



## Non-member registration in 3 steps

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**You must first register as a Non-member before you can register for any education or continuous professional development events. This is a two-step process that is detailed below also allowing you to deregister before the closing date of registration without incurring any penalties.**

### 1. Create a Non-member account

1. Click "Join as Non-member" button
2. Click "Create account" and fill in all required details
3. Click "Apply"

You will receive a confirmation email of your non-member registration. Follow applicable links in this communication.



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## 2. Register for an event

Please follow the registration process as per below and ensure that you register (and deregister) within the period that registration is open. You will be required to make payment by credit card as part of the registration process. You will receive your confirmation of registration or pending registration where admission requirements apply immediately after you have registered. A tax invoice will be issued to you within 24-hours of registration.

1. Go to the [Society home page](#)
2. Click on "Member log-in" at the top of the page and log into your member profile.
3. Click on "Member Profile"
4. In the bar at the top, click on "Registration" and select "New Registration".
5. Select the "Regional centre" where you are based. For online attendance, the regional centre is "Virtual".
6. Select the event that you want to register for including any tuition support offerings where you are registering for an examination and want additional support to improve your chance of success.
7. Click on "Register" on the right of the event you wish to register for.
8. Check that all details are correct and make sure that you note your special requirements if you have any. Update the "Your details" section under your membership profile to update any "Special requirements".
9. Please note that where an event has admission requirements your registration will remain pending a confirmation of the entrance requirements being met.
10. You will be prompted to pay for the event by credit card so make sure you have this on hand.
11. Once your registration has been approved, you will receive an email confirming your registration or pending registration. A tax invoice will be e-mailed to you within 24-hours of your registration.

### 3. Deregister

You can deregister without any penalty during the period that registration is open. Refer to the [Member Refund Policy](#) for de-registrations after registration has closed. To de-register within the registration period.

1. Go to the [Society home page](#)
2. Click "Member Log-in" at the top of the page and log into your member profile.
3. Click "Member Profile"
4. In the bar at the top click on "Registration" then select "Registration History" and select the event you are registered for. Click "Deregister" and confirm the action.

You cannot de-register once the registration period has closed.

**For queries, please contact:**  
[memberservices@actuarialsociety.org.za](mailto:memberservices@actuarialsociety.org.za)

