

Swoogo

Registration

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

Step 1: Begin Registration

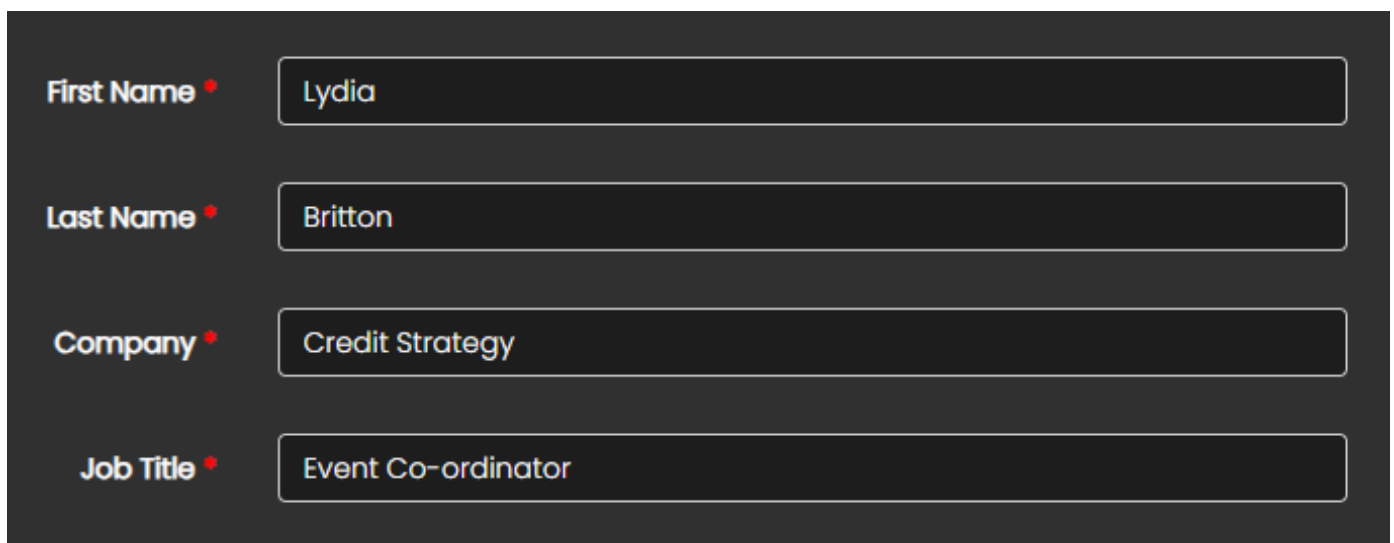
Enter your email address and choose a password. This will be what you used to access to Swoogo platform and your account moving forward.

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	

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

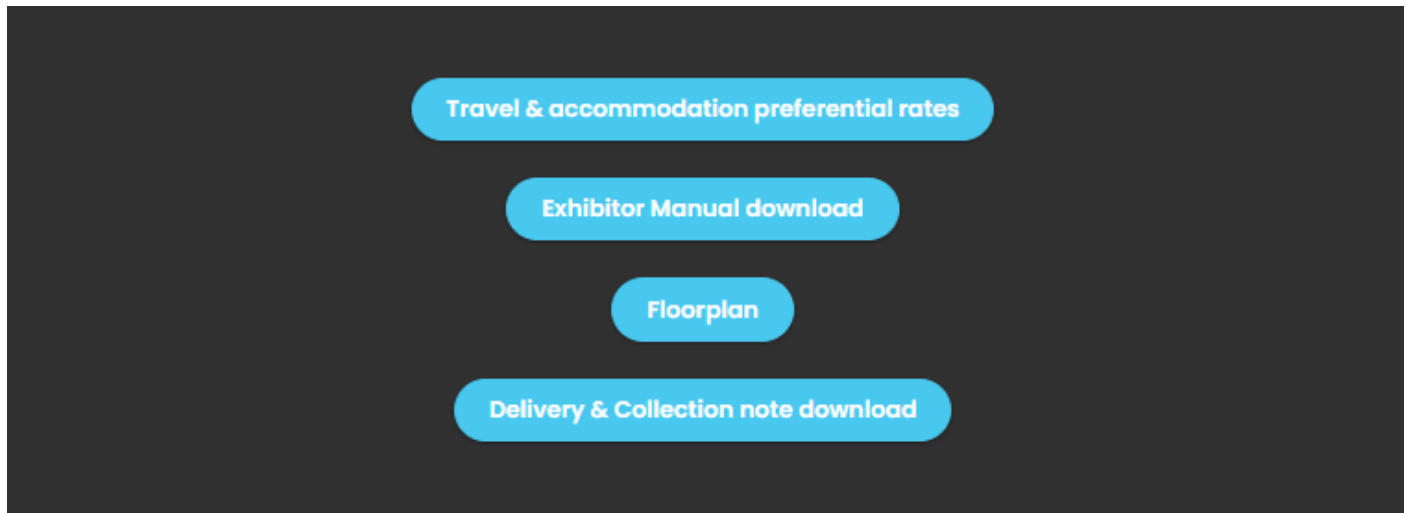
- Dairy free
- Gluten free
- Halal
- Kosher
- Peanut allergy
- Shellfish allergy
- Vegan
- Vegetarian
- Other

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

- Yes
- No

Step 4: Sponsor Exhibitor Manual (For Sponsors and Speakers only – if not applicable, skip to Step 5)

The Exhibitor Manual page contains useful information including the links to book hotel accommodation and train travel. You can also download the Exhibitor Manual, floor plans as well as the required collection and delivery notes.



On this page, you are able to upload your sponsor logo and company bio for our website. You can specify your preferred set up day(s) and the contact information for your stand.

Finally, you will need to complete the Health and Safety Declaration by ticking the six boxes.

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.

Attendee Details

Please click the "Add Another Attendee" button to add a new attendee to your group if any. Click the edit icon to make changes to an existing attendee, or the delete icon to remove someone from your group.

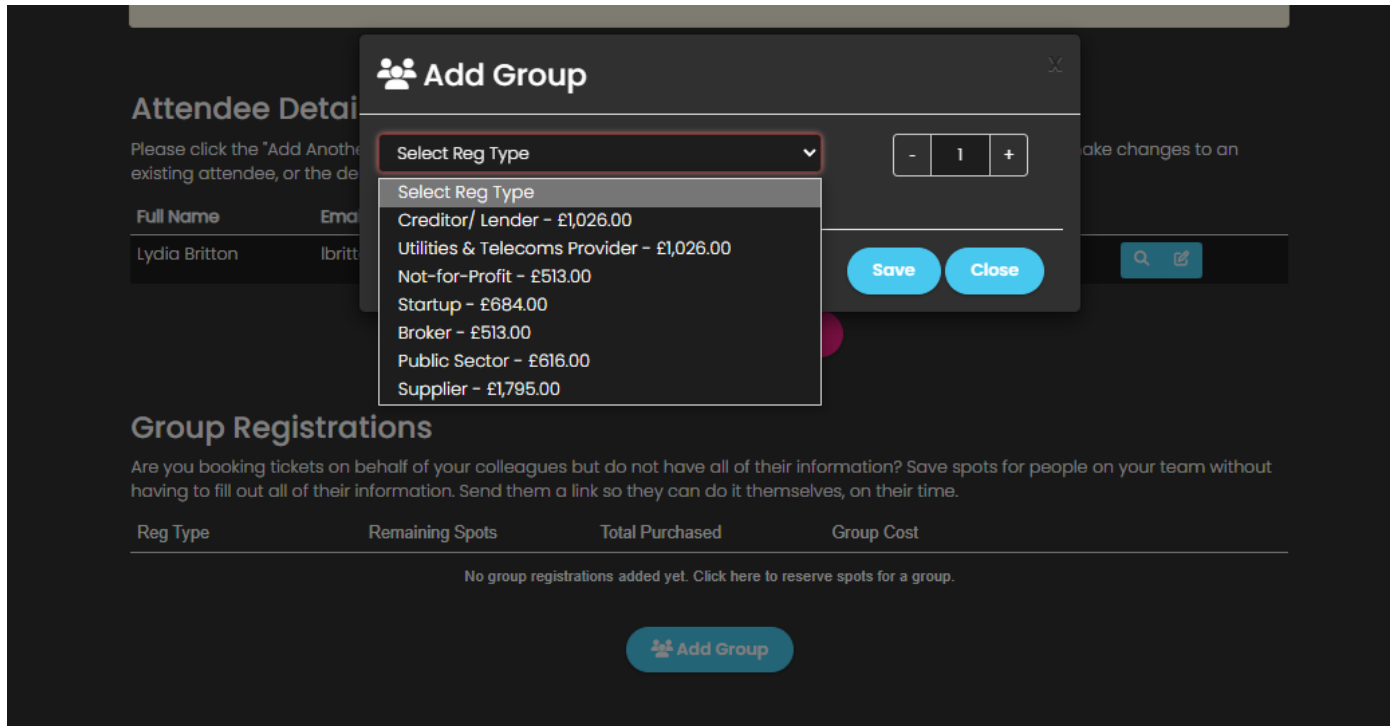
Full Name	Email Address	Ticket Type	Gross	
Lydia Britton	lbritton@shardfinancialmedia.com	Staff	£0.00	 

[Edit This Person](#)

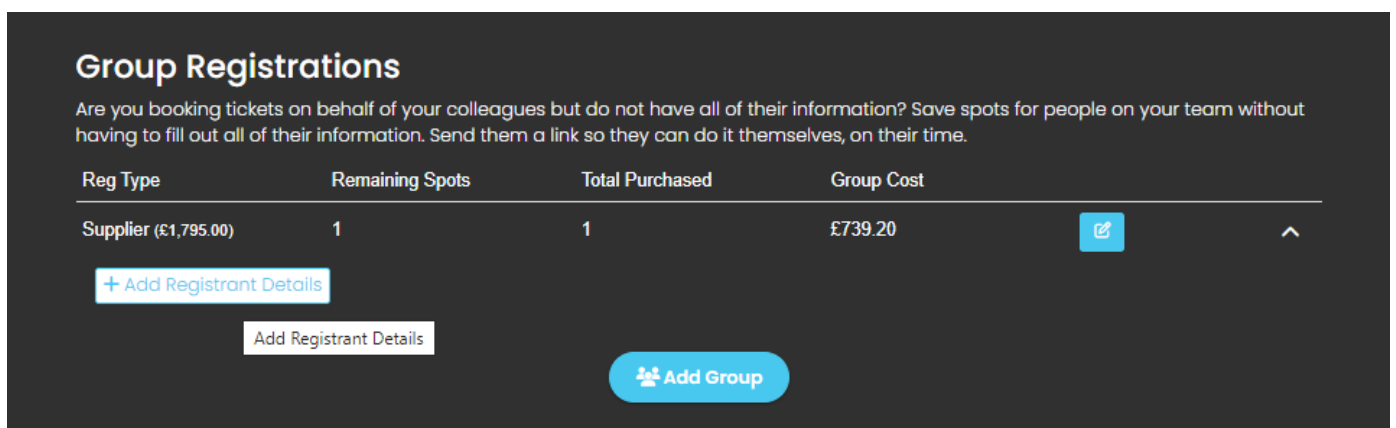
[+ Add Another Attendee](#)

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'.



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.

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

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

[Modify Registration](#)

[Add To Calendar](#)

[Receipt/Invoice](#)

[Book Accommodation](#)

Selections

Selection	Quantity	Unit Price	Net	Tax	Gross
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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 space (sponsor stand or meeting table) or alternatively, use the 'Automatically generate a meeting room' tick box and we will assign a suitable meeting location 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.