



Step by Step Guide- Exhibitor Registration Instructions for Congress

1. To register yourself (and/or your colleagues) please click on the link here <https://www.boa.ac.uk/annual-congress/registration.html>

2. Click on the **Book Now** button

Book Now

3. Firstly you will need to log in using your account details, if you don't have a 'My BOA account' you will need to create an account first by clicking on the link here www.boa.ac.uk/create

4. To log in please input your email address and password and click login (**figure 1**).

Figure 1



Careers Congress Learning & Events Policy & Engagement Re

Event booking

Email address

a.prunt@boa.ac.uk

Password

[Forgotten password?](#)

Login

Not a member? Please register here

Title

Name *

Surname *

◆

Email address *

Phone

Job title

Organisation name

Register

1. Enter email

2. Enter password

3. Click here



5. Once you have logged in you will access a web page (**figure 2**)

5a) If you are booking on behalf of someone else and not attending please make sure the 'I am attending this event' box is **un-ticked** and click 'Add another attendee' filling in attendee details as follows (**figure 2**).

5b) If you are registering for yourself (and others) please keep this box ticked and fill in your details (**figure 3**).

5c) When you are adding additional attendees, please tick the box '+ Add another attendee' (**figure 3b**)

Figure 2

Event booking

1a. Untick → ☐ I am attending this event

2a. Click here → + Add another attendee

3a. Click 'save and next' when you have finished → Save and Next

Your Details

Miss Anna Prunty,
a.prunty@boa.ac.uk,

Figure 3

1b. Tick → ☒ I am attending this event

2b. Fill in details → Any dietary requirements, Any access requirements, Choose ticket type

3b. Click here if adding others → + Add another attendee

4b. Click 'save and next' when you have finished → Save and Next

Your Details

Miss Anna Prunty,
a.prunty@boa.ac.uk,

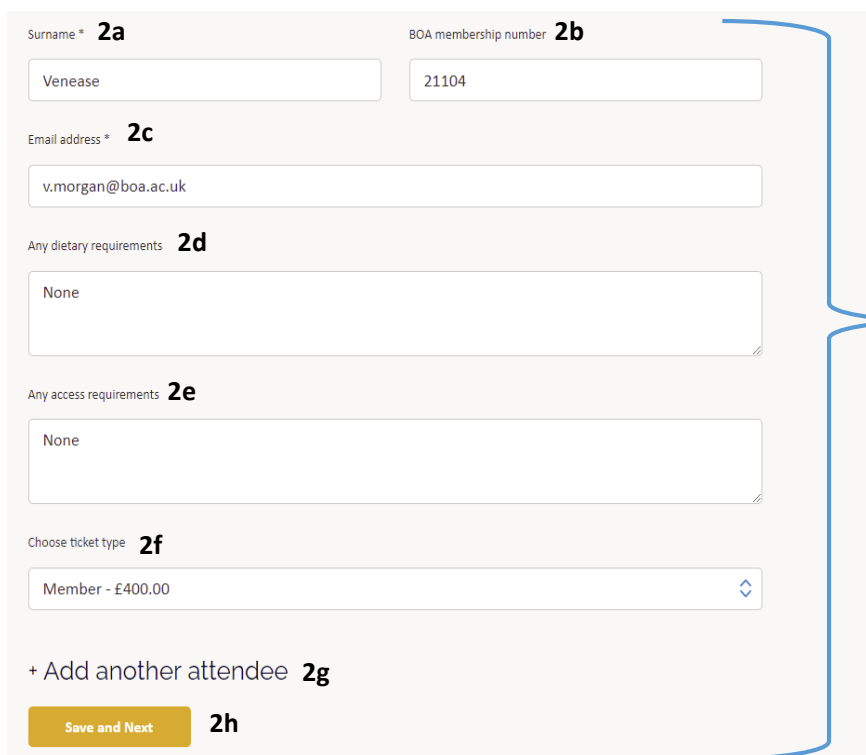
Any dietary requirements

Any access requirements

Choose ticket type

7. When entering new attendee details you will firstly need to search the attendee (if they have registered before) by entering attendee's email address or surname with BOA membership number and press search. **See figure 7.** If nothing appears or is a new registration please manually enter their details. **Figure 8.**

8. Enter attendee details as follows: Surname, BOA number (if known), Email address, Dietary Requirements, Access Requirements and Choose Ticket Type*. **Figure 8.**



Surname * **2a** Venease

BOA membership number **2b** 21104

Email address * **2c** v.morgan@boa.ac.uk

Any dietary requirements **2d** None

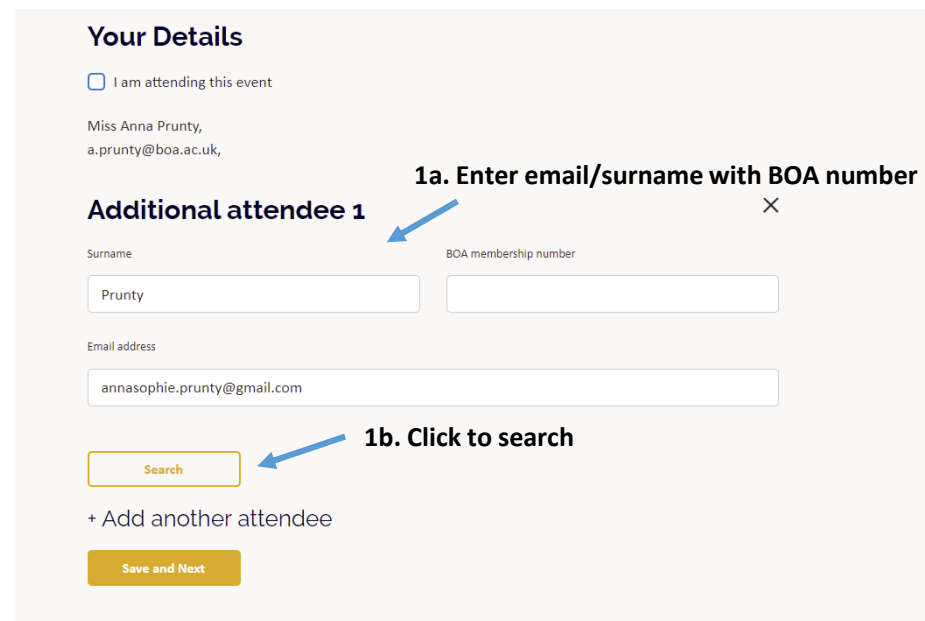
Any access requirements **2e** None

Choose ticket type **2f** Member - £400.00

+ Add another attendee **2g**

Save and Next **2h**

2. Enter attendee details:
2a - Surname
2b – BOA number (if applicable)
2c – Email address
2d – Dietary requirements (if any)
2e – Access Requirements (if any)
2f – Choose Ticket Type*
2g – Add another attendee
2h – Finish – press 'Save and Next'



Your Details

☐ I am attending this event

Miss Anna Prunty,
a.prunty@boa.ac.uk,

Additional attendee 1 ×

Surname Prunty

BOA membership number

Email address annasophie.prunty@gmail.com

Search

+ Add another attendee

Save and Next

Figure 7

Figure 8

**Please note when choosing the ticket type, please choose the day(s) you or the attendee will be attending the exhibition. i.e. All days, 2-days (Tuesday-Wednesday), 2-days (Wednesday – Thursday), or 1 day (Tuesday, Wednesday or Thursday). You will be given a badge for the day(s) you select on arrival and must be worn at all times.*



9. As part of your stand package you will receive a number of complimentary 'Exhibitor Passes' & 'Plenary Access Passes' per day. Depending on what package you have purchased (Platinum, Gold, Silver & Bronze). Please select the correct ticket type as required and if you would like to purchase any other additional tickets you can select the ticket type you require in the drop down menu.

10. Once you have finished registering all your attendees, please click the 'Save and Next' button.

None

Any access requirements

None

Choose ticket type

Member - £400.00

+ Add another attendee

Save and Next

1. Click here

Event booking

Item	Attendee	Ticket	Sub total
Virtual Training Orthopaedic Trainers (V-TOTs)	Anna Prunty	Member, £400.00	£400.00
	Venese Morgan	Member, £400.00	£400.00
VAT			£0.00
Total			£800.00

Select payment type

☐ Pay online with card

< Back a step

Submit

2. Click here

11. It will take you to the event booking summary, (pay if applicable to your booking) and to finalise please click 'submit'

12. Booking is complete! You will receive email confirmation shortly and your badges will be available for collection from the Exhibition Registration Desk on arrival.



Event Ticket Types

- If you require any additional exhibitor tickets you can purchase this when registering and choose 'Exhibitor Additional Attendee' or 'Exhibitor Plenary Access' / chosen day(s) as your ticket type. There will be an associated cost depending on which ticket type you choose and payment will be required via card through the website. If you would like to be invoiced, please contact exhibitions@boa.ac.uk.
- Please note additional exhibitor badges are priced at £99 per day, £240 three day pass per person. Additional plenary access passes are priced at £150 per day. £400 per person.

Trouble Shooting

- If you don't have a My BOA account, you can create one at www.boa.ac.uk/create
- If you have forgotten your password, please click on 'forgotten password' and follow further instructions
- If you have any further problems please get in touch at exhibitions@boa.ac.uk