

## Author Registration in ConfSys

For the impatient:

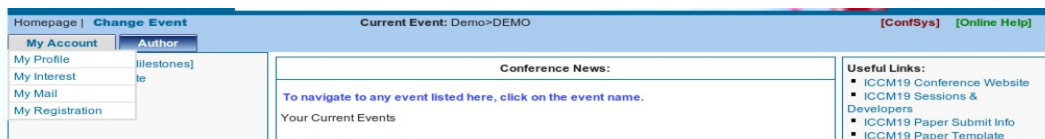
In order to register in ConfSys for a paper in an event, you need to have a paper submitted for the event and hence be a signed-up user and have completed the profile and have your user name and password handy.

- 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.

**My Registration Options & Registration History**

Your registration has been retracted.

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

<b>Registration Option:</b>	Author - Early Registration: 600.0 CAD (Paper Main Registration)
<b>Description:</b>	Early registration for authors of a paper. 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. Not refundable
<b>For Paper:</b>	Test paper for registration example(PID: DEU170410; Accepted as Full Paper)
<b>Quantity:</b>	1
<b>Total:</b>	600 CAD
<b>My Comments:</b>	<input type="text"/>

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

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

*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.

## 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.

If you need any/more 'Add On' registrations for 'Test paper for registration example' please register for them before proceeding to pay for all registrations together. Make sure to choose the same currency for all items chosen.

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

<b>Registration Option:</b>	Author - Early Registration: 600.0 CAD (Paper Main Registration)
<b>Description:</b>	Early registration for authors of a paper. 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. Not refundable
<b>For Paper:</b>	Please select one paper
<b>Quantity:</b>	1
<b>Total:</b>	600 CAD
<b>My Comments:</b>	<input type="text"/>
<input type="button" value="Confirm"/>	

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

[Registration History](#)

Reg ID	Registration Record	Operation
772	Registration Name: <a href="#">Author - Early Registration</a> (2015-03-24 06:01:47) Conference/Journal: IDEAS>IDEAS14,14P For Paper: Test paper for registration example (Paper Main Registration) Total Price: 600.00 CAD Refundable: NO Status: UNCONFIRMED	<a href="#">Retract</a>
Add additional items for this registration from above or pay now by pressing Submit.		<input type="button" value="Pay by Paypal(EUR): (440.00 EUR)"/> <input type="button" value="Submit"/>

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*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).

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: 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
773	Registration Name: <a href="#">Author: extra pages</a> (2015-03-24 06:03:32) Conference/Journal: IDEAS>IDEAS14,14P For Paper: Test paper for registration example (Paper Add On Registration) Total Price: 200.00 CAD Refundable: NO Status: UNCONFIRMED	<a href="#">Retract</a>
772	Registration Name: <a href="#">Author - Early Registration</a> (2015-03-24 06:01:47) Conference/Journal: IDEAS>IDEAS14,14P For Paper: Test paper for registration example (Paper Main Registration) Total Price: 600.00 CAD Refundable: NO Status: UNCONFIRMED	<a href="#">Retract</a>

Add additional items for this registration from above or pay now by pressing Submit: Pay by Paypal(CAD): (800.00 CAD)

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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.

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 800.00 CAD. Please use the following link to pay for the registration.

Illustration 5: Confirmation when Submit button is pressed

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

### Your order summary

Descriptions	Amount
ConfSys Registration Items for IDEA... <small>Item number: [773, 772] Item price: \$800,00 Quantity: 1</small>	\$800,00
<b>Item total</b>	<b>\$800,00</b>
<b>Total \$800,00 CAD</b>	

### Choose a way to pay

▶ **Pay with my PayPal account**

Log in to your account to pay

PayPal

▼ **Create a PayPal account**

And pay with your debit or credit card

[Learn more about PayPal](#) - the faster, safer way to pay.

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Country Argentina ▾

Card number

Payment types

Expiration date mm yy

/

CSC

[What is this?](#)

Date of birth dd mm yyyy

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.

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

🇨🇦 **My Registration Options & Registration History**

My Registration Options in [ IDEAS>IDEAS2018 ]

<b>Registration Option:</b>	Author - Early Registration: 775.0 CAD (Paper Main Registration) ▾
<b>Description:</b>	Registration for authors. Includes 2 lunches, 3 coffee breaks, one dinner, one banquet, proceedings and access to all presentations, tours. Non-refundable.
<b>For Paper:</b>	Please select one paper ▾
<b>Quantity:</b>	1
<b>Total:</b>	775 CAD
<b>My Comments:</b>	

My Registration History Current Unpaid Registrations

Reg ID	Registration Record	Operation
●	Registration Name: <b>Author - Early Registration</b> (2018-05-18 13:08:08) Conference/Journal: IDEAS>IDEAS2018 For Paper: [REDACTED] (Paper Main Registration) Total Price: 775.00 CAD Refundable: NO Status: <b>CONFIRMED</b>	

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