Author Registration in ConfSys

For the impatient:

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

- Log-in to ConfSys and change to the correct event.
- Use the My Account>Registration menu item.
- Choose appropriate author registration options and if you are the first author to register for a paper, select the paper for which you want to register;
- choose any add-ons (extra pages, second author, 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 for a paper. For non authors, the procedure is similar – however, no paper is associated with the registration.

Using the My Account function menu, choose the My Registration link.

Illustration 1: Choose MyAccount>My Registration

Select the paper for which the registration is to be made; Note you cannot upload the final version of the paper until there is a confirmed registration for it.

Use the “For Paper” pull down menu to choose a paper.
Illustration 2: Author main registration for a paper

Once the above is confirmed (by pressing Confirm button), you would see the items for which you have chosen to register.
Illustration 3: Items chosen shown in unpaid registration

If the final version of the paper exceeds the allocated number of pages, please make payments for the extra pages as shown below (in this case two extra pages).
Once you have added all add-ons items, you can proceed to 'checkout' by pressing the submit button. The following screen would be shown for confirmation.

*Illustration 4: Add payment for extra pages*

Once you have added all add-ons items, you can proceed to 'checkout' by pressing the submit button. The following screen would be shown for confirmation.

*Illustration 5: Confirmation when Submit button is pressed*

Pressing *Pay Now* takes the author to the Paypal site.
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.

You can verify if the registration has been confirmed by using the menu item:
My Account > My Registration
and then click on the Registration History button.