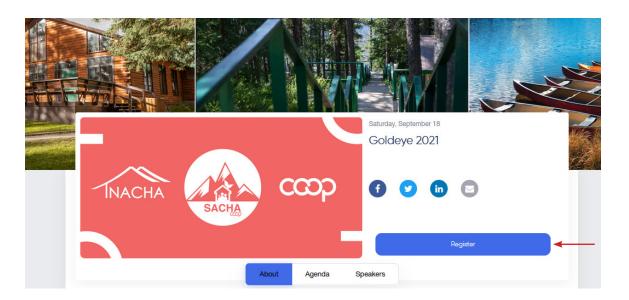
HOW TO REGISTER

NACHA/SACHA 2021 VIRTUAL GOLDEYE CONFERENCE

1. Open the event page on your browser (see below link).

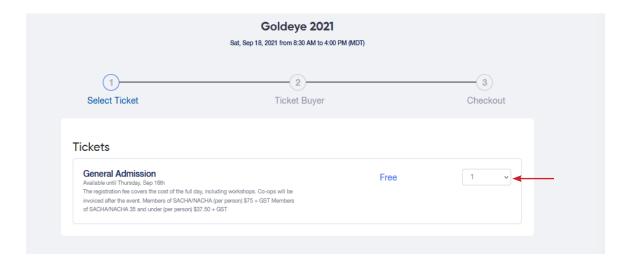
www.accelevents.com/e/goldeye-2021

2. Click the **Register** Button

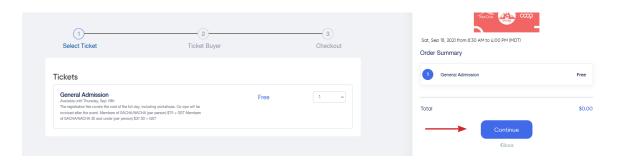


3. Select the number of registrants.

Please only register yourself (select 1 ticket only). While the site allows you to register more than one person, this can cause significant registration issues later on. If you need to register more than one person, please email info@nacha.ca or admin.sacha@shaw.ca to request the proper procedures.

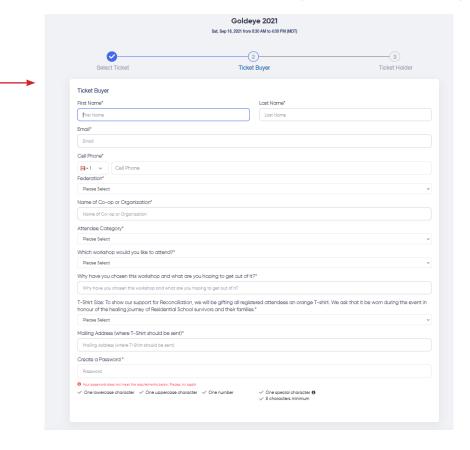


4. Click the **Continue** button which will appear after you have selected the number of registrants.

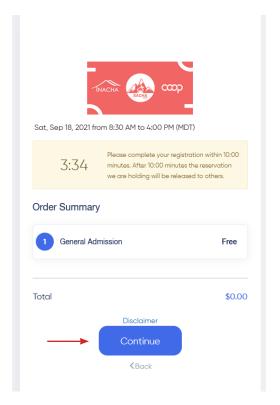


5. Enter the information requested. Please note that the information marked with an "*" must be completed. The last required information is *Create a Password*. This is required because you will use that password to log back in on the day of the event, or earlier if you wish to explore.

Once you have filled in the information, please review it to ensure that it is accurate and click **Continue**. Please ensure that you write the password down and keep it simple.

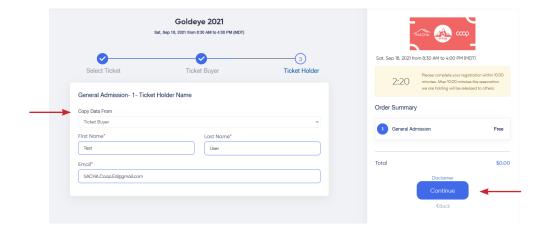


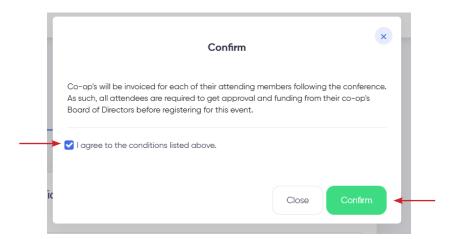
6. Click **Continue** once the information has been reviewed.



7. The Ticket Buyer window will appear. Enter the information requested. (Another option is to click **Select (optional)** under **Copy Data From** and select **Ticket Buyer** and it will populate the field.

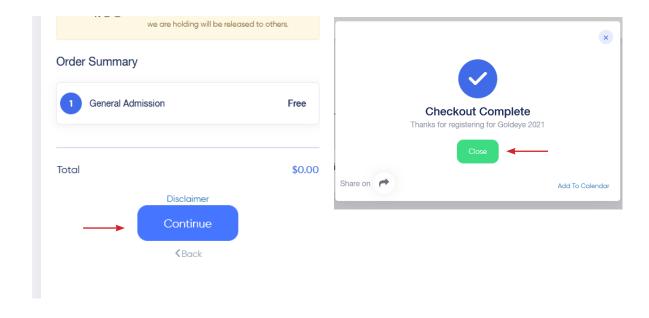
Once the information has been entered, click **Continue**.





A disclaimer will appear requesting your acknowledgment. If you have your co-op's approval for funding to attend this event, check the box click **Confirm** to agree and continue. If you do not have your co-op's approval, please do not complete registration until it has been approved by your co-op's Board.

- 8. Click **Continue** to complete your order.
- 9. Click **Close** to go back to the main page.



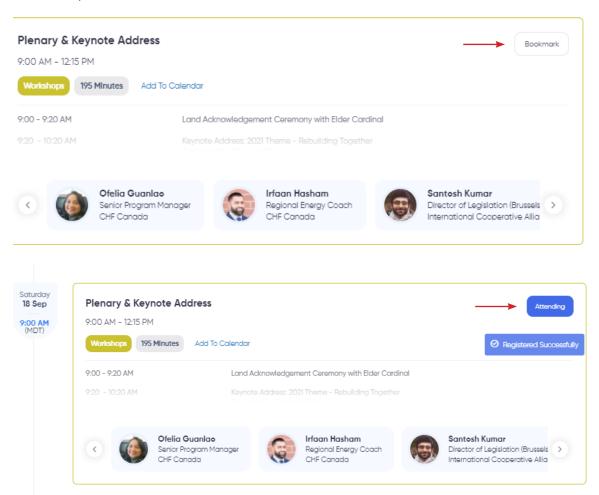
10. Click **Agenda**.

The next step is very important as you will need to register for each session that you wish to attend.



11. Click **Bookmark** on all of the sessions that you plan to attend.

Once you have done that, your Bookmark button will change from white to blue and will state **Attending**. Also, please ensure that you register for Welcome & Housekeeping.



12. Once you have registered for all of the sessions that you plan to attend you can click on *My Sessions* to ensure that you have registered for all of the sessions you intended. If you need to make any adjustments, click *Sessions* and follow Step 11.

If you forget to pre-register for a session, you will be able to do so at any time including the day of the event. However, certain workshops have limited capacity so we recommend selecting your workshop as soon as possible.

Contact either NACHA or SACHA if you encounter any difficulties registering or have any questions on the registration process.

Congratulations and we look forward to seeing you on September 18! Please ensure to save your password. You will receive confirmation of your registration at the email address you've provided.

