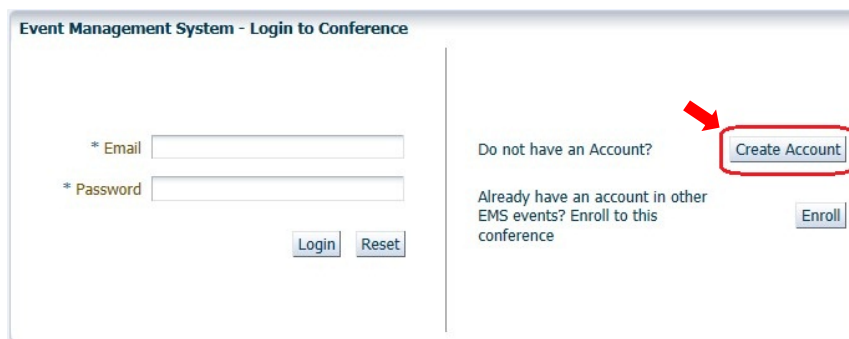# Apac-CHRIE Youth Conference Online-registration User Guide

Welcome to the Apac-CHRIE Youth Conference Online-registration manual!
Before you start the registration, please read the below user guide first.

1. Create account
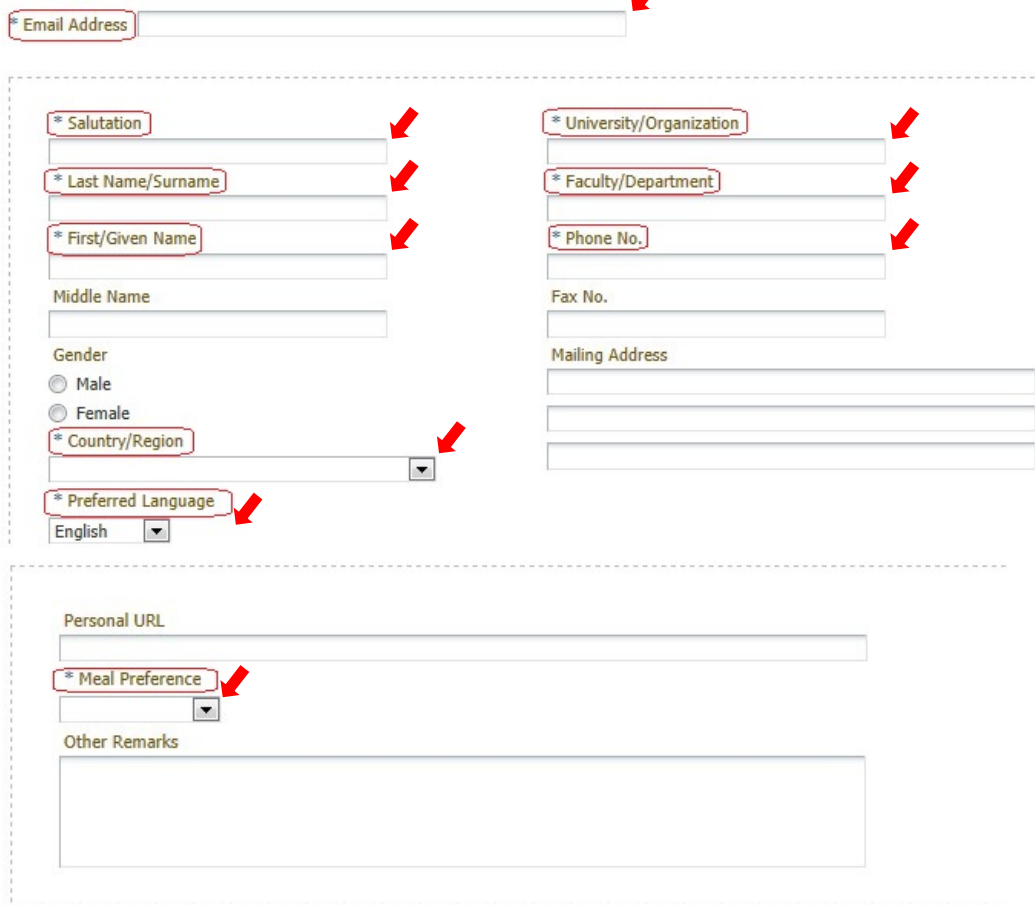
1) Complete basic information. Items with ✳ must be filled in.

2) After you click *Register,* you will then receive an email with LOGIN PASSWORD. Login with your email address and the provided password to come to this welcome page. Click ***Continue*** to enter User Menu.

Welcome to the Registration of The 11ᵗʰ Asia-Pacific CHRIE Conference Macau 2013

For new users:

Please complete the following steps:

- Change Your Login Password;
- Update your personal profile;
- Proceed to conference registration and payment.

For returning users:

You may proceed directly to Registration Summary.

2. Change your login password

1) ***User Menu*** ➡ ***Password Maintenance*** ➡ ***Change Password***

Change Password

Login Name (Email Address)	mb245...@umac.mo
Current Password	
New Password	
New Password (Retype)	

2) Login password successfully changed!

ⓘ Information ☒

Login password changed successfully.

Please click the Action from the Menu Bar on the right hand side to proceed.

OK

3. Conference registration.

1) ***User Menu*** ➡ ***Event Registration*** ➡ ***Continue***

Conference Information

Event Description	Asia-Pacific CHRIE Youth Conference Macau 2013
Event Code	FBA2012002
Event Start Date	2013-05-21
Event Close Date	2013-05-23

Continue

2) Identify your registration type

Event Registration Type	Registration Fee (MOP)	Registration Fee (USD)	Registration Start Date	Registration Close Date
Early Registration	**MOP 800**	**USD 100**	**2012-11-08**	**2013-03-15**
Regular Registration	**MOP 960**	**USD 120**	**2013-03-17**	**2013-05-01**

Available Registration Type

3) Choose your registration type in the bottom column, and then click *Complete Registration*.

Choose Registration Type

* Registrated As Role Student Participant

* Registration Type Early Registration

Currency to be Charged MOP

Basic Registration Amount 800.00

4) Confirm your Registration Summary, and then click *Select Payment Method*.

5) Read the Payment Acknowledgement, and then tick the declaration in the yellow bar and the *Registration Payment Method* below, click *Save Selection*.

Event Registration - Payment Method Selection

Please choose the Payment Method for your Event Registration

Please read the following carefully:

The conference fee will be charged in Macao Patacas (MOP), US$ 1 equals approximately MOP 8.

* ☑ I have read and agree to the above terms and conditions

Select Payment Method

Registration Payment Method ◉ Online Payment via Credit Card

Payer's Email Address mb24...@umac.mo

Payer's Full Name Mr.

Amount and Currency to be Charged MOP 2,400.00

Save Selection Cancel Selection

6) System will reverse back to last Registration Summary page. Click Proceed for *Online Payment* to pay online

7) Read the online payment and refund policy, and then fill in your credit card information.

8) If the payment is considered successful, you will receive an email notifying *Registration Payment Confirmed.*

Please visit the below link to start your registration. Thank you!

https://isw.umac.mo/ems/faces/emsEventLogin?eid=13

Prompt

☑ For **password reset**, please send an email to apacchrie.youth@umac.mo including your log in email, so that we can reset the password for you.