

## 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.
- User 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*

My Account Author

**My Registration Options & Registration History**

My Registration Options in [ IDEAS>IDEAS14,14P ]

Registration Option: General (Non-Author) early registration: 600.0 CAD (General)

Description: Early registration for non-authors. Includes a copy of the proceedings, access to all presentations, breaks, lunches, reception and dinner. Payable in CAD, EUR, USD using a third party site which accepts most popular credit cards. To protect your privacy and security ConfSys does not handle/store credit card information. Refundable until June 1, 2014 at 85%. No refund after June 1, 2014.

For Paper:

Quantity: 1

Total: 600 CAD

My Comments:

Confirm

Unpaid Registrations (Note: On-line payment could be made by popular credit cards.) Registration History

Currently, you don't have any registration records for this event.

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.

**My Registration Options & Registration History**

If you need to make payments for other options or papers, you can do this now. If not, please use the SUBMIT button below in your registration history to start the payment process for this registration.

My Registration Options in [ IDEAS>IDEAS14,14P ]

Registration Option: Accompanying person: 300.0 CAD (Registration Add On)

Description: Social event for accompanying person

Quantity: 1

Total: 300 CAD

My Comments:

Confirm

Unpaid Registrations (Note: On-line payment could be made by popular credit cards.) Registration History

Reg ID	Registration Record	Operation
774	Registration Name: General (Non-Author) early registration (2015-03-24 08:13:19) Conference/Journal: IDEAS>IDEAS14,14P For Paper: (General) Total Price: 600.00 CAD Refundable: YES Status: UNCONFIRMED	Retract

Add additional items for this registration from above or pay now by pressing Submit: Pay by Paypal(EUR): (440.00 EUR) Submit

Illustration 3: Unpaid items chosen for current registration

My Account Author

**My Registration Options & Registration History**

If you need to make payments for other options or papers, you can do this now. If not, please use the SUBMIT button below in your registration history to start the payment process for this registration.

**My Registration Options in [ IDEAS>IDEAS14,14P ]**

Registration Option: General (Non-Author) early registration: 600.0 CAD (General)

Description: Early registration for non-authors. Includes a copy of the proceedings, access to all presentations, breaks, lunches, reception and dinner. Payable in CAD, EUR, USD using a third party site which accepts most popular credit cards. To protect your privacy and security ConfSys does not handle/store credit card information. Refundable until June 1, 2014 at 85%. No refund after June 1, 2014.

For Paper:

Quantity: 1

Total: 600 CAD

My Comments:

Confirm

**Unpaid Registrations** (Note: On-line payment could be made by popular credit cards.) Registration History

Reg ID	Registration Record	Operation
775	Registration Name: Accompanying person (2015-03-24 06:14:18) Conference/Journal: IDEAS>IDEAS14,14P For Paper: (Registration Add On) Total Price: 300.00 CAD Refundable: NO Status: UNCONFIRMED	Retract
774	Registration Name: General (Non-Author) early registration (2015-03-24 06:13:19) Conference/Journal: IDEAS>IDEAS14,14P For Paper: (General) Total Price: 600.00 CAD Refundable: YES Status: UNCONFIRMED	Retract

Add additional items for this registration from above or pay now by pressing Submit: Pay by Paypal(CAD): (900.00 CAD) Submit

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Illustration 4: Add item for accompanying person

Proceed to checkout by pressing the Submit button

My Account Author

**Payment Direction** Back To Registration History

You are registering for conference 'IDEAS > IDEAS14' as registration type 'Amount for Paypal item(s)'. The total registration fee is 900.00 CAD. Please use the following link to pay for the registration.

Pay Now

Illustration 5: Confirmation once Submit is pressed

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.

The screenshot displays a payment interface for ConfSys / Bytepress. On the left, a 'Your order summary' box contains a table with the following data:

Descriptions	Amount
ConfSys Registration Items for IDEA... Item number: [775, 774] Item price: \$900.00 Quantity: 1	\$900.00
<b>Item total</b>	<b>\$900.00</b>
<b>Total \$900.00 CAD</b>	

On the right, the 'Choose a way to pay' section offers two options:

- Pay with my PayPal account**: Includes the PayPal logo, a 'Log in to your account to pay' instruction, an 'Email' input field, a 'PayPal password' input field, a checkbox for 'This is a private computer' with a 'What's this?' link, a 'Log In' button, and a 'Forgot email or password?' link.
- Don't have a PayPal account?**: Includes the text '(Optional) Join PayPal for faster future checkout'.

Illustration 6: Paypal screen for making payment

Pay pal 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.