Confirm your conference attendance and receive an invoice / order and payment

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

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

This shows your signup details, your attendance and your abstract.

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To make the conference payment and select your preference of the workshop you wish to attend, click on the link "View Fees".

The screen showing the fees and registration will open.

Click on make payment

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Extra	Description	Quantity	Maximum	Price
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Workshops	Choose one workshop to attend	80	80	R180.00

The "attend" screen will open

Click on the participant type to open the pull-down menu, and select the option suited to you.

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The "Extras" are optional to attend and cover the workshops and the gala dinner.

Therefore	, select	the	extras	you	plan	to	attend.
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In the case of the workshops, you can only select 1 of the possible workshops to attend because they all run concurrently.

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Click on "proceed" to finalise your attendance, if you do not click on "proceed", your attendance will not be finalised and you will not receive an UPA xxxx order.

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, your attendance will not be recorded.
- 2. Your unique conference ID (UPA00000) that you have generated in the process of confirming your attendance will be uploaded on the credit card payment interface.
- 3. The conference fees as selected in the previous windows will be transferred 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 use the "click back" link.

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

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Once you are ready to make the payment, click on "make payment" and follow the process as indicated above.

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Print the Receipt, if you need a copy.

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