ECPA2017 - Guide to registering

Click on Register for this event - **Register by 1 June to take advantage of the discounted rate.**

If you have already pre-registered then login with your email and password. If not, then create a new account.

**Step 1 - Ticket selection**
- Click the button ‘register for this event’.
- Select the ticket which applies to you.
- On some screens you may have to scroll down to see all of the options (use the scroll function on your mouse/trackpad or drag the scroll bar on the right of each pop-up box).
- Click on ‘full details’ (below each ticket) for further information.
- Click on ‘back’ (top left) to take you back to the tickets.
- If you wish to be invoiced rather than paying online, then please contact admin@ECPA2017.com and we will supply you with a code to register.
- Once you have selected your ticket click on ‘SUBMIT’ (bottom right).

**Step 2 - Optional extras**
- Select any additional options.
- Click on the ‘?’ to see further information on each option.
- Click on ‘back’ (top left) to take you back to the optional extras.
- Please fill in the questions below the options if applicable to you.
- Please read terms of registration by clicking on the bold link ‘Terms & Conditions’ and then check the box to accept (note that you will not be able to proceed without accepting the terms).

**Step 3 - Complete registration**
Click on ‘submit’ button (bottom right). If you have entered a code there will be no further steps and you will receive a confirmation email. If you selected a ticket, you will be taken to the payment page. A receipt of payment will be emailed to you from PayPal, as well as a PDF ticket receipt with a breakdown of all options selected.

**Step 4 - Accommodation**
This is available through Edinburgh First, Convention Edinburgh or book your own... see website for details. To book Edinburgh First accommodation, which is on campus and where the conference is to be held, please enter code ECPA17