

# Registering on ABTA.com



## THE REGISTRATION PROCESS

### It's really simple!

We will ask you for information that includes your ABTA number, and your email address. We will also ask you to set yourself a password that you will need each time you log into the Member Zone.

If you are not an ABTA Member and do not have a unique number, you can indicate this on the registration form and we will get in contact to find out a bit more about you.

The Member Zone on ABTA.com has a range of information and services for all ABTA Members and ABTA Member employees. Whatever your role – sales, management, operations, finance, or marketing – our Member Zone has something for you.

### ACCESSING THE MEMBER ZONE

Before you can access our Member Zone, you will need to register your details with us.

As an existing ABTA Member, you will already have an ABTA number that is unique to your company. You will need this before you start your registration process, so make sure you have it to hand.

### VERIFYING YOUR DETAILS

Once you have completed the registration form we will need to check who you are.

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#### Scenario one

In most cases, once you've completed the registration form, you'll receive an email from us asking you to verify who you are by clicking on a specific web link that will be in the email. Once you have done this, you will then have access to all the information within the Member Zone.

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#### Scenario two

In some cases, when you've completed the registration form, we may need some more information from you. In this instance you will receive an email from us asking for some more details. Once you've completed these details and we can see you're an ABTA Member, you will receive an email from us asking you to verify who you are by clicking on a specific web link that will be in the email.

Click on this link and you will then have access to all the information within the Member Zone.

If you want to give us your details over the phone you can call our Member Information team on **0845 177 2282**.

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#### Scenario three

In a few cases if, after sending us more information, we still aren't sure who you are, someone from our Member Information team will be in touch.

### IT'S AS SIMPLE AS THAT!

If you need further information on how to register or why you should register, please contact our Member Information team on **0845 177 2282**.