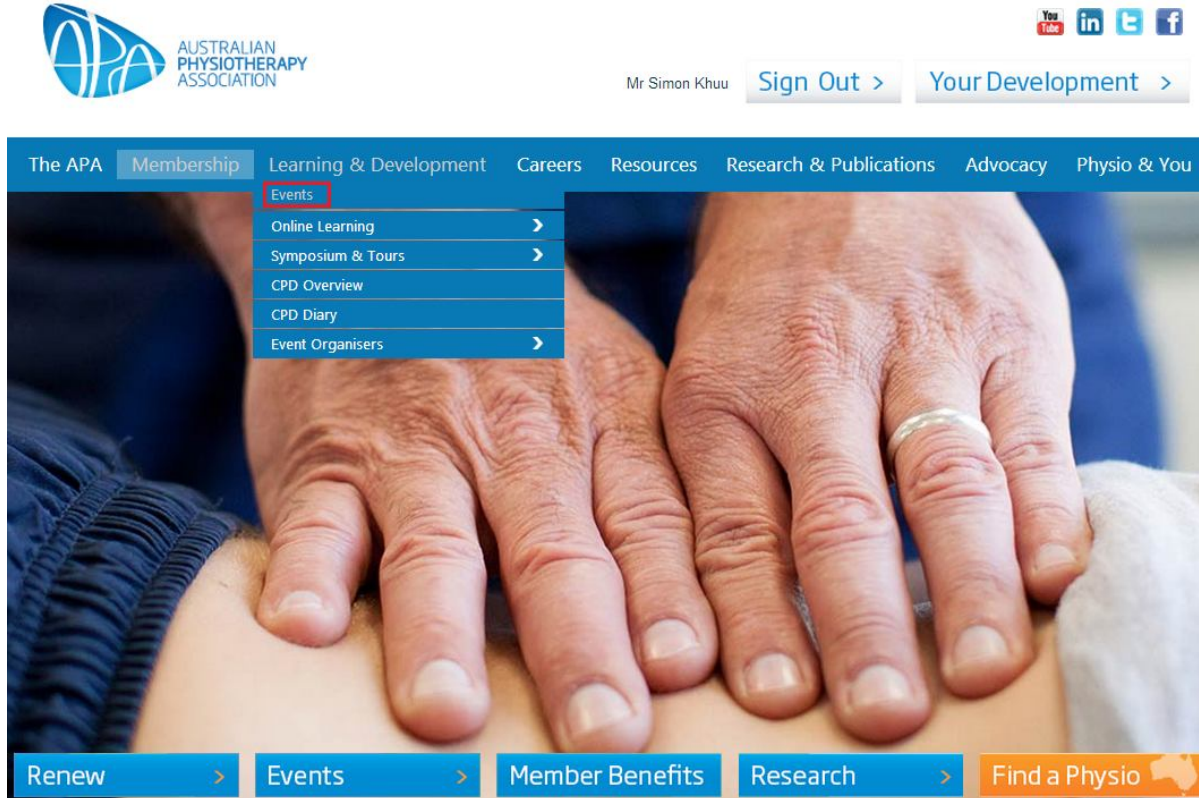


Member Guide – Event Bookings & Check Out

1. Login to the APA website
2. Click on “Events” under the Learning & Development menu



The screenshot shows the APA website interface. At the top left is the APA logo and the text 'AUSTRALIAN PHYSIOTHERAPY ASSOCIATION'. To the right, there are social media icons for YouTube, LinkedIn, Twitter, and Facebook. Below these, the user is logged in as 'Mr Simon Khuu' with buttons for 'Sign Out >' and 'Your Development >'. The main navigation menu includes 'The APA', 'Membership', 'Learning & Development', 'Careers', 'Resources', 'Research & Publications', 'Advocacy', and 'Physio & You'. The 'Learning & Development' menu is expanded, showing 'Events', 'Online Learning >', 'Symposium & Tours >', 'CPD Overview', 'CPD Diary', and 'Event Organisers >'. Below the navigation is a large image of hands being massaged. At the bottom of the page, there are buttons for 'Renew >', 'Events >', 'Member Benefits', 'Research >', and 'Find a Physio'.

3. Complete Find an event search criteria
 - Please note: If you are unsure of an event title or the National Group running the event, you can search via “Date From” or “State Province Equals”
4. Click on the Event you wish to register for

Find an event

Keyword

Group Search

Date from

Date to

State Province Equals

Title	City	State Province	Begin Date	End Date	Max Registrants	Attendees
Sports Level 2	Bentley	WA	9/5/2014	9/7/2014	20	7

Member Guide – Event Bookings & Check Out

5. Select "Register Myself"

Pudendal Neuralgia: A Painful Sporting Injury

Lecture: Pudendal Neuralgia: A Painful Sporting Injury

Pudendal neuralgia is a painful condition that involves the perineum but is clearly initiated by the sitting pattern. Often the result of sports (such as cycling and weightlifting) and gym, particularly in women, this neuralgia will impact severely on one's quality of life. It is not widely known and is often unrecognised by many health care providers. Anne Florence Plante will present the common clinical presentation that patients might present with to a Sport Physiotherapist. She will discuss the anatomy and pathophysiology of Pudendal Neuralgia, which will assist with the diagnosis and management of this condition.

Presenter: Anne Florence Plante

Anne Florence Plante is titled in Continence and Women's Health. She is a Senior Physiotherapist at the Royal Women's Hospital and Central City Community Health Service. Some of her clinical experience includes management of pelvic pain and sexual dysfunction. She has published several articles and presented on these topics in a number of scientific conferences.

7.00pm - 8.30pm

When: 5/17/2016 - 5/17/2016

Where: APA National Office
Level 1
1175 Toorak Road
Camberwell, VIC

Register Myself

My Registration Status: Not Registered

6. Select "Add"

Pudendal Neuralgia: A Painful Sporting Injury

Lecture: Pudendal Neuralgia: A Painful Sporting Injury

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7.00pm - 8.30pm

When: 5/17/2016 - 5/17/2016

Where: APA National Office
Level 1
1175 Toorak Road
Camberwell, VIC

Cancel My Registration

My Registration Status: Registered per [Cancel My Registration](#)

Program - Mrs Aemilia Anne Elliott, APAM

Only display program items in registrant's itinerary

5/17/2016 7:00 PM

Add

Pudendal Neuralgia: A Painful Sporting Injury

PN/SPA/CWHP/Rural/Student members complimentary
Other APA members \$30.00
Non-APA \$50.00

Price: 0.00

Time: 7:00 PM - 8:30 PM

Member Guide – Event Bookings & Check Out

7. Once "In Itinerary" is displayed next to the event name, scroll to the bottom and select "Proceed to Checkout".

Pudendal Neuralgia: A Painful Sporting Injury

Lecture: Pudendal Neuralgia: A Painful Sporting Injury

Pudendal neuralgia is a painful condition that involves the perineum but is clearly initiated by the sitting pattern. Often the result of sports (such as cycling and weightlifting) and gym, particularly in women, this neuralgia will impact severely on one's quality of life. It is not widely known and is often unrecognised by many health care providers. Anne Florence Plante will present the common clinical presentation that patients might present with to a Sport Physiotherapist. She will discuss the anatomy and pathophysiology of Pudendal Neuralgia, which will assist with the diagnosis and management of this condition.

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7.00pm - 8.30pm

When: 5/17/2016 - 5/17/2016 **Cancel My Registration**

Where: APA National Office
Level 1
1175 Toorak Road
Camberwell, VIC My Registration Status: Registered pending checkout

Program - Mrs Aemilia Anne Elliott, APAM

Only display program items in registrant's itinerary

5/17/2016 7:00 PM Remove	Pudendal Neuralgia: A Painful Sporting Injury In Itinerary PN/SPA/CWHP/Rural/Student members complimentary Other APA members \$30.00 Non-APA \$50.00 Price: 0.00 Time: 7.00 PM - 8.30 PM
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Proceed to Checkout >>

8. Complete payment details and select "Submit Order"

Sports Level 2 (includes 105.91 GST) - Mr Simon Khuu	1	1,165.00	1,165.00	Remove
---	---	----------	----------	------------------------

Update

Ship To
Mr Simon Khuu
[Choose another address](#)

Shipping Method
You cannot ship to this country. ▾

Cart Charges

Item Total	1,165.00
Shipping	0.00
Handling	0.00
Transaction Grand Total	1,165.00

Payment Details

Credit Card

Payment Method PDMasterCard ▾

***Card Number** 0000000000000000

***Name on Card** Simon Khuu

***Expiration Date** 01 ▾ 2014 ▾

CSC 000

Card Address United States
[Choose another address](#)

Continue Shopping **Submit Order**

Member Guide – Event Bookings & Check Out

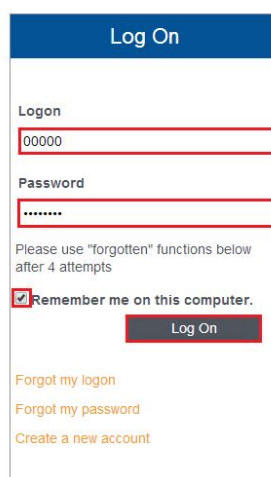
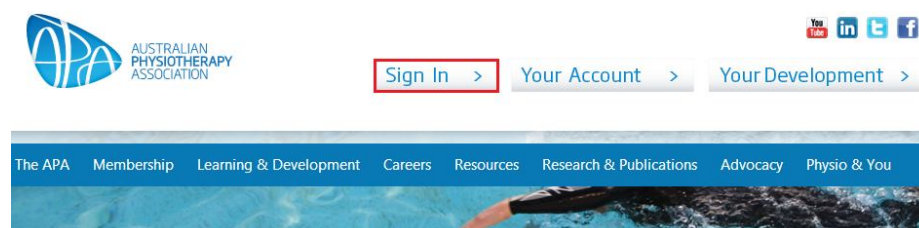
9. An order confirmation page will appear providing an order reference number
 - *Please note: If the confirmation page does not appear, the event registration process has not been fully completed and you have not been registered for the event*

Member Guide – Event Bookings & Check Out

APA Website: Quick tips to getting a better experience


Remember Me: When signing in from the home page click “remember me”. This will enable your browser to remember your logon & password, therefore automatically signing in for future visits.

- Please note: “create a new account” will create a non-member online login, which will deny access to member only events & charge non-member pricing for events.

The image shows a 'Log On' form. It has a blue header with the text 'Log On'. Below the header are two input fields: 'Logon' (containing '00000') and 'Password' (containing '.....'). Below these fields is a checkbox labeled 'Remember me on this computer.' which is checked. A 'Log On' button is positioned below the checkbox. At the bottom of the form are three links: 'Forgot my logon', 'Forgot my password', and 'Create a new account'.

Google Chrome: The APA has found that Google Chrome is the most stable browser to use with our website. Please find below steps to download Google Chrome to your computer.

How to download Google Chrome

1. Open your web browser and go to www.google.com.au
2. Type “Chrome” into the Google search field
3. Click the first link www.google.com/chrome
4. Click “Download Chrome” button
5. A pop up window opens with the box checked “Set Google Chrome as my default browser”. Leave this box checked, and click “Accept and Install”
6. The installer opens, downloads and installs Google Chrome (depending on internet connection this may take a few minutes)
7. A Google Chrome button  is added to your Toolbar

To access the internet using Google Chrome simply click the  icon (or double click if it is on your desktop) and type the web address www.physiotherapy.asn.au

Member Guide – Event Bookings & Check Out

Event Dates: Due to your browser settings, events dates may appear in the American format. To change it to the Australian format please follow the steps below.

Internet Explorer

1. Go to "Tools" menu
2. Click "Internet options"
3. Go to "General Tab"
4. Click "Languages"
5. You will see your language preferences displayed.
6. Click "Add" to add "English (Australian)"
7. **Important: You must have English (Australian) at the top of the list for it to display.**

Chrome

1. Go to main menu and click "Settings" (can also be accessed by typing "chrome://settings" into your browser)
2. Go to very bottom of webpage and click "Show advanced settings"
3. Click "Language and input settings"
4. Click "Add" to add "English (Australia)"
5. **Important: English (Australia) must be at the top of the list for it to display.**

Mozilla Firefox

1. Go to "Tools" menu
2. Click "Options"
3. Click "Content" tab
4. Under "Languages" click "Choose"
5. Use the drop down menu and select "English/Australia"
6. Click "Add"
7. **Important: English (Australia) must be at the top of the list for it to display.**