



Booking instructions for Charity Retail Conference 2026

1. Visit the booking page

Go to: <https://reg.eventmobi.com/CRA26>

2. Select your ticket type

Click 'register' and choose your preferred ticket type, then scroll down to select your focus sessions.

Click "**Next**" to continue.

3. Enter attendee details

Complete the attendee information.

Add invoice details and a PO number if applicable.

Click "**Next**"

4. Booking multiple tickets?

If you are registering more than one participant, click "**Add another participant**"

5. Add additional participants

- Select the ticket type and focus sessions for the next participant
- Click "**Next**" and enter their details
- **Please note:** each participant must have a unique email address
- Click "**Next**" again to continue

6. Repeat as needed

Continue this process until all delegates have been added.

7. Payment options

On the payment screen, you can choose to pay by:

- Invoice
- Credit/debit card

You can also change who receives the booking summary by selecting “**Select person managing registrations**” and choosing from the list of registered delegates.

8. Complete your booking

When you are ready, click “**Confirm and checkout**”

9. Confirmation emails

Each delegate registered will receive an individual booking confirmation email, including their ticket and selected sessions.

Group bookings

If you are arranging a group booking on behalf of a team and not attending conference yourself, you may find it easier to complete our group booking form instead. Please email kelly@charityretail.org.uk to request.

New for 2026

We have introduced a special rate Tuesday daytime ticket exclusively for **Shop Managers** (or equivalent shop-based roles) to experience conference in a cost-effective way. To unlock these tickets, the charity must make a full price booking (e.g. book a Head of Retail onto conference with a full 2-day ticket). You can then email kelly@charityretail.org.uk for the discount code to reduce the ‘Charity member Tuesday day only’ ticket from £209 + VAT to only £100 + VAT for Shop Managers.