



How to register for the Foundation Pathways Symposium – 7 & 8 October 2016

Click on the Bookeo link below.

<http://bookeo.com/central?type=232HKXNLE155D7654296>

1. Your registration

- If you work for NMTAFE Enter '1' in the North Metropolitan TAFE Staff box ***(There is no cost)***
- If you work anywhere in other TAFE college, select the "TAFE College Staff" ***(There is no cost)***
- If you work for any other organisation, Select "Client" ***(The cost is \$100 for the whole symposium, sorry we don't have the capacity to take part registrations)***
- If you are a WAALC member, please select the WAALC member box, this will be confirmed after booking. ***(External clients who belong to WAALC can attend for \$45.45. If you work for TAFE and belong to WAALC, there is no cost but please just select the TAFE option)***

The screenshot shows the Bookeo registration interface. It is divided into two main sections: '1. Options' and '2. Date and time'. In the 'Options' section, there are dropdown menus for 'External Client' (set to 0), 'North Metropolitan TAFE Staff' (set to 0), 'TAFE College Staff' (set to 0), and 'WAALC Member' (set to 0). The 'Category' is set to 'Events and Conferences' and the 'Course' is set to 'Foundation Pathways Symposium 2016'. The '2. Date and time' section features a table with columns for 'Date', 'Course', and 'Available Total'. Under the 'Date' column, 'October 2016' is selected. The table shows a row for 'Friday, 7 October 2016 8:00 AM' for the 'Foundation Pathways Symposium 2016 - Building 1, 25 Aberdeen St Northbridge WA 6003' with an 'Available Total' of 152. To the right of the table are 'Info' and 'BOOK' buttons. At the bottom left, it says 'Powered by Bookeo'.

Date	Course	Available Total
October 2016		
Friday, 7 October 2016 8:00 AM	Foundation Pathways Symposium 2016 - Building 1, 25 Aberdeen St Northbridge WA 6003	152

Then click **'BOOK'**



2. If you are interested in attending the Networking Function on the Friday evening, tick the box. If not, do not tick box and press **Next**.

Networking/ Social Event

Are you interested in attending a networking/ social event on Friday evening?

Networking/ Social Event

Next

The social event will cost \$25 which covers one or two glasses of wine and nibbles (***This is separate from the symposium cost***). This is a wonderful opportunity to network and discuss the days workshops & keynotes.

If you indicate that you would like to attend the social, you will be contacted after you book with information on how to pay etc.

3. Fill in your personal details and press **next**
4. Press '**Confirm Booking**'
5. You will be given a receipt number so you know that your booking has been confirmed.

If you have any problems or questions, please email David Bass at David.Bass@NMTAFE.wa.edu.au or call 94271685 (email is better though)