

Swoogo

Registration

Once you have received your registration link for Swoogo, you will be asked to **begin the registration** process.

Step 1: Begin Registration

Enter your email address and choose a password. This will be what you used to access to Swoogo platform and your account moving forward.

Next, you will be asked to select a ticket type. Select the ticket type most relevant to you. Please note, if you are a Sponsor or Speaker, you should have received a direct link with your ticket type pre-selected for you.

Step 2: Personal Information

Once you have selected your ticket type, you will continue on to the Personal Information page.

Please complete your personal information ensuring you complete all fields. You will not be able to move to the next page unless all fields are completed.

| | |
|---------------------|--------------------|
| First Name * | Lydia |
| Last Name * | Britton |
| Company * | Credit Strategy |
| Job Title * | Event Co-ordinator |

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 notifications emails from the platform.

Next, you are able to register attendance for any of the Credit Week activities. Please tick the box for any of the activities you wish to attend. You can also opt to add these to your calendar.

| Would you like to attend any of the unique Credit Week experiences? | Name | Time | Add To Calendar |
|---|---------------------------------------|-------------------|-----------------|
| Monday, June 17, 2024 | | | |
| <input checked="" type="checkbox"/> | Yoga 28 remaining | 8:30 AM - 9:00 AM | |
| <input type="checkbox"/> | Monday Running Club 50 remaining | 8:30 AM - 9:00 AM | |
| <input type="checkbox"/> | Monday Spinning Class 10 remaining | 8:30 AM - 9:00 AM | |
| Tuesday, June 18, 2024 | | | |
| <input checked="" type="checkbox"/> | Tuesday Running Club 48 remaining | 8:30 AM - 9:00 AM | |
| <input type="checkbox"/> | Tuesday Spinning Class 9 remaining | 8:30 AM - 9:00 AM | |

Please note that if activities are full, you do have the option to join the waiting list and will be notified of any changes to your status. These activities are booked on a first come, first serve basis.

At the bottom of the Personal Information page, you will need to confirm which days of Credit Week you will be attending:

Please confirm which days you'll be attending *

- Day 1
- Day 2
- Day 3

Step 3: Dietary and Accessibility Needs

Please advise of any dietary or accessibility requirements whilst completing your registration.

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

Dietary Requirements

- Dairy free
- Gluten free
- Halal
- Kosher
- Peanut allergy
- Shellfish allergy
- Vegan
- Vegetarian
- Other

**Do you have any
accessibility
requirements? ***

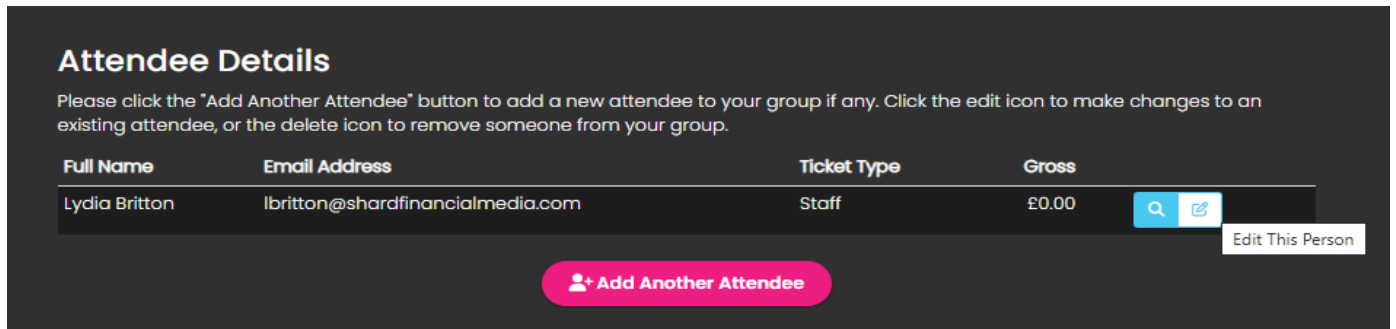
- Yes
- No

Step 5: Additional People

This is where you can assign or add additional attendees.

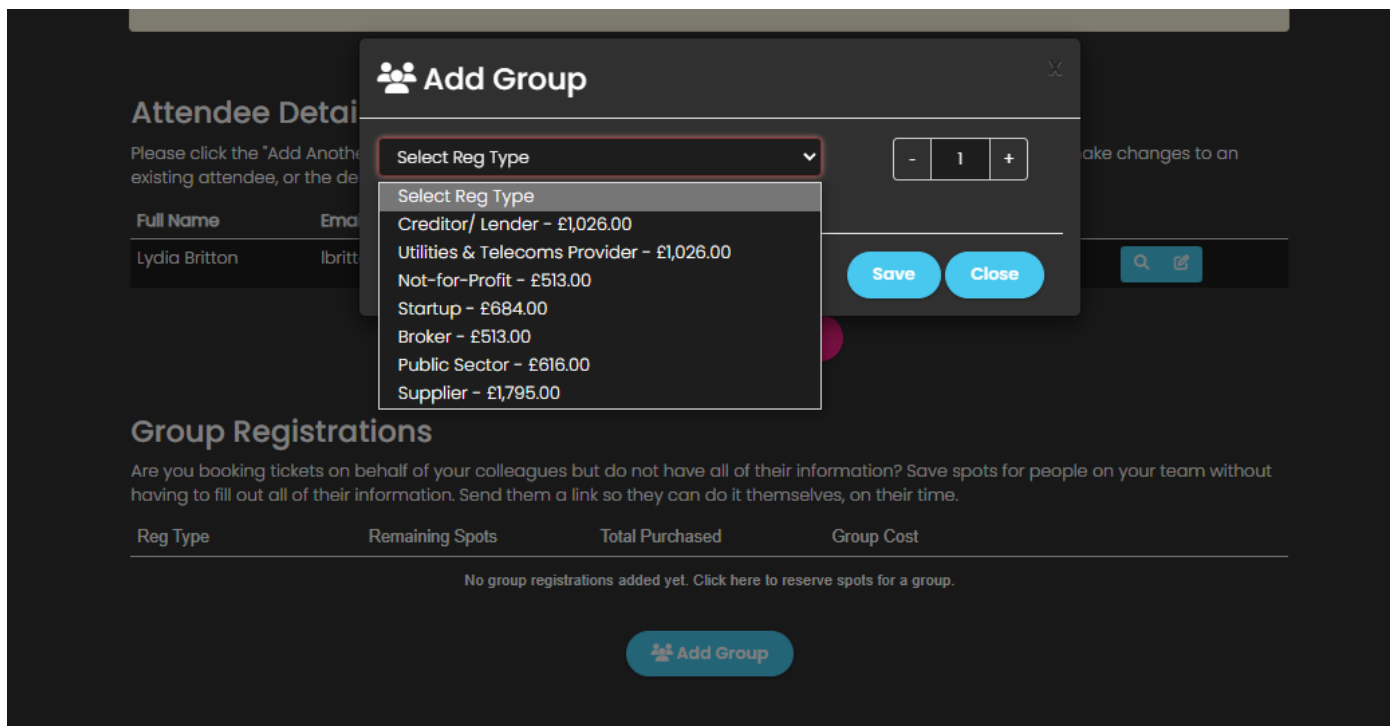
By clicking 'Add Another Attendee', you will be asked for the attendees' email address. You will then complete the above steps (from step 1) for the new additional attendee.

Should you need to edit a colleagues details, please click the edit icon as shown below. This will allow you to edit the details submitted.



If you are registering on behalf of colleagues but you do not have all of their information, you can select 'Group Registrations'.

Select 'Add Group' and Select the registration type most suited, as shown below:



Once you have selected the ticket type, you will need to click 'Add Registrant Details'.

Group Registrations

Are you booking tickets on behalf of your colleagues but do not have all of their information? Save spots for people on your team without having to fill out all of their information. Send them a link so they can do it themselves, on their time.

| Reg Type | Remaining Spots | Total Purchased | Group Cost |
|----------------------|-----------------|-----------------|------------|
| Supplier (£1,795.00) | 1 | 1 | £739.20 |

+ Add Registrant Details

Add Registrant Details

Add Group

Enter the full name and email address of those you are trying to register on behalf of. Once you have added their details, please click save and continue.

This will email them an invitation directly to allow them to complete registration themselves.

Should payment be required for the additional attendees, you will be asked for credit card/invoice information on the next page.

Once you have added everyone to your group, click continue.

This will take you to the payment screen where you can choose to either pay by credit card or invoice.

Selections

| Selection | Quantity | Unit Price | Net | Tax | Gross |
|--------------|----------|------------|------------------|----------------|------------------|
| Staff | 1 | £0.00 | £0.00 | £0.00 | £0.00 |
| Supplier | 1 | £1,795.00 | £1,795.00 | £359.00 | £2,154.00 |
| Total | | | £1,795.00 | £359.00 | £2,154.00 |

Transactions

| Date | Transaction Type | Amount |
|--------------------|------------------|------------------|
| April 12, 2024 | Order Amount | £2,154.00 |
| Balance Due | | £2,154.00 |

Choose Payment Method

- Credit Card
- Invoice

Once all information is completed, click continue to finalise Registration.

Registration will then 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 Credit Week!

Attendee Details

| Full Name | Email Address | Ticket Type | Gross |
|------------|---------------|-------------|-------|
| [REDACTED] | [REDACTED] | Staff | £0.00 |

Selections

Buttons: [Modify Registration](#), [Add To Calendar](#), [Receipt/Invoice](#), [Book Accommodation](#)

Book 1:1 meetings:

Click into registrant directory and search by full name, company or registrant type to search for other attendees to book meetings with.

Click 'Request' and a new meeting request form will pop up.

Choose the meeting type, date, start & finish time for the meeting.

Choose a meeting name most relevant to you. This can be anything appropriate to the meeting.

For location, you can either select a specific meeting room or alternatively, use the 'Automatically generate a meeting room' tick box and we will assign a suitable meeting room for you.

Should you wish to add a description of your meeting, please fill this in the description box.

By clicking submit, you will request the meeting with that specific attendee(s).

By going to 'My Schedule, you will be able to view the meeting.

From here, you can update the meeting including the date/time by clicking 'Update meeting'.

You can cancel the meeting if needed by using 'Cancel Meeting'.

You can also add the meeting to your calendar.

By clicking 'Mark myself unavailable' you can choose to make yourself unavailable for meetings.

Choose the date and the times you are unavailable (perhaps you're a sponsor and you need to step away for a lunch hour etc).

This will then appear on your calendar and will not allow others to request meetings during the time frame set. You can modify/delete the time set at a later stage if required.