io> . Please note that only one email address can be used per booking so delegates need to register using their own email address and password. This link will also act as access to the conference app, so delegates should keep a note of their details to allow them to sign in on the day for access the interactive programme and other features.

### 1. LOGIN

If you have attended a BSAS conference in the past year then it is likely you will already have an account on the Expomio events platform. Please log-in using either LinkedIn or your email address and password. There is a password reset link on the log-in screen if you have forgotten your password.

If you have not attended a BSAS conference since early 2017 then please create a new Expomio account (depending on the size of your screen, you may need to scroll down to see this option). You can create an account using LinkedIn or by entering your name, email address and a password.

### 2. REGISTRATION

Once you are logged-in to the platform, click the "Register for this event" button. You will then see a selection of tickets and, below this, also an option to enter a code if you have been given one. Enter the code and click "check code". If entered correctly, a message will show that your code is correct. Click "Submit" to proceed to the next step.

### 3. OPTIONAL EXTRAS

Click on all items required (make sure the items become highlighted yellow).  
Click "Submit" to proceed.

### 4. ADDITIONAL REGISTRATION DETAILS

Please add your Title, Organisation and Position. Leave any questions that are not relevant blank. Tick to accept the Terms and Conditions after reading.  
Click "Submit" to proceed.

### 5. YOUR ORDER SUMMARY

Enter your billing details - these are required even if an order has no cost. Add any comments if required and click "Submit". A receipt will be emailed to you. A copy of the receipt can also be found under "Events" from the "My Account" menu.

6. You will see an on screen confirmation that you are registered for the conference. You can log in at any time to view your booking.