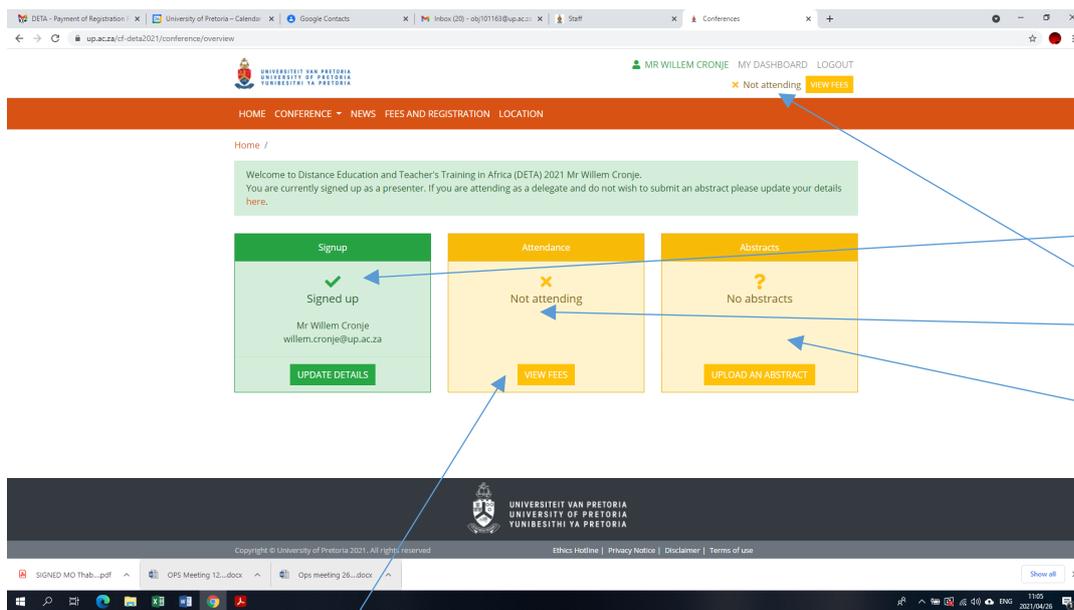


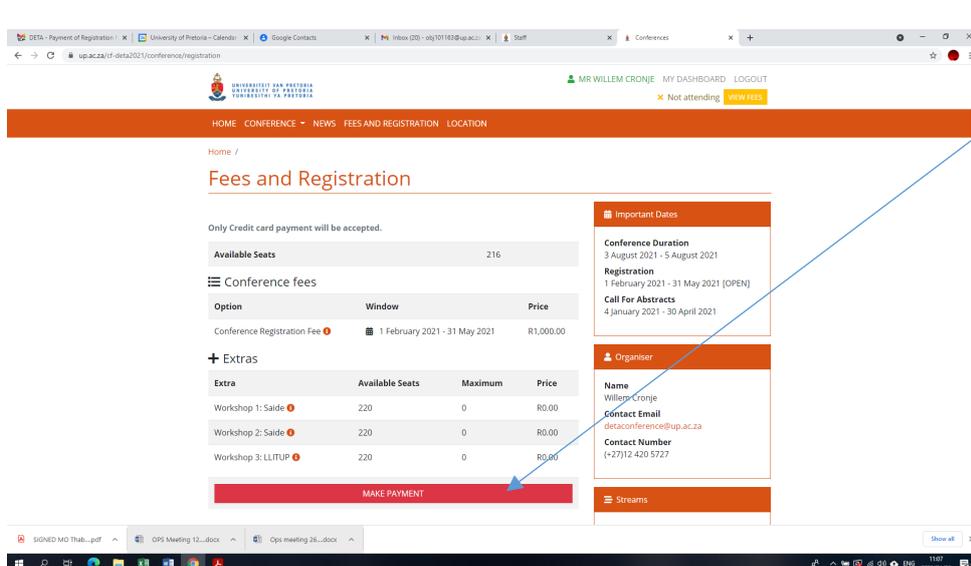
# How to confirm your conference attendance and receive an invoice / order.

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.

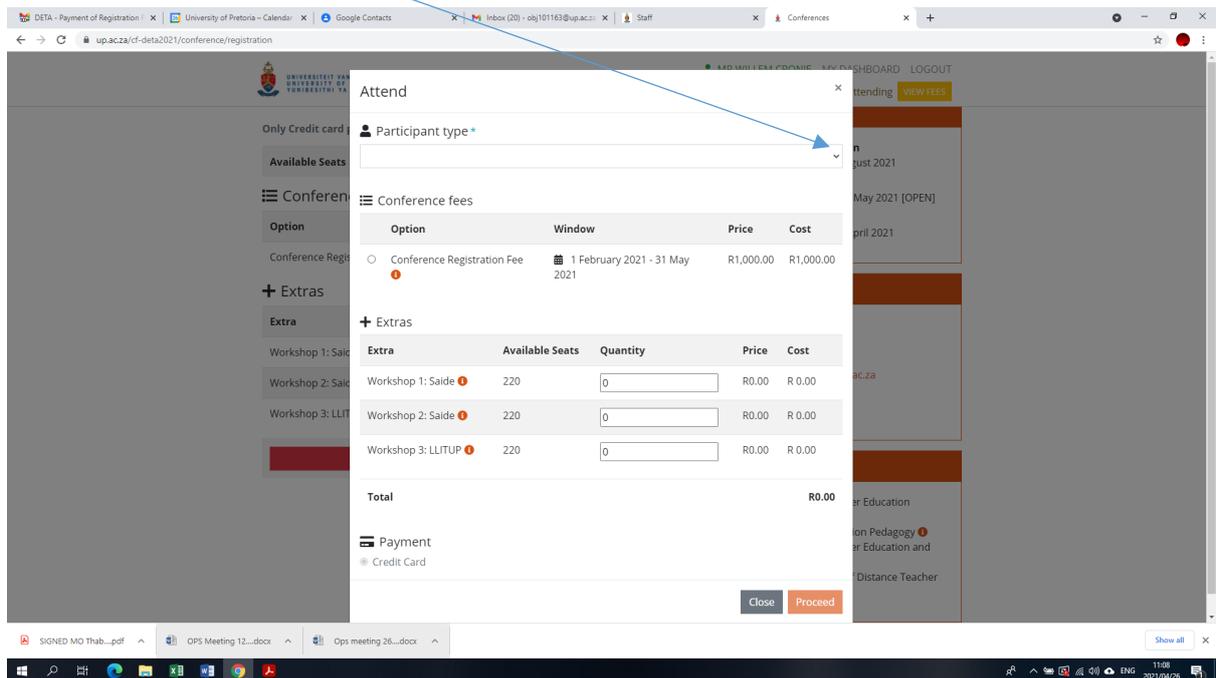
After login, you will view this screen called “My Dashboard”  
Showing your Sign up detail, your attendance and your abstract.



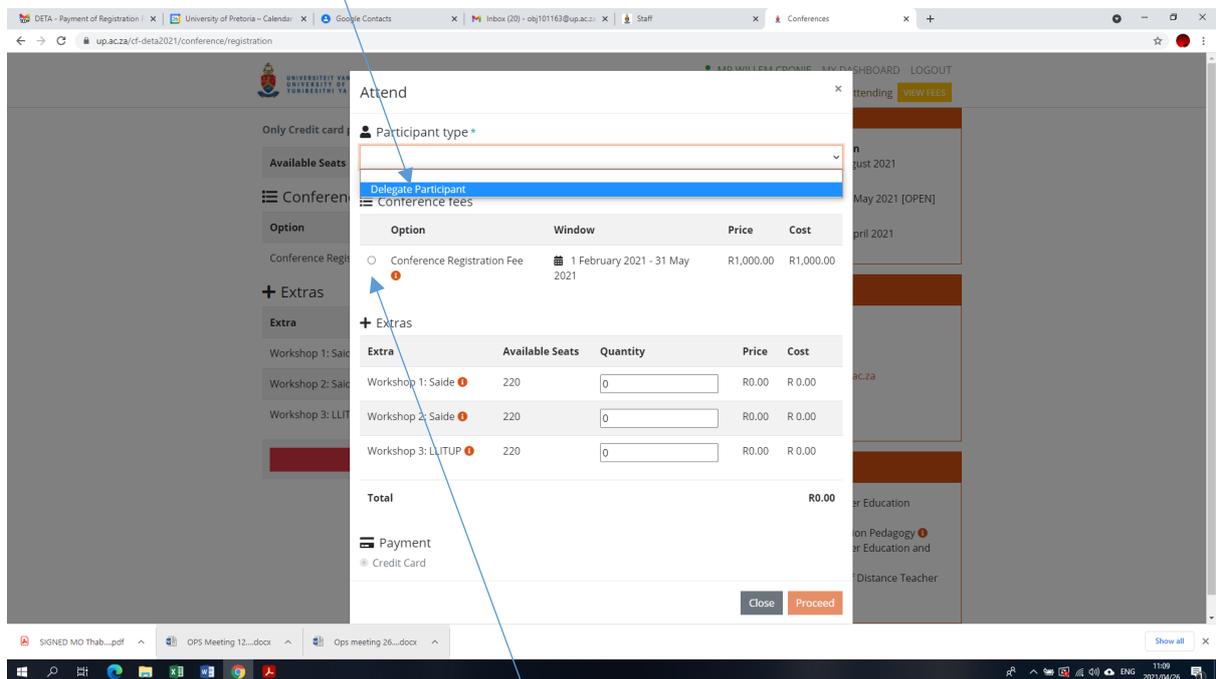
Click on the link “View Fees” to open the underneath screen.



The Attend screen will open.  
Click on the Participant type to open the pull down menu.



Select "Delegate Participant" and enter.

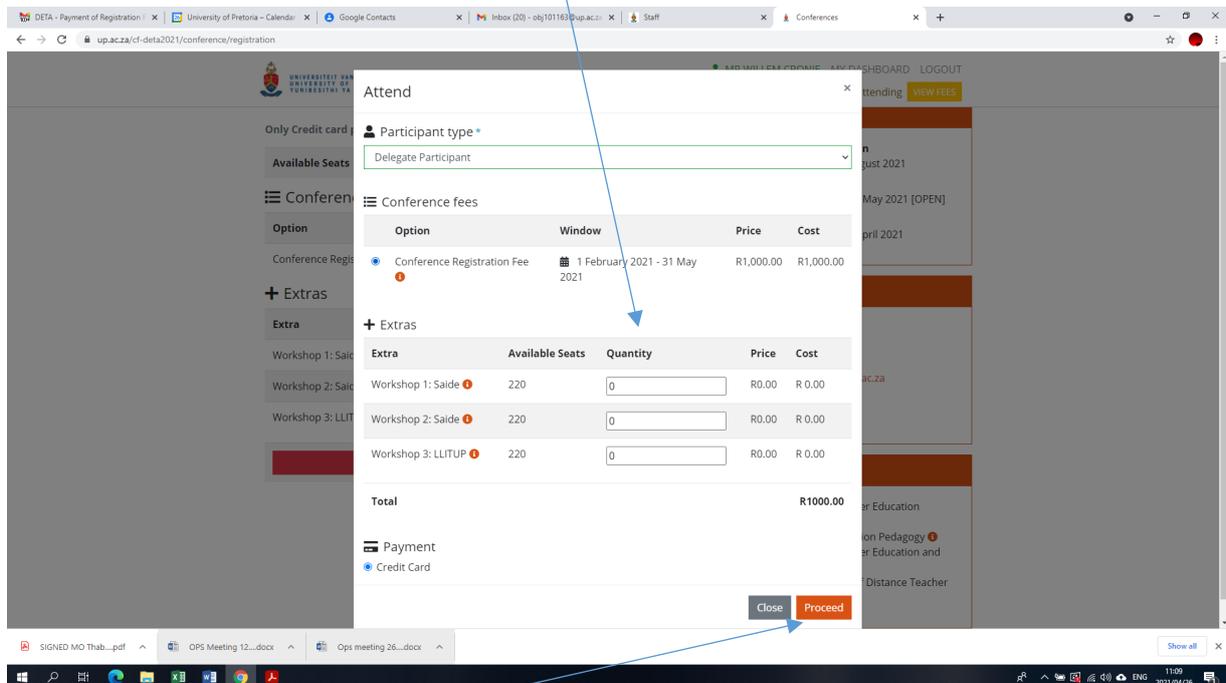


Select the Conference fee by clicking on the circle.

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.

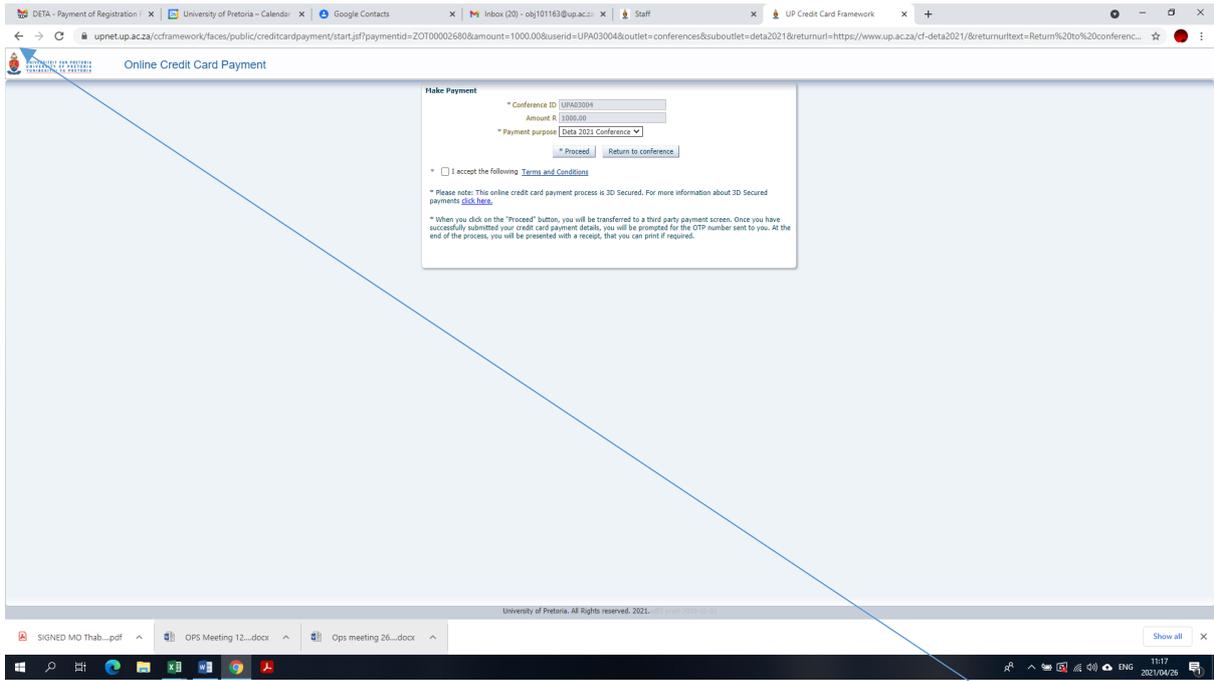


Click **proceed** to finalise the attendance.

Please note:

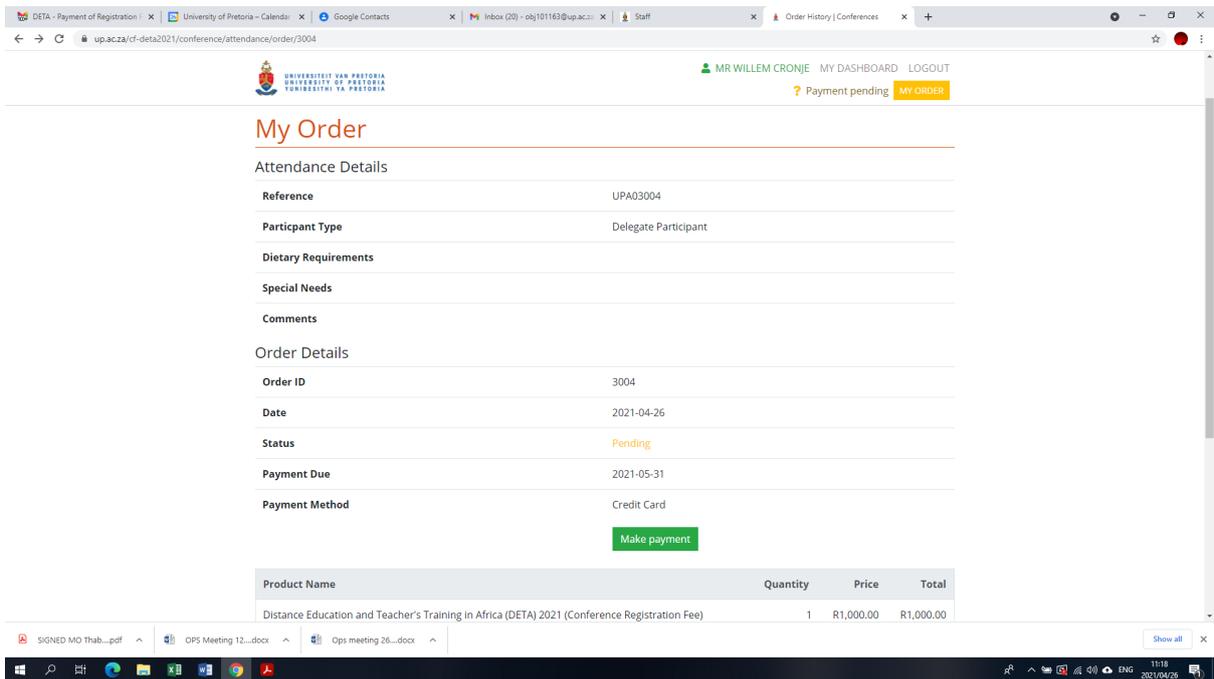
This will:

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 use the **“click back”** link.

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



DETA - Payment of Registration | University of Pretoria - Calendar | Google Contacts | Inbox (20) - obj101163@up.ac.za | Staff | Order History | Conferences

up.ac.za/cf-deta2021/conference/attendance/order/3004

MR WILLEM CRONJE MY DASHBOARD LOGOUT  
 ? Payment pending **MY ORDER**

**Date** 2021-04-26  
**Status** Pending  
**Payment Due** 2021-05-31  
**Payment Method** Credit Card  
[Make payment](#)

Product Name	Quantity	Price	Total
Distance Education and Teacher's Training in Africa (DETA) 2021 (Conference Registration Fee)	1	R1,000.00	R1,000.00
Workshop 1: Saalde	1	R0.00	R0.00
<b>Total:</b>			R1,000.00

**Order History**

Date Added	Status	Comment
2021-04-26	Pending	Order Received

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11:19 2021/04/26

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

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

DETA - Payment of Registration | University of Pretoria - Calendar | Google Contacts | Inbox (20) - obj101163@up.ac.za | Staff | Conferences

MR WILLEM CRONJE MY DASHBOARD LOGOUT

Payment pending MY ORDER

HOME CONFERENCE NEWS FEES AND REGISTRATION LOCATION

Home /

Welcome to Distance Education and Teacher's Training in Africa (DETA) 2021 Mr Willem Cronje. You are currently signed up as a presenter. If you are attending as a delegate and do not wish to submit an abstract please update your details [here](#).

Signup	Attendance	Abstracts
<p>✓ Signed up</p> <p>Mr Willem Cronje willem.cronje@up.ac.za</p> <p>UPDATE DETAILS</p>	<p>? Payment pending</p> <p>Ref: UPA03004 Order ID: #3004</p> <p>MY ORDER</p>	<p>? No abstracts</p> <p>UPLOAD AN ABSTRACT</p>

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11:28 2021/04/26

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.