Confirm your conference attendance and receive an invoice / order.

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

After login, you will see this screen called "My Dashboard"

Which show your Signup detail, your attendance and your abstract.

These shows that you signed up not confirm your attendance nor submit an abstract.
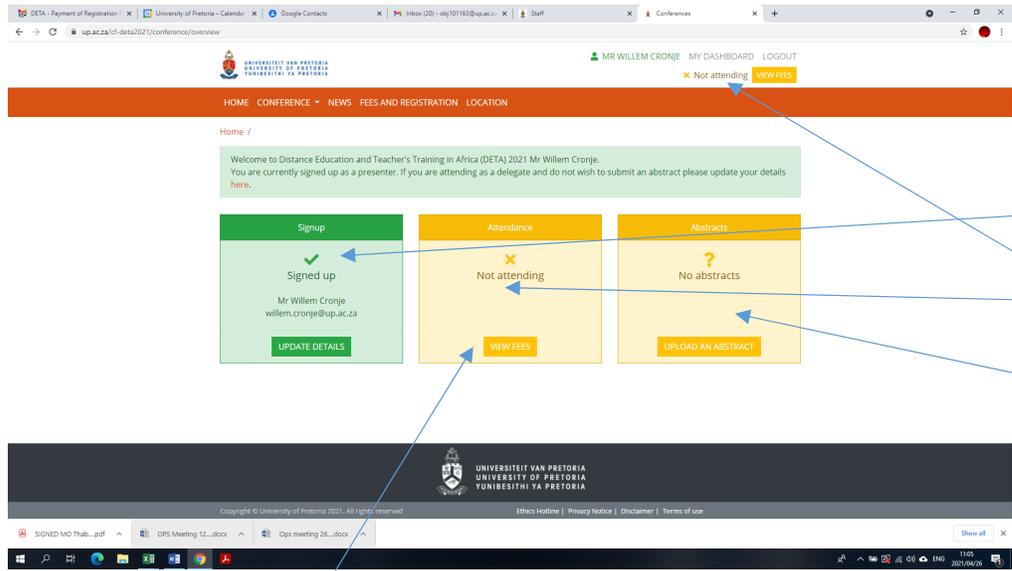
To make the conference payment and select your preference of workshop to attend, click on the link "View Fees" – the screen showing the different registration options will open.

The screen showing the Fees and Registration will open.

Please note:

Various options are available for registration. Please select the option suited to you, depends on if you want to attend the conference only, or/ and a workshop or/ and the gala dinner.

Scroll down to see all the registration options and the link "Make Payment"

"

Click on the link "make payment" to pay your conference registration fee.

Click on the Participant type to open the pull down menu.

Select "Delegates" and enter.
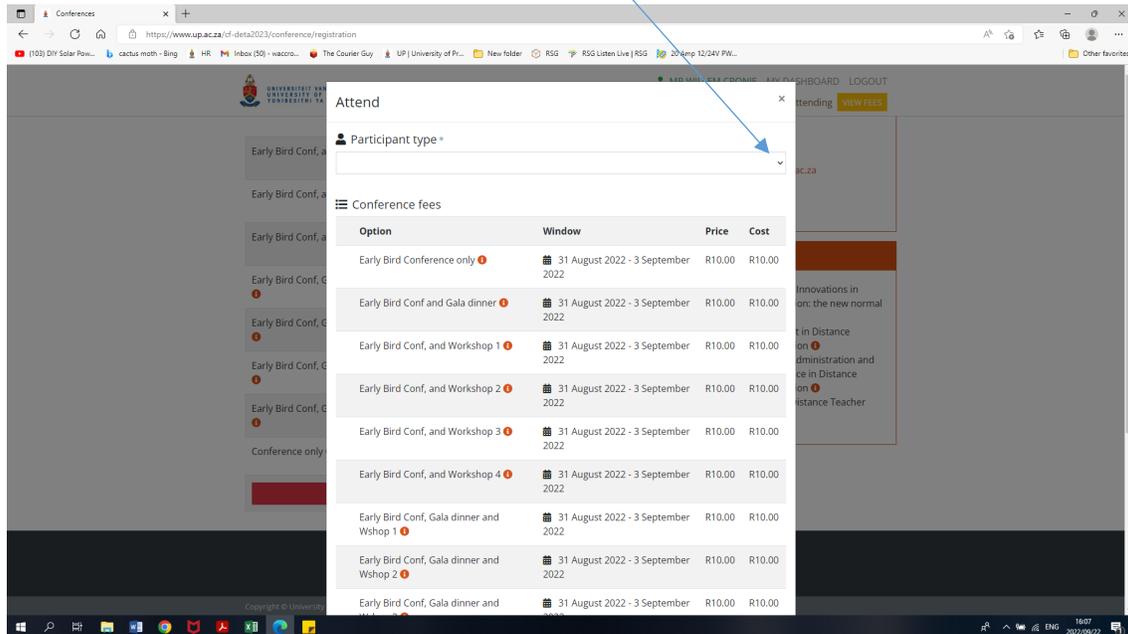
Select the registration option applicable to your preference, by clicking on the circle.
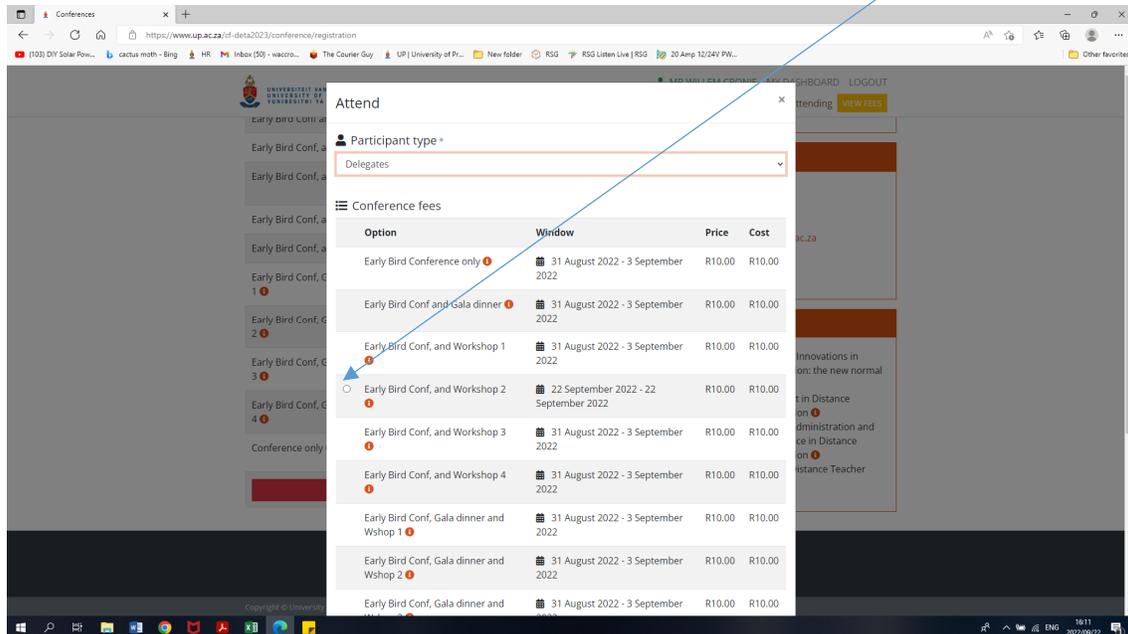
Scroll down for the link "proceed"
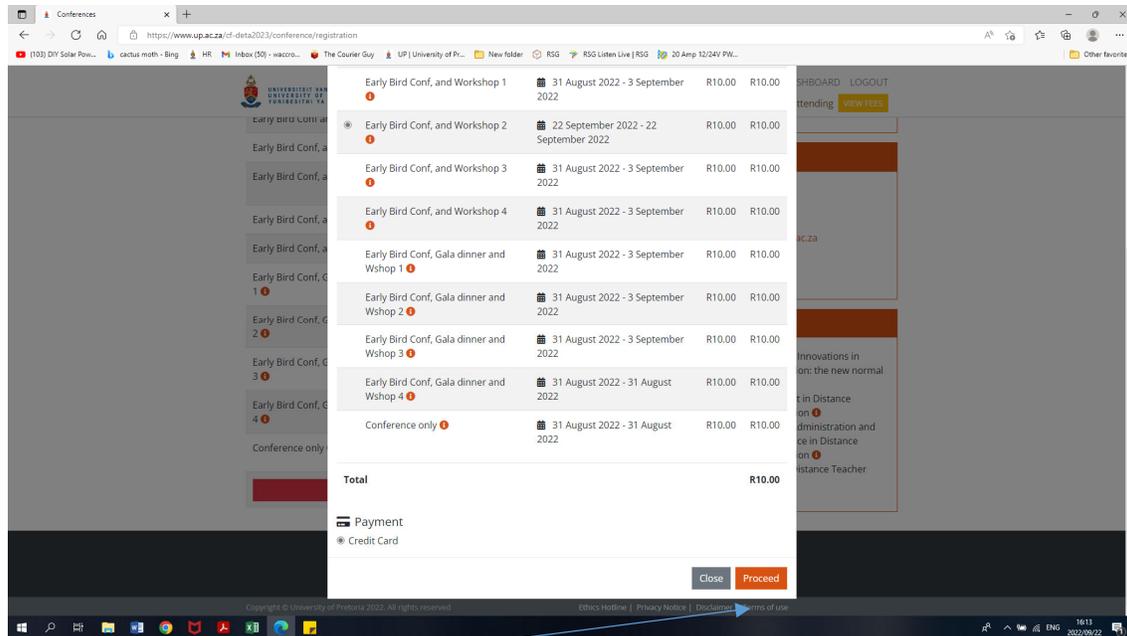
Click proceed to finalise your attendance and pay the conference fee.

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 (UPA00000) that you have generated in the process of confirming your attendance will uploaded on the credit card payment interface.
3. The conference fee as selected on the previous window will be transfer to the credit card interface.
4. Only credit card payment is possible.
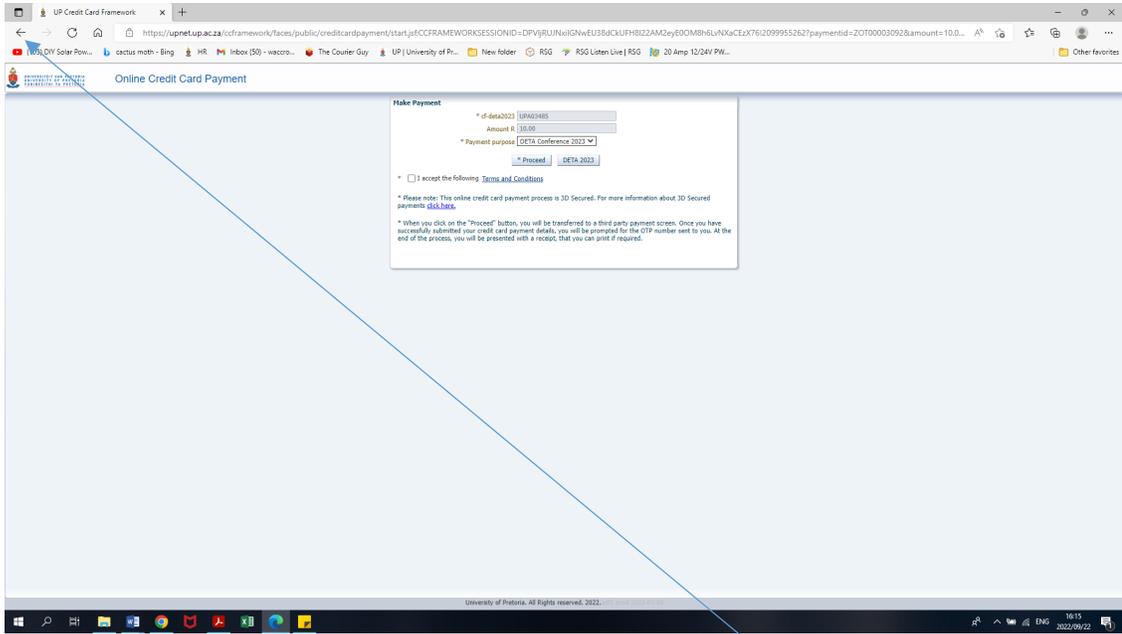
If you do not want to process the payment at this time, please us the **"click back" link.**

By clicking back, your order / invoice will be the screen you see.
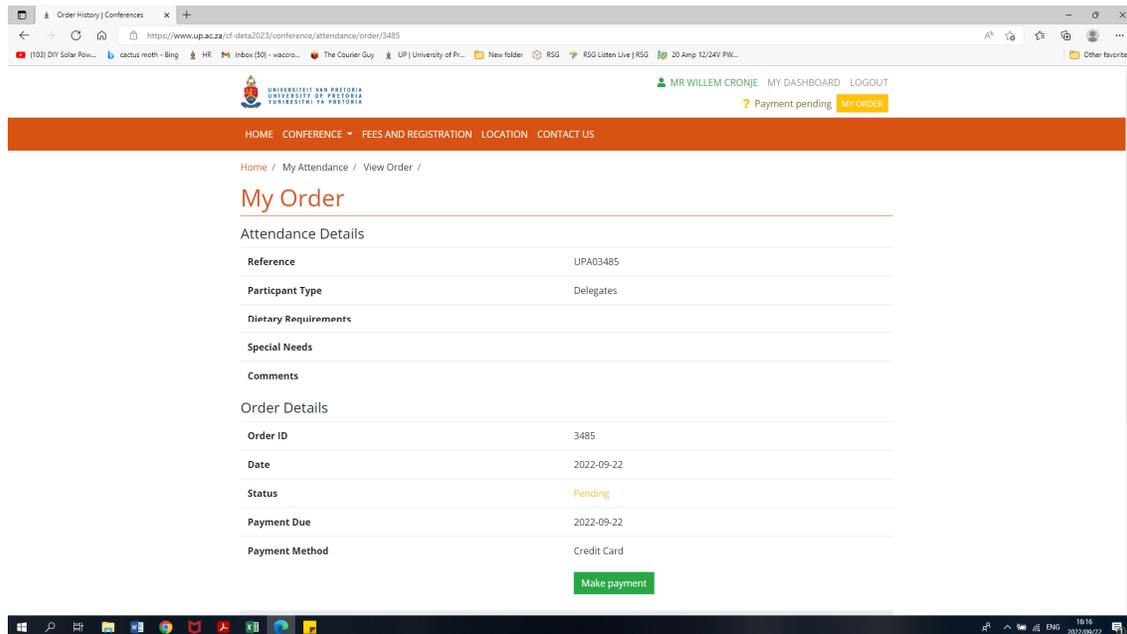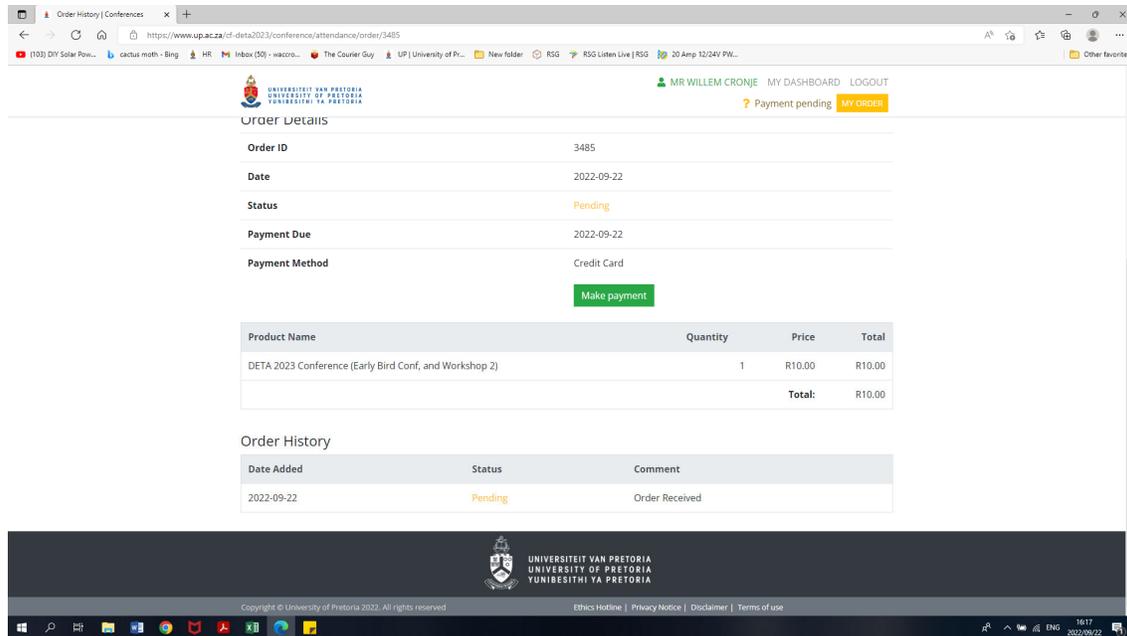
You will received the order / invoice in your mailbox.

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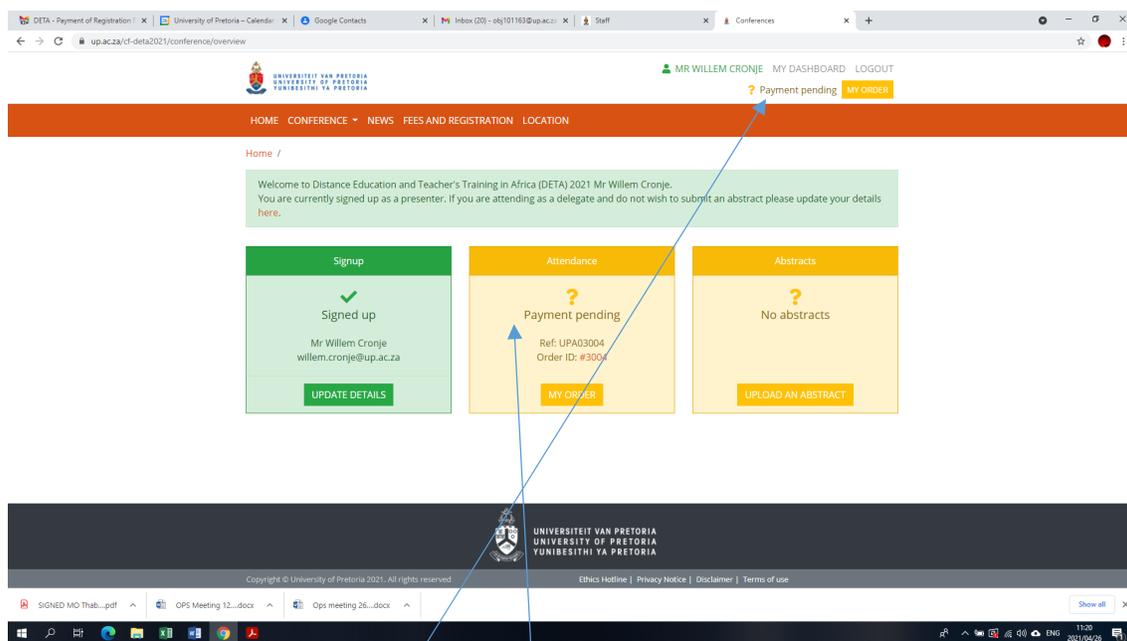
Please note:

Your attendance is still not finalise, but pending, it will only be finalised once you have process the payment.

1. You can view your order at any time via the link "My Order"
2. Once you are ready to process the payment go to **your order,** look for the Make Payment link under the **Payment method** heading.
3. Clicking on the Make Payment link to open the Credit Card interface as showed on this tutorial page 5 and proceed to process your payment