

Event Registration – Detailed Instructions

If you are new to the Ferny Grove SHS – Event Registration site (attendees from last year should already have details recorded) you will need to obtain a passport.

Obtaining a passport

Complete the online form to obtain a passport

Ferry Grove State High School
Ferry Grove, Queensland

The development of
the individual child is
of the educational
school

Ferry Grove SHS - Event Registration


Passport Check
Welcome to the Event Registration system

If you haven't previously registered for one of our events then you don't have a passport into the system.
You need to **complete the online form** so that we have your correct details for invoicing.
Once you have completed the form, you will be automatically taken into the registration area.

If you have previously registered for one of our events then ...
Enter your email address

Enter your password

Forgotten your password? - [Ferry Grove SHS will send it to you](#)

 **Ferry Grove State High School**
McGinn Road Ferry Grove Qld 4055 Australia

You will need to complete a form & submit to obtain a passport to access the events registration area.

- Calendar
- Links to Web Sites
- Downloads Store
- Media Gallery
- School Community
- Secure Area
- Share IT Conference
- Ferny Grove SHS
- Home

Event Registration

Passport details

This passport will grant you participant access for the Events Registration area.

Title First name Lastname
Mr Stan Dover

Password

Contact Details

Email address
sdove112@eq.edu.au

Work Phone Fax Mobile
35505777 35505700

Position description
Teacher

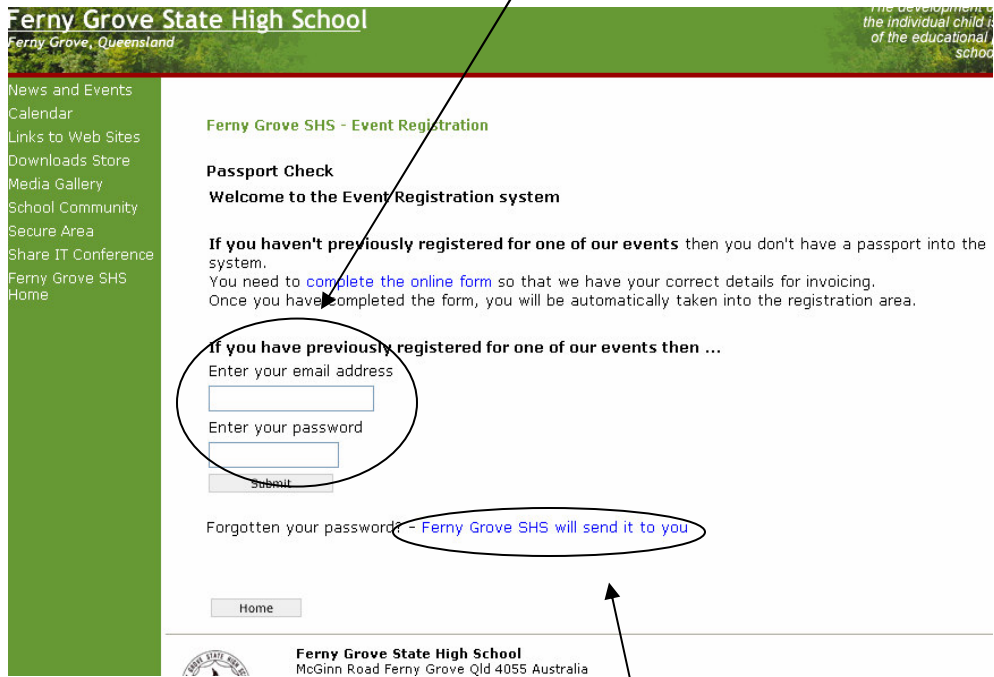
Work location
Ferny Grove SHS

Postal address
McGinn Rd

City/Town/Suburb State Postcode Country
Ferny Grove Qld 4055 Australia

Already have a passport

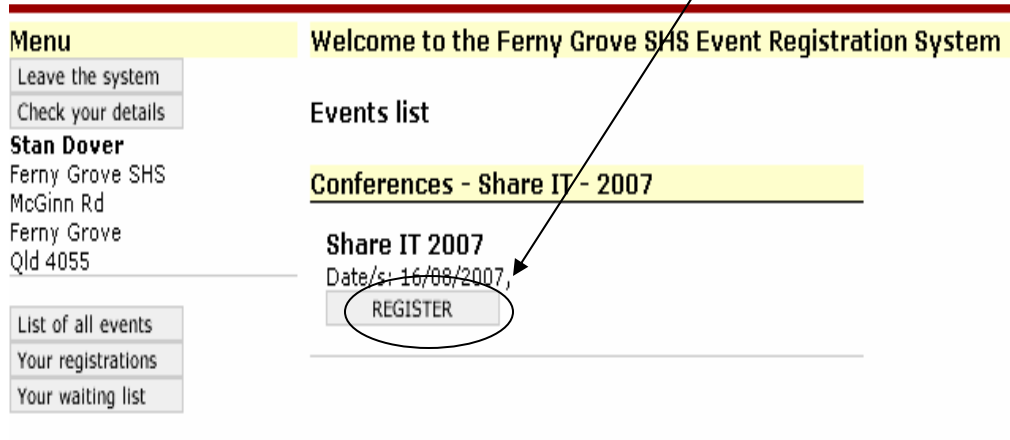
Enter your registered passport email address and password to enter the event registration area.



If you have forgotten your registered password select the option to have the event registration system automatically send it to your registered email address. If you still are not able to access the system contact the school by email and outline the problem.

Registering for Share IT

Once in the events registration area select the REGISTER button to register for Share IT



You will then be prompted for the type of Registration & if you give Ferny Grove SHS permission to share your contact details with the conference sponsors. Select the required radio buttons and click SUBMIT.

Menu		Ferny Grove SHS Event Registration System - Conferences - Share IT - 2007	
<input type="button" value="Leave the system"/>		Share IT 2007	
<input type="button" value="Check your details"/>		Registration open	
Stan Dover		Media Release	
Ferny Grove SHS McGinn Rd Ferny Grove Qld 4055		Please be aware that photographs, video etc will be taken on the day for inclusion in various media releases and publications. Your attendance at the conference implies your consent for your photograph/image to be included in media releases & publications. Competitions implies that you consent to your name being published in the event that you win a prize.	
<input type="button" value="List of all events"/>		Date/s: Thursday, 16 August 2007,	
<input type="button" value="Your registrations"/>		Ferny Grove State High School	
<input type="button" value="Your waiting list"/>		McGinn Road Ferny Grove Qld 4055	
		Contact details	
		David Murray - dmurr6@eq.edu.au	
		Ph: 0735505777	
		URL: http://www.fernysgroveshs.eq.edu.au/2007conference	
		Share IT 2007	
		<i>Costs listed are ex GST</i>	
		Registration	
		Early Bird Registration	\$80 <input type="radio"/>
		Presester Registration	\$0 <input type="radio"/>
		Presenters Registration	\$0 <input type="radio"/>
		Standard Registration	\$100 <input type="radio"/>
		<input type="button" value="Submit"/>	

Note: Your **registration is NOT complete until you create an invoice**. Once all details are correct select Yes .. create invoice.

Menu
 Leave the system
 Check your details
Stan Dover
 Ferny Grove SHS
 McGinn Rd
 Ferny Grove
 Qld 4055

Media Release
 Please be aware that photographs, video etc will be taken on the day for inclusion in various media releases and attendance at the conference implies your consent for your photograph/image to be included in media releases competitions implies that you consent to your name being published in the event that you win a prize.

Date/s: Thursday, 16 August 2007,
 Ferny Grove State High School
 McGinn Road Ferny Grove Qld 4055

Contact details
 David Murray - dmurr6@eq.edu.au
 Ph: 0735505777
 URL: <http://www.fernygroveshs.eq.edu.au/2007conference>

List of all events
 Your registrations
 Your waiting list

Share IT 2007

Are these details correct?
 Yes.. create invoice No... make changes

Stan Dover
 Ferny Grove SHS
 McGinn Rd
 Ferny Grove Qld 4055 Australia

Registration
 Early Bird Registration \$80.00

Total Cost
 Ex. GST: \$80.00
 GST: \$0.00

You should then Print the Invoice – **keep a copy of the invoice for your records and also send a copy with the payment to Ferny Grove SHS.**

Menu
 Leave the system
 Check your details
Stan Dover
 Ferny Grove SHS
 McGinn Rd
 Ferny Grove
 Qld 4055

Ferny Grove State High School
 McGinn Road Ferny Grove Qld 4055

Contact details
 David Murray - dmurr6@eq.edu.au
 Ph: 0735505777
 URL: <http://www.fernygroveshs.eq.edu.au/2007conference>

List of all events
 Your registrations
 Your waiting list

Change Registration **Print Invoice** Cancel Registration

Stan Dover
 Ferny Grove SHS
 McGinn Rd
 Ferny Grove Qld 4055 Australia

Share IT 2007
 Registration date: **Thursday, 19 April 2007**

Early Bird Registration \$80.00

Total Cost:
 Sub-total Ex. GST: \$80.00
 Discount %: 0%
 Discount Amnt: \$0.00
 Sub-total Ex. GST: \$80.00
 GST: \$0.00

To print the invoice click the printer icon. Remember to send a copy of the invoice to Ferny Grove SHS with the payment by the conference registration closing date.

ABN: 25267406102

TAX INVOICE

Invoice date: Thursday, 19 April 2007

Invoice No: 17444-2007

To:

Stan Dover
Ferny Grove SHS
McGinn Rd
Ferny Grove Qld 4055 Australia

Items:

Share IT 2007

Registration date: Thursday, 19 April 2007

Early Bird Registration	\$80.00
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Total Cost:

Sub-total Ex. GST:	\$80.00
Discount %:	0%
Discount Amnt:	\$0.00
Sub-total Ex. GST:	\$80.00
GST	\$8.00
TOTAL Inc. GST:	\$88.00

All payments should be made by the closing date indicated on the promotional information.

I wish to pay by:

Mastercard VISA Bankcard Cheque * Cash

* Make cheque payable to Ferny Grove State High School

Card number	Expiry date
<input type="text"/>	<input type="text"/>

Updating your details

To correct / update any of your personal details that have been recorded (eg School, phone number, password, etc) – you should select check your details, correct as required and then click the update details button.

The screenshot shows a web browser window titled "Ferny Grove SHS - Event Registration - Microsoft Internet Explorer". The address bar shows the URL: <http://www.fernycroveshs.qld.edu.au/eventreg/lounge.asp?orgid=1&suborgid=1&ssid=2122&pid=7302&ppid=0&uid=&calid=&calcid=&dateid=&perid=&calid=>

The page header for Ferny Grove State High School includes the motto: "The development of, and care for, the individual child is the focal point of the educational process at this school."

The main content area is titled "Edit personal details" and contains the following form fields:

- Personal Details:** Includes buttons for "Update details" and "Photo Control".
- Personal Information:** Fields for Title (Mr), First name (Sample), and Lastname (User).
- Password:** A field for password (passwordkeyz).
- Contact Details:** Fields for Email address (suser86@eq.edu.au), Work Phone (35505777), Fax (35505700), Mobile (N), and Teleconf. Num. (N).
- Work location:** A dropdown menu showing "Ferny Grove SHS".
- Postal address:** Fields for Postal address (Po Box 128), City/Town/Suburb (Ferny Hills), State (Qld), Postcode (4055), and Country (Australia).
- Position description:** A text field containing "teacher".

On the left side of the page, there is a sidebar with a "Menu" section containing "Leave the system" and "Check your details" (the latter is circled in red). Below this is a "Sample user" profile for "Sample User" and a list of links: "List of all events", "Your registrations", and "Your waiting list".