



Apac-CHRIE Online-registration User Guide

Welcome to the Apac-CHRIE Online-registration manual!

Before you start the registration, please read the below user guide first.

1. Create account

Event Management System - Login to Conference

* Email

* Password

Login Reset

Do not have an Account? **Create Account**

Already have an account in other EMS events? Enroll to this conference

1) Complete basic information. Items with * must be filled in.

* Email Address

* Salutation

* Last Name/Surname

* First/Given Name

Middle Name

Gender

Male

Female

* Country/Region

* Preferred Language

English

* University/Organization

* Faculty/Department

* Phone No.

Fax No.

Mailing Address

Personal URL

* Meal Preference

Other Remarks



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 The 11th Asia-Pacific CHRIE Conference Macau 2013

Event Code FBA2012001

Event Start Date 2013-05-21

Event Close Date 2013-05-24

Continue



2) Identify your registration type

Available Registration Type		
Event Registration Type	Registration Fee (MOP)	Registration Fee (USD)
Early Registration for Regular Participant(...)	MOP 2560	USD 320
Early Registration for Regular Participant.	MOP 2880	USD 360
Early Registration for Spouse	MOP 1440	USD 180
Registration for Student Participant	MOP 2400	USD 300

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

Choose Registration Type

* Registered As Role: Student Participant

* Registration Type: Registration for Student Participant

Currency to be Charged: MOP

Basic Registration Amount: 2,400.00

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. [REDACTED]

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=12>

Prompt

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