How to confirm your conference attendance and receive an invoice / order.

You need to complete your attendance – this will place your name on the attendance list for the conference and included you in the general email communication.

> After login, you will view this screen called "My Dashboard"
>
> Showing your Signup detail, your attendance and your abstract.

This show that I've signed up, and that I've not confirm my attendance also that I've not submit an abstract.
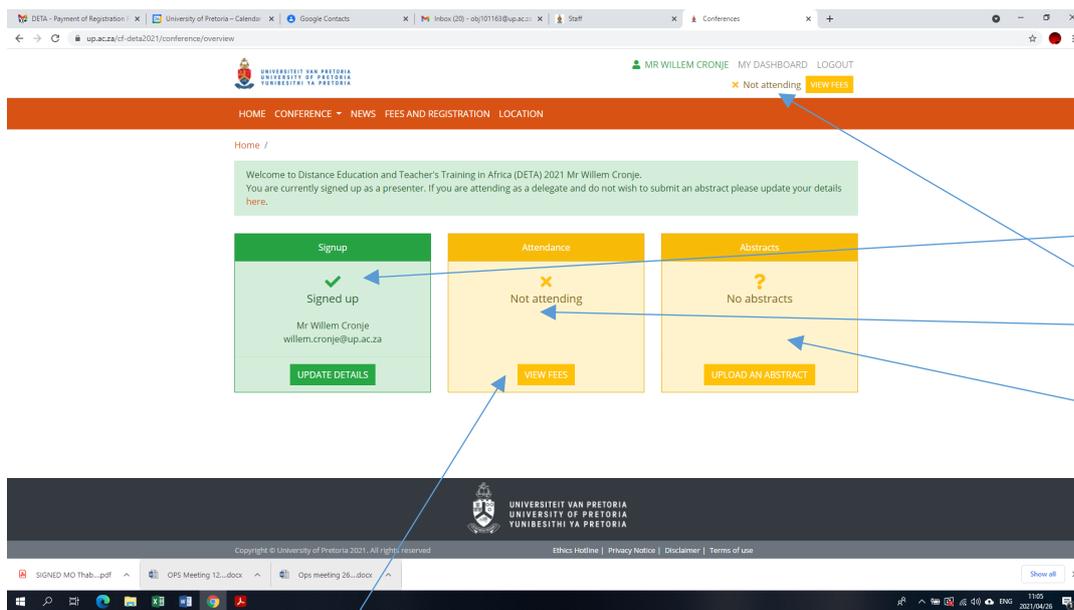
Click on the link "View Fees" to open the underneath screen.

Click on the link "make payment"
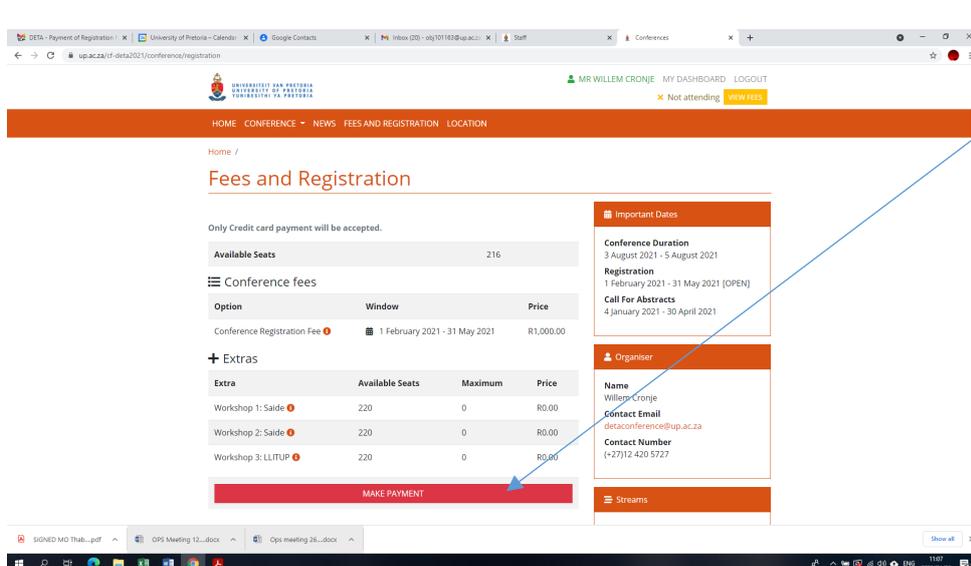
The Attend screen will open.
Click on the Participant type to open the pull down menu.
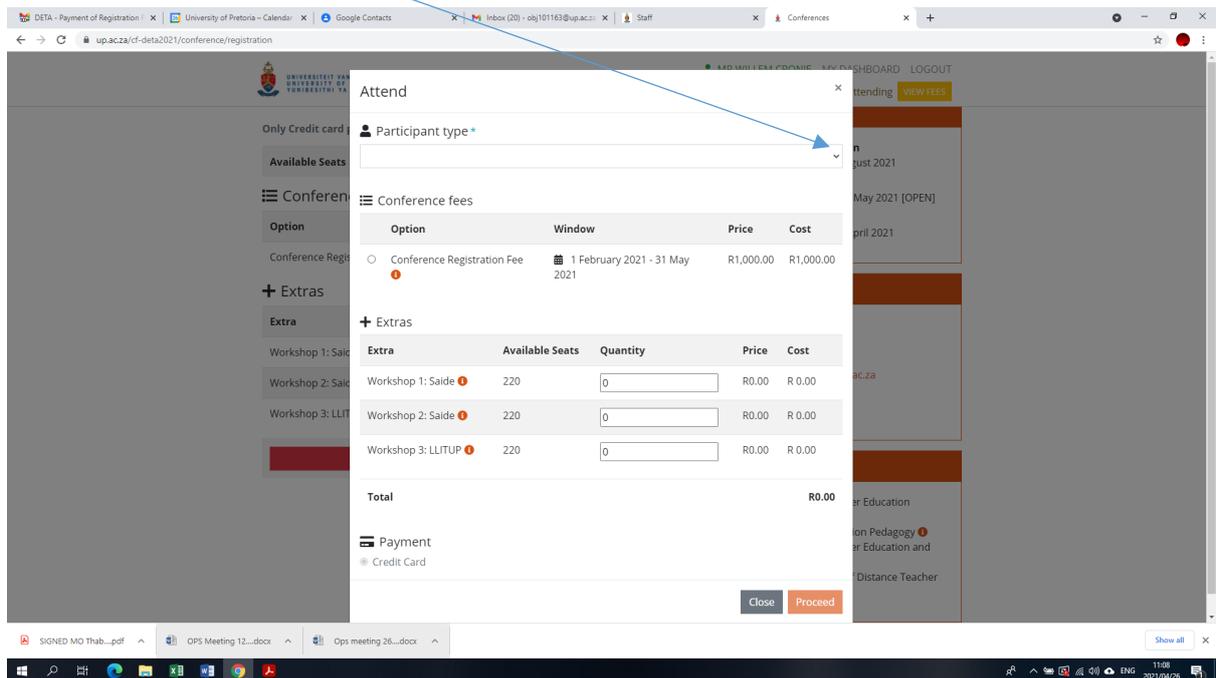
Select "Delegate Participant" and enter.
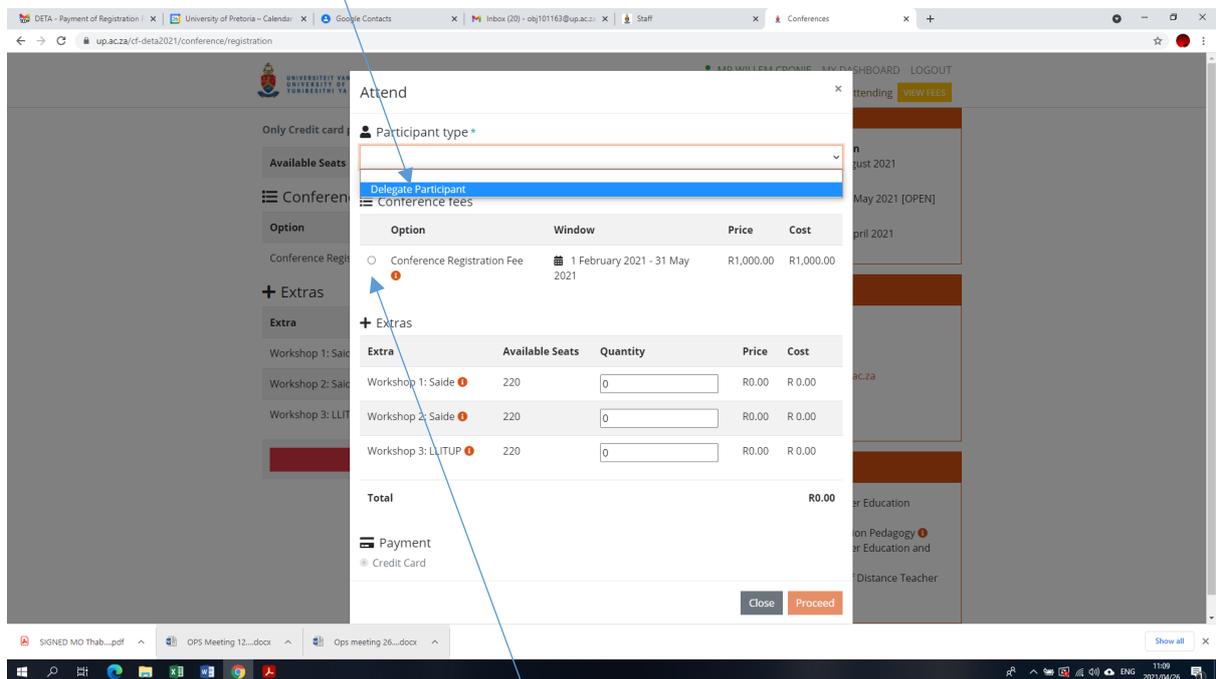
Select the Conference fee by clicking on the circle.

Choose the workshop by fill in the quantity 1 next to the workshop you want to attend.

Please note:

1. You can only attend 1 workshop.
2. Each delegate who want to attend a workshop need to register for the conference and process their own attendance.
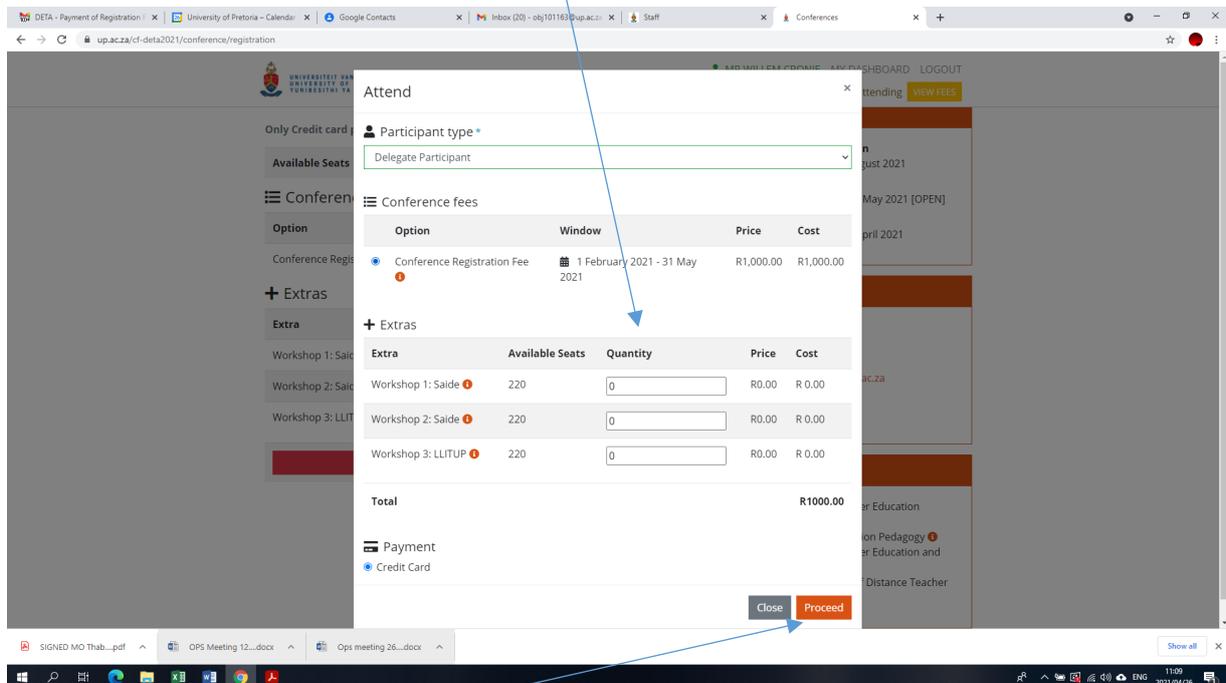
Click proceed to finalise the attendance.
Please note:

This will:

1. Open the credit card payment interface of the University of Pretoria, a secure site – you do not need to make the payment now, but if you do not click on proceed then your attendance is not recorded.
2. Your unique conference ID which you have generated in the process of confirming your attendance will already be uploaded on the credit card payment interface.
3. The conference fee is also added to the interface.
4. Only credit card payment is possible.
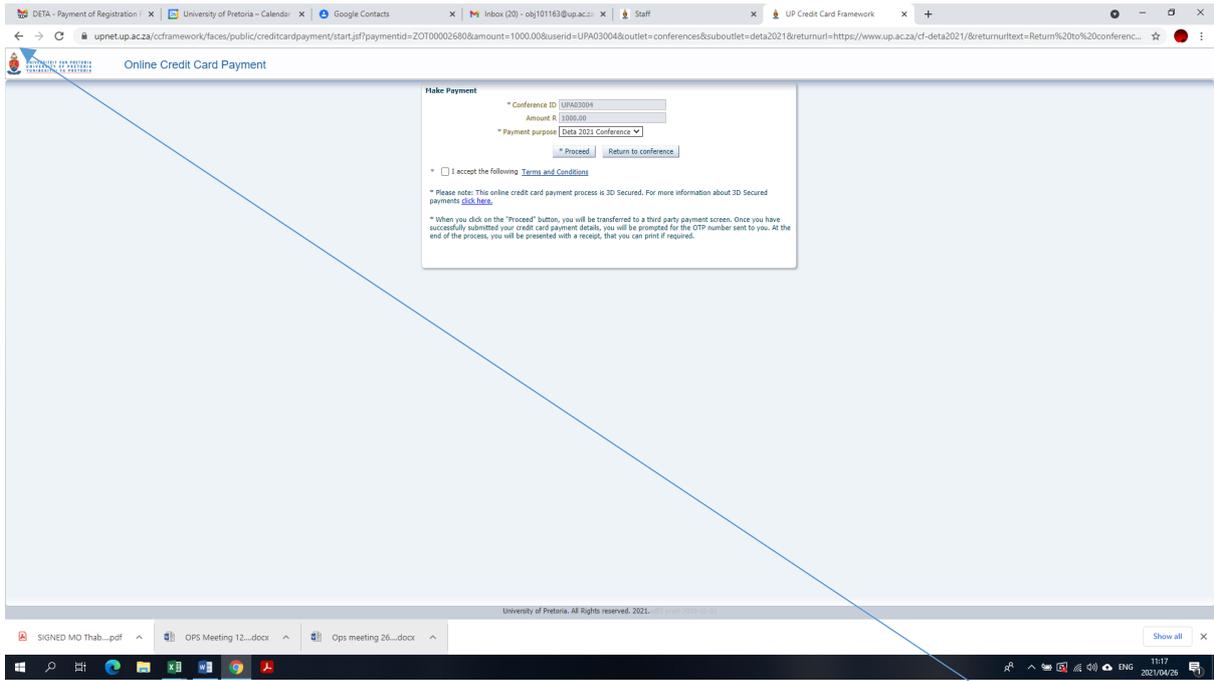
If you do not want to process the payment at this time, please us the **"click back" link.**

By clicking back, your order / invoice will be the screen you see.

Order / invoice will also be sent to the email address you used to register.

If you go back to your **Dashboard** it will looked like this:

Please note:

1. Your attendance is still not finalise, but pending, it will only be finalised once you have process the payment.
2. You can view your order at any time via the link "My Order"
3. Once you are ready to process the payment go to **your order,** look for the Make Payment link under the **Payment method** heading.
4. Clicking on the Make Payment link will open the Credit Card interface as showed on this tutorial page 4.
5. Proceed to process your payment.