



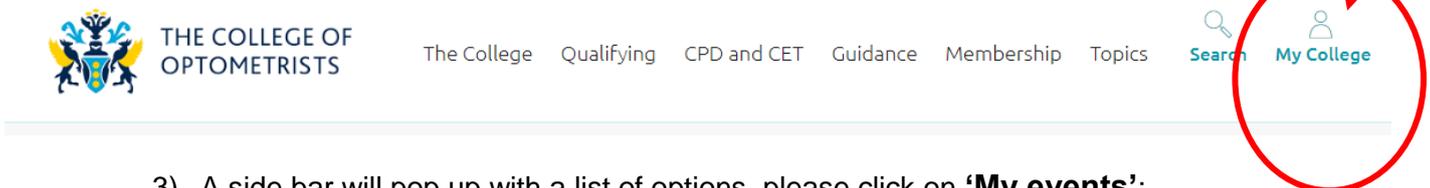
Please follow the below instructions for choosing or amending your sessions for Optometry Tomorrow 2019.

- 1) Visit [www.college-optometrists.org](http://www.college-optometrists.org) and log in using the 'login' button in the top right corner of the homepage:

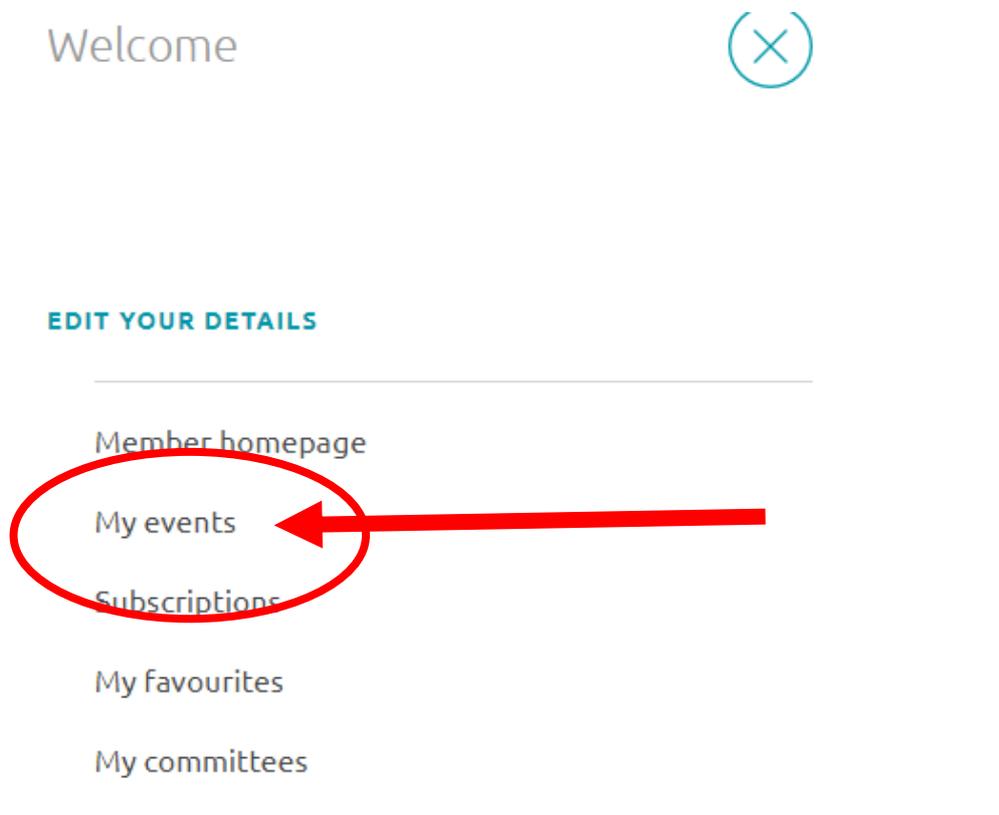


If you have any problems logging in please contact the membership team on 020 7839 6000.

- 2) Once you are logged in, click on 'My College' in the top right corner of the homepage:



- 3) A side bar will pop up with a list of options, please click on 'My events':



- 4) You will then be given a list of all the events you are currently booked on to. Please click **'View booking'** on the Optometry Tomorrow 2019 event.

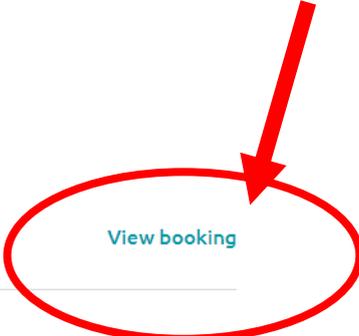
## Upcoming

24 - 25 February 2019

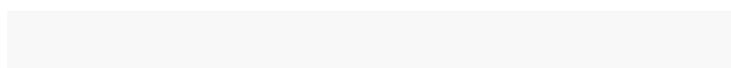
Optometry Tomorrow 2019 CET 16

BIRMINGHAM | CONFERENCE

[View booking](#)



- 5) Once in your booking, there will be a list of the ticket(s) you have purchased. There will be some options on the right hand side. Please click **'My sessions'**:



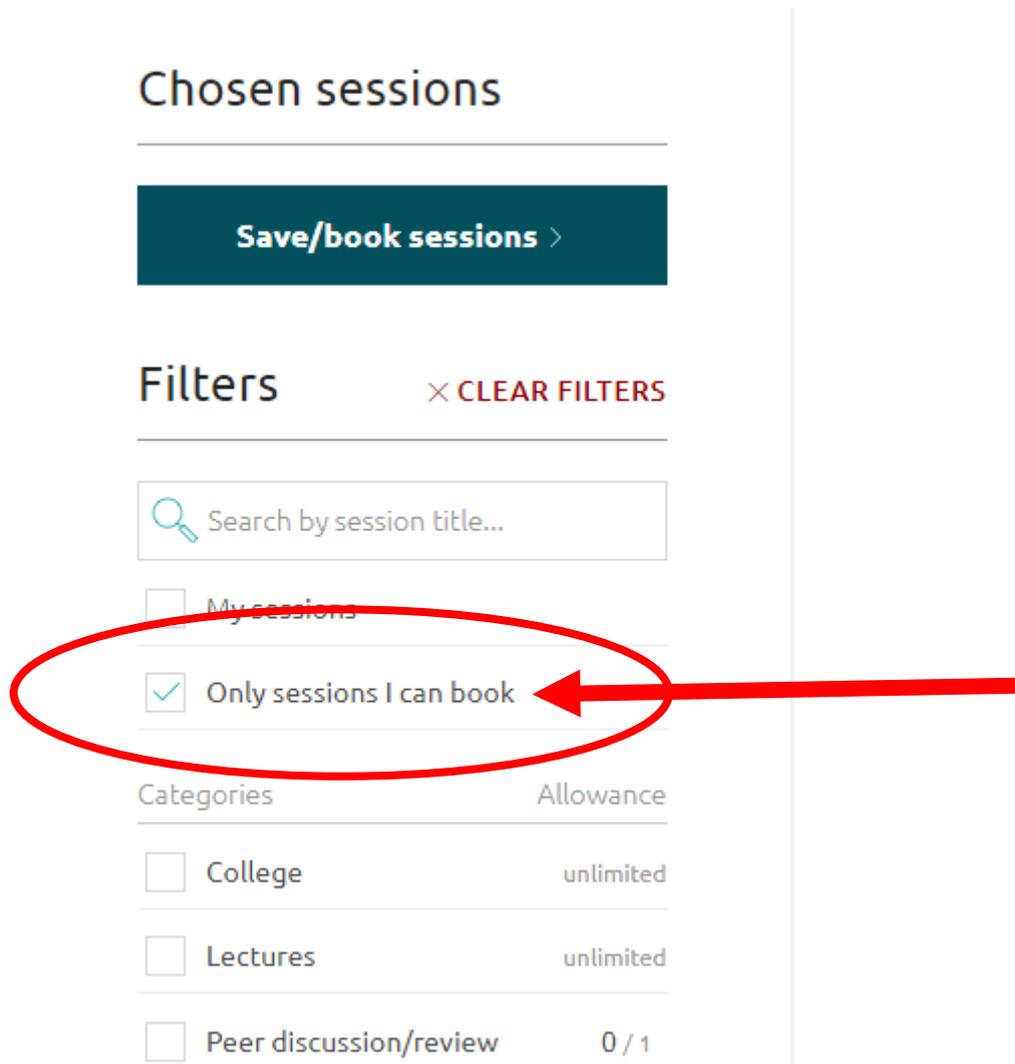
Edit my details >

My sessions >



You will then go through to the **'manage sessions'** page.

On this page there will be information about what your ticket includes and also a PDF of the programme if you want to download it. If you scroll down, all available sessions will be shown. **YOU MUST SELECT ONE SESSION FOR EACH TIME SLOT**. If you are booked as a Sunday delegate this will also include the networking reception, if you are not attending the reception please tick that option. As a default the programme will only show you sessions that are available on your ticket. This means that once you select a session all other sessions in that time slot will minimise. If you want to be able to see all sessions, just uncheck the box which is under 'Filters' on the right hand side:



The screenshot shows a user interface for selecting sessions. At the top, there is a section titled "Chosen sessions" with a dark teal button labeled "Save/book sessions >". Below this is a "Filters" section with a red "X CLEAR FILTERS" link. A search bar is present with the placeholder text "Search by session title...". Underneath the search bar, there are three filter options: "My sessions" (unchecked), "Only sessions I can book" (checked), and "Only sessions I can't book" (unchecked). The "Only sessions I can book" option is circled in red, and a red arrow points to it from the right. Below the filter options is a table with two columns: "Categories" and "Allowance".

Categories	Allowance
<input type="checkbox"/> College	unlimited
<input type="checkbox"/> Lectures	unlimited
<input type="checkbox"/> Peer discussion/review	0 / 1

If you booked a **one day ticket (member or newly qualified)** you are not currently able to purchase any workshops so these will by default not appear as options. **You will be able to purchase workshop tickets subject to availability (£30 per workshop) from 4 December.**

6) Select a session by ticking the check box next to the title.

Sunday Monday

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9.35 AM      New surgical treatments in glaucoma  
LECTURES, KINGS SUITE, CET 1

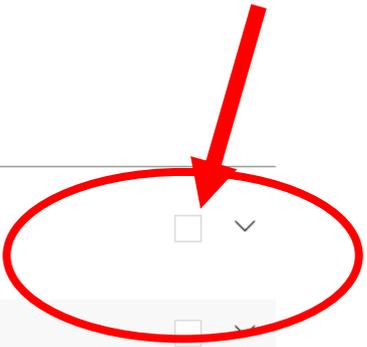
Harry Potter should have had contact lenses!  
SEMINAR, PAVILION, CET 1

Tablets and the eye: systemic treatments for eye diseases  
THERAPEUTICS , LONDON AND CAMBRIDGE, CET 1

I will be looking around the trade exhibition/poster presentations during this time slot  
OTHER

10.40 AM      LECTURE: Building a successful myopia management practice (VTI)  
SPONSOR SESSIONS, YORK, CET 1

Taking the headache out of headaches  
LECTURES, KINGS SUITE, CET 1



Once you have selected the session you want to attend, the other sessions will minimise, as shown below:

Sunday Monday

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9.35 AM      New surgical treatments in glaucoma  
LECTURES, KINGS SUITE, CET 1

10.40 AM      LECTURE: Building a successful myopia management practice (VTI)  
SPONSOR SESSIONS, YORK, CET 1

Taking the headache out of headaches  
LECTURES, KINGS SUITE, CET 1

If you change your mind you would just need to unselect the session you have chosen and the other options will become available again.

Once you have decided on all your sessions please select **'Save/book sessions'**.

## Chosen sessions

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[Save/book sessions >](#)

**ONCE YOUR SESSION CHOICES HAVE BEEN SAVED YOU WILL RECEIVE A CONFIRMATION EMAIL. IF YOU HAVE NOT RECEIVED THIS EMAIL WITHIN 15 MINS PLEASE CALL THE EVENTS TEAM ON 020 7766 4377.**

**This is very important - if you haven't received the email, your session choices might not have been saved. Sessions do fill up very quickly especially workshops so it is important that your choices have been saved, as once a workshop is full up we cannot book you a place.**

If you have any questions or have any problems please call a member of the events team on 020 7766 4377.