

Swoogo Awards

Registration for Awards

Within 48 hours of securing your tickets to attend the Credit Awards, you will receive an 'Assign your table attendees for the Credit Awards 2024!' email. This email will be sent to the email address used when purchasing the tickets.

The email contains a link to enable you to assign your attendees along with any dietary and mobility requirements. This information is crucial for us to tailor the event to your needs.

Thank you for securing your tickets to Credit Awards, proudly sponsored by C&R Software. We're excited to have you join us commemorating 25 years of honouring outstanding achievements.

Next Steps

To ensure we provide a tailored and seamless experience for you and your guests, we need a bit more information.

Please click the button below to access the Attendee Portal which allows you and your guests to submit essential information including any special access needs and dietary requirements.

Assign Attendees

All attendees must be assigned and have completed their registration by **Tuesday 28th May**.

We are excited to welcome you to Credit Awards this June and look forward to providing an unforgettable experience!

If you have any questions, do not hesitate to [contact us](#).

Click on the 'Assign Attendees' button and you will be taken to your attendee portal.

Here you can see the type of ticket that's been booked, i.e. the type of table or individual seats including the number of seats left to be assigned ('Remaining Spots'), and the total number of seats purchased ('Total Purchased').

Welcome Lydia, to the Credit Awards Attendee Portal!

To ensure a tailored and seamless experience for you and your guests, we require essential information including special access needs and dietary requirements. All attendees must complete their registration to confirm their attendance to the event.

Your Group Registrations

Assign your table attendees without having to fill out all of their information. Send them a link so they can do it themselves, in their own time. You will be notified via email when your attendees have completed their registration process.

Reg Type	Remaining Spots	Total Purchased	Group Cost	Registration URL
Gold Table Attendee	11	12	£0.00	Copy Link ▼
Gold Table Attendee	12	12	£0.00	Copy Link ▼

You will not be charged at the end of this registration. If any of the above information seems incorrect or if you require further assistance assigning table attendees, please contact us.

Reminder: All attendees should complete their registration by **Tuesday 28th May**.

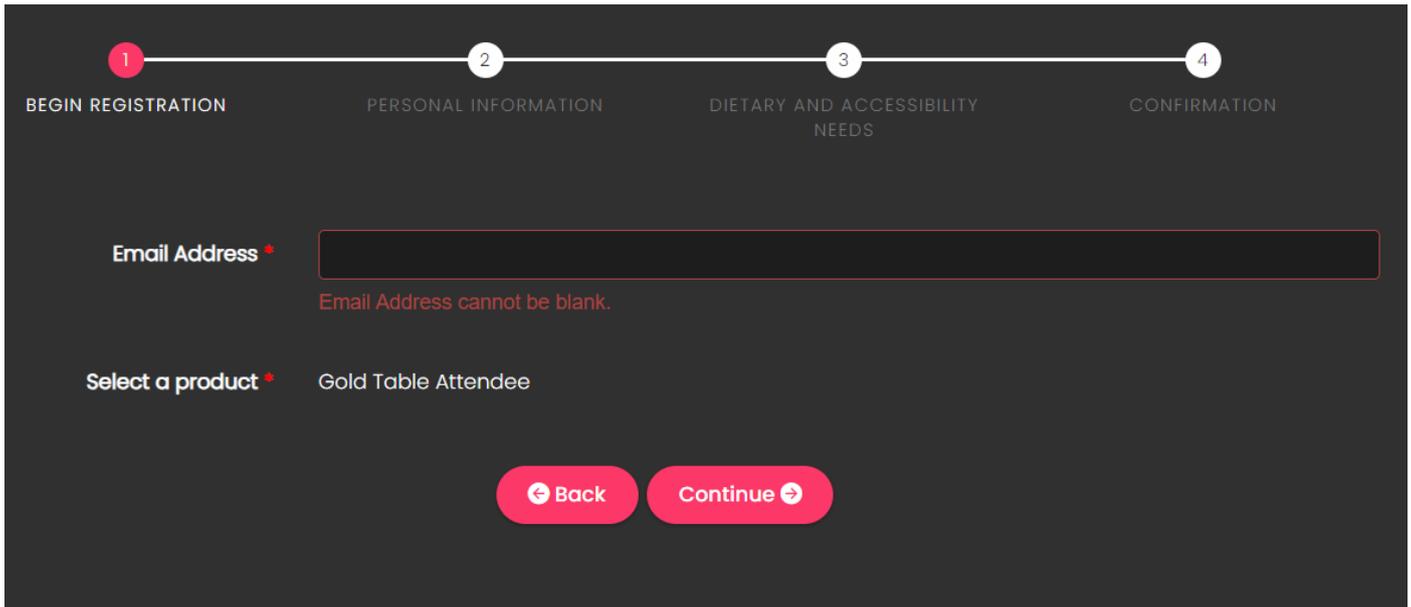
By clicking 'Copy Link', a link will be created which can be sent to the attendees you wish to invite. This will allow them to assign their own details independently.

Alternatively, if you are assigning all attendees the link will need to be copied into a new browser and the registration process can be completed on their behalf. This will need to be done one attendee at a time.

Step 1: Begin Registration (as an attendee)

Once the link has received, you will begin your own registration process by entering your email address.

The product type will be filled in automatically for you.



The image shows a registration progress bar with four steps: 1. BEGIN REGISTRATION (highlighted in red), 2. PERSONAL INFORMATION, 3. DIETARY AND ACCESSIBILITY NEEDS, and 4. CONFIRMATION. Below the progress bar is a form with two fields: 'Email Address *' and 'Select a product *'. The 'Email Address *' field is empty and has a red error message below it: 'Email Address cannot be blank.' The 'Select a product *' field is filled with 'Gold Table Attendee'. At the bottom of the form are two buttons: 'Back' and 'Continue'.

1 BEGIN REGISTRATION 2 PERSONAL INFORMATION 3 DIETARY AND ACCESSIBILITY NEEDS 4 CONFIRMATION

Email Address *

Email Address cannot be blank.

Select a product * Gold Table Attendee

Back Continue

Step 2: Personal Information

Once the email address has been entered, you will continue on to the Personal Information page.

All information will need to be completed ensuring all fields are completed. You cannot move to the next page unless all fields are completed.

The screenshot shows a registration form with four steps: 1. BEGIN REGISTRATION, 2. PERSONAL INFORMATION, 3. DIETARY AND ACCESSIBILITY NEEDS, and 4. CONFIRMATION. Step 2 is currently active. The form fields are as follows:

Field	Value
First Name *	Test
Last Name *	Test
Company *	SFM
Job Title *	AM
Mobile Phone	07400 123456

Do you want to receive events and marketing emails from Credit Strategy?
 Yes
 No

Select whether you want to receive events and marketing emails by choosing either Yes/No. Please note, if you choose not to receive marketing from Swoogo, you will not receive any notification emails from the platform.

Step 3: Dietary and Aecessibility Needs

Please advise of any dietary or accessibility requirements whilst submitting your attendance.

If you have accessibility requirements, complete the additional questions. If you feel any of your requirements were not covered in the options given on the platform, please email events@creditstrategy.co.uk

1 2 3 4

BEGIN REGISTRATION PERSONAL INFORMATION DIETARY AND ACCESSIBILITY NEEDS CONFIRMATION

Dietary Requirements

- Dairy free
- Gluten free
- Halal
- Kosher
- No pork
- No red meat
- Peanut allergy
- Pescatarian
- Shellfish allergy
- Vegan
- Vegetarian
- Other

Do you have any accessibility requirements? *

- Yes
- No

Credit Awards welcomes all people with disabilities. We are dedicated to continually improving our efforts to ensure attendees have access to all event goods and services, regardless of ability. If you have any accessibility requirements not covered in the above options, please reach out to our Events Team at events@shardfinancialmedia.com

Once dietary and accessibility requirements have been completed, clicked continue and the Registration for the Credit Awards will be complete!

From here, you can modify your registration if required and add the event to your calendar. You can view and download a copy of the invoice/receipt as well as book accommodation with Celtic Manor directly.

Thank You For Registering

We look forward to seeing you at the Credit Awards!

Selections

Selection	Quantity	Unit Price	Net	Tax	Gross
Bronze Table of 12 Attendee	1	£0.00	£0.00	£0.00	£0.00
Platinum Table of 12 Attendee	1	£0.00	£0.00	£0.00	£0.00
Total		£0.00	£0.00	£0.00	£0.00

- Modify Registration
- Add To Calendar
- Receipt/Invoice
- Book Accommodation

Once an attendee has successfully registered, as the booker, you will receive a confirmation email to notify you of the new details.

This email is to notify you that one of your Attendees has registered for the Credit Awards 2024.

Total Attendees: 24

Attendees Registered: 1

Remaining Attendees: 22

Please make sure all of your Attendees have registered by **Tuesday 28th May**.

If you have any questions, reply to this email.

We look forward to seeing you at Credit Awards 2024!

Kind Regards,
The Credit Strategy Team