



- Select the date you wish to participate in the induction (to select another month click on the Next Month tab at the top right hand side of calendar) Or Select the location you wish to participate in the induction.
- Click on the location (it will display how many seats are left no more than 20 people can attend the one induction) this will bring you through to the registration page. Complete all details on registration page.
- Booking multiple people click **Add another employee**, add extra inductee and continue this process until the last inductee has been entered, once completed click **Complete Registration**.
- Booking only one click **Complete Registration**.
- Pay via credit card for a more convenient option or Pay via Purchase order place purchase order number in box and click Pay by Purchase Order Number, an invoice will be emailed immediately to the email listed under Accounts Email. Payment terms are strictly within 14 days of invoice or prior to course date, whichever is the earliest. Payment not made in accordance with this agreement may result in the relevant attendee's access to site being cancelled.
- This is the process completed, if you have not received a Booking Confirmation to contacts email or an Invoice to the accounts email supplied, then the booking is not confirmed please contact us on 1300 082 622 or [inductions@tesa.com.au](mailto:inductions@tesa.com.au).
- For Cancellation and Frequently asked Questions and Answers click on Cancellations and Q&A Tab.