

## HOW TO REGISTER FOR BCLA VISION

### **EXISTING REGISTRATIONS:**

For those who registered for and attended the BCLA Virtual Clinical Conference in June 2021  
If you booked either a Live Streaming Package or a Conference Plus Package for the June 2021 Virtual Clinical Conference, then you DO NOT need to register for this event. Online access to the live stream of BCLA Vision is included in your existing delegate package; your existing registration will be automatically transferred, and you do not need to action anything. BCLA will contact you via email closer to the time of the event with further information about accessing BCLA Vision content.

### **NEW REGISTRATIONS:**

For those that did not register for the BCLA Virtual Conference in June 2021, but wish to attend BCLA Vision, please follow the instructions below.

**Step 1:** Log in to your BCLA Member or Registered User account

*Forgotten your log in details? [Re-set your password](#)*

*Need to renew your membership? [Renew here](#)*

*Don't have an account? [Join today](#)*

*Membership query? [Email us](#)*

**Step 2:** Once logged in, navigate to the bookings page and select the orange 'Register Myself' button

**Step 3:** Select the 'Live Streaming Package' (compulsory).

**Step 4:** Submit your responses in the 'Questions' section and click the 'save responses' button when done. You will not be able to proceed until these mandatory questions have been answered.

**Step 5:** Click on the orange 'proceed to checkout' button, at the bottom right of the page. This will take you to your shopping cart.

*If you have a discount voucher, you must enter it now, BEFORE moving on to the next step. Enter the code in the 'Promotional Offer' box at the checkout page and click 'apply'. Note that your final receipt will show the total cost paid after the discounts have been applied. The discount code reference will not appear on your final receipt.*

**Step 6:** All applicable discounts (member loyalty, promotional voucher redemption) will have been automatically applied to your booking. Enter your card details in the box provided and click 'Submit Order'.

*If you receive ERROR-15 message then you will need to contact your bank and give them instruction to allow BCLA to process the funds for your registration.*



**That's it - you're done!** You will receive an auto confirmation email in your inbox, please keep a copy safe for future reference. If you would like to print a copy of your receipt, simply go to your BCLA profile but clicking "Hi YOUR NAME" at the top of the web page when logged in. On your profile, click the "Print Invoices and Receipts" tab where you can download and print your receipts.

### **HOW TO AMEND AN EXISTING BOOKING**

Once booked, you will not be able to amend your booking online; contact [events@bcla.org.uk](mailto:events@bcla.org.uk) for assistance.