

Subject: *How to register for GIEQs IV Symposium*

You will have received a link through the GIEQs organization or your main contact person.

1. Copy the link into your browser

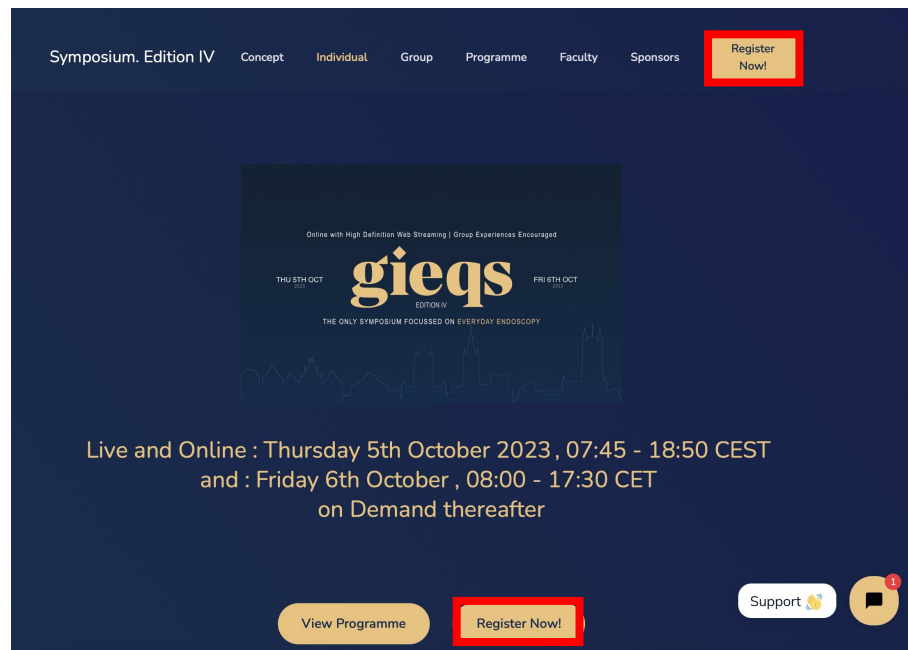


Figure 1; Screen you should see once you paste the link into your browser. Click the Register Now button.

2. Click on one of the yellow 'register now' buttons in in the middle or on the top right of the screen. Example above.
3. You need to create a GIEQs account if you do not already have one to register for this course.
 - **If you have a GIEQs account, click on 'I have a GIEQs online account'.** [If this is a link for a GIEQs Pro subscription and you already have an active GIEQs subscription (standard or PRO) it will be cancelled during this registration process. It is important that you check with your financial institution to confirm that the subscription has been cancelled. We will, of course, refund any paid monies for incorrect subscriptions].
 - **If you don't have a GIEQs account, click on 'I have no account, sign me up'.** Creating an account is free and will stay free.

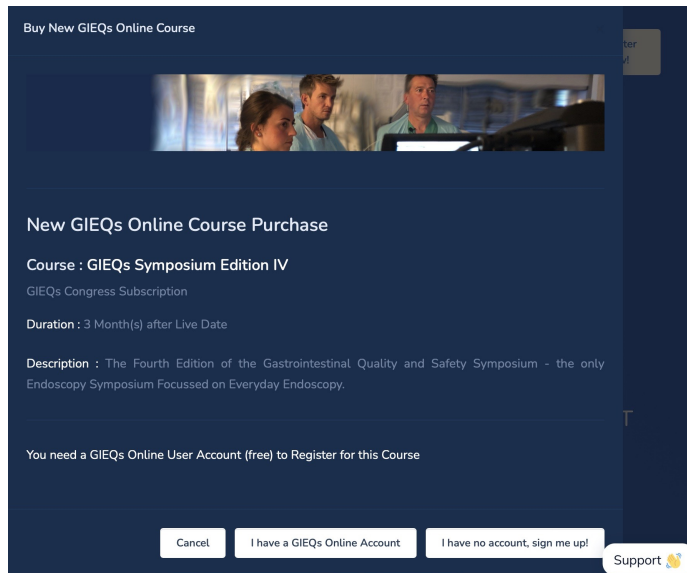


Figure 2; Screen you will see once clicking Register Now and not logged in or without an account.

7. Once you have logged in or created your account and logged in click Register on the window that appears. Do not worry that you will not be charged even if you paid for content with us before since GIEQs does not retain your payment details between purchases and no payment details are ever stored on GIEQs' servers. To make a payment on GIEQs we always connect you with our preferred payment partner (Stripe).

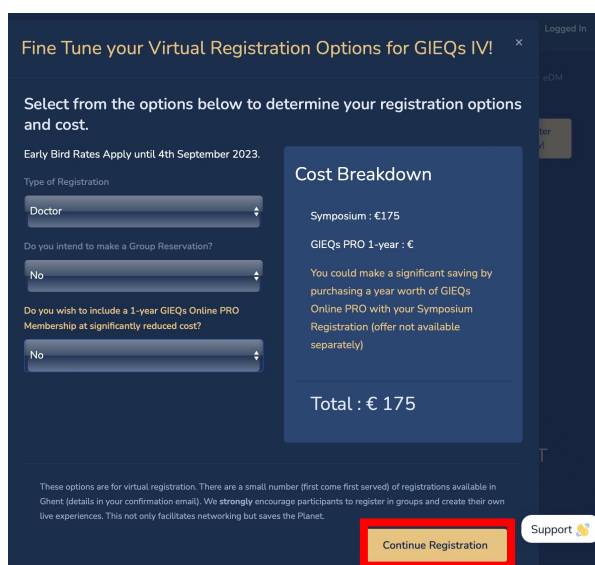


Figure 3; Screen you will see once you have either created an account and logged in or have logged into your account. If you do not reach this screen try pasting the link again into the address bar of your browser and pressing enter. Press Register Now again to access this screen)

8. When the registration has been successful, the site will give you the follow message: "Free Registration Successful. Taking you to your purchase".

www.gieqs.com says

Free Registration Successful. Taking you to your purchase

OK

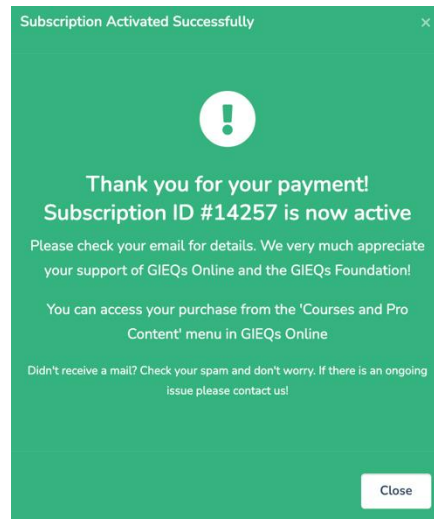


Figure 4 : Screens visible once registration is successful. Do not worry, you have not paid if you used a free link. And anyway, remember, you can't have paid if you didn't enter card details because we don't store your details.

9. A confirmation email will be sent to your registered email address which you should keep for future reference.

We look forward to welcoming you virtually to our symposium. In case of any issues, do not hesitate to reach out to admin@gieqs.com.

Commonly asked questions

Q. Why is my registration not working.

A. Probably because you are using Internet Explorer as a browser. Please use a modern browser.

Q. I am having trouble clicking a confirmation link after registering with GIEQs for the first time.

A. The link is only valid for one time. Often people click twice and receive an error message the second time. If you receive no response when clicking the link try navigating to gieqs.com/login and trying your username and password. After you have logged in click the link you were sent by your institution or us again or paste it into your browsers address bar. You will then be able to register.

Q. I did not receive a confirmation email.

A. Please check your junk email. Particularly nhs.net mail addresses are marking GIEQs as spam. If you wish to receive our emails it is worth adding admin@gieqs.com to your trusted senders list.