General (non-Author) Registration in ConfSys

For the impatient:

In order to register in ConfSys for an event, you need to be a signed-up user and have completed the profile and have your user name and password handy.

- Sign up for ConfSys by using the New User button and completing your email address.
- Use the UserID and password emailed to you complete your profile and exit.
- Log-in to ConfSys and change to the correct event.
- Use the My Account>Registration menu item.
- Choose appropriate general main registration(non-author) options.
- choose any add-ons (accompanying person)
- Make on-line payment using a third party system.
- You may register for add-ons at a later date, however all add-ons require a main registration.
- Once the registration is confirmed, you would be able to upload the final version of a paper for which you had registered.

For the rest:

Once the registration process is active, log-into ConfSys and choose the event for which you want to register and pay. Using the My Account function menu, choose the My Registration link.

Illustration 1: Choose MyAccount>My Registration
Illustration 2: Choose the appropriate general registration option

Once the above option is confirmed, you would see the items for which you have chosen to register. If an accompanying person would be involved, you can add-on the item for it.

Illustration 3: Unpaid items chosen for current registration
Proceed to checkout by pressing the Submit button

Illustration 4: Add item for accompanying person

Once 'Pay Now' is pressed, the system transfers control to a third party site (Paypal, currently) where...
you can pay by one of a number of credit cards or from your PayPal account.

Illustration 6: PayPal screen for making payment

PayPal accepts a variety of credit cards; payment could be made, also, from a PayPal account. Note: An un-confirmed registration would be deleted if not paid in a reasonable time.

Items may be added to a confirmed registration at a later time. Make sure to choose the same currency for all items.