

## 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”

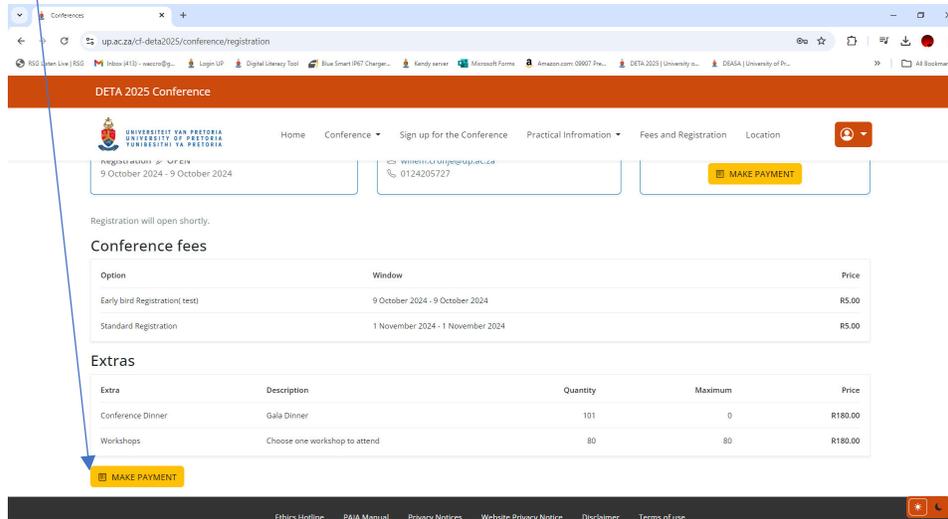
This shows your signup details, your attendance and your abstract.

These show that you have signed up, but do not confirm your attendance and that you have submitted an abstract.

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

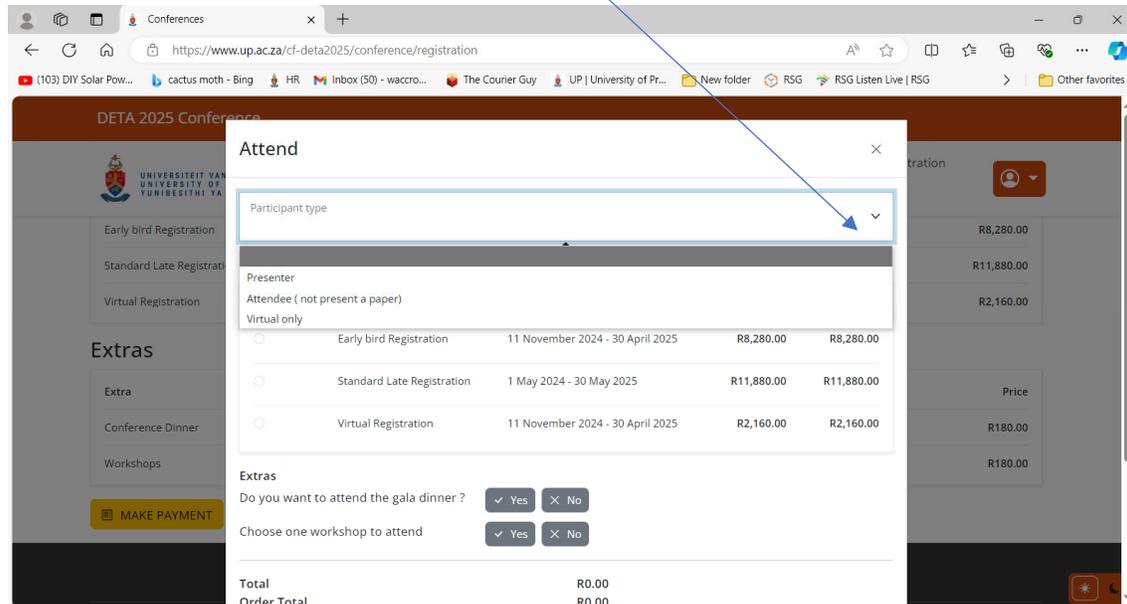
The screen showing the fees and registration will open.

Click on make payment

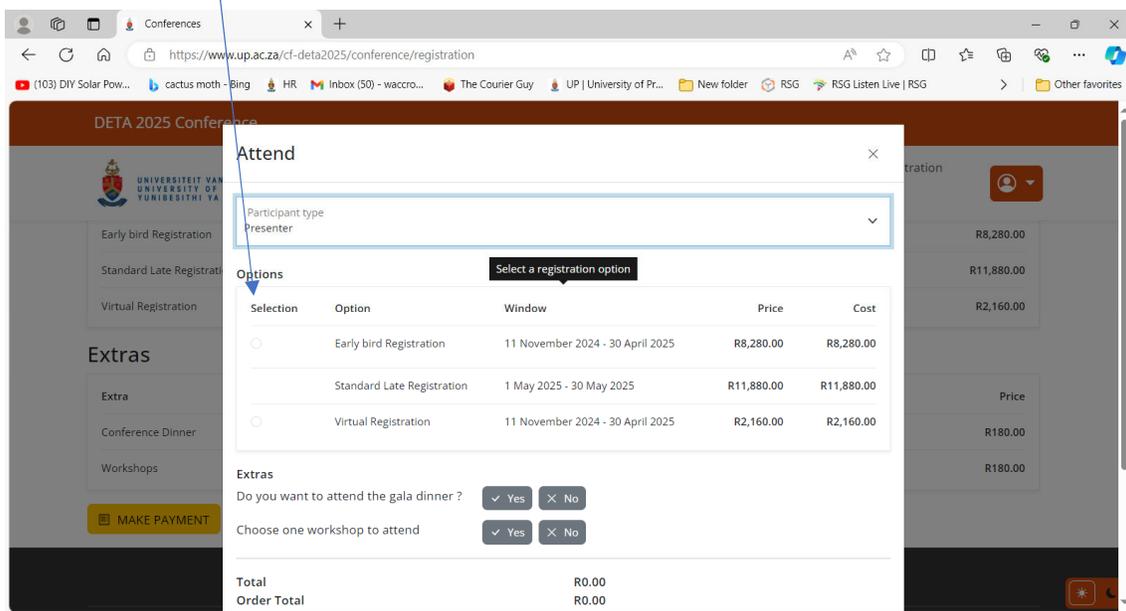


The "attend" screen will open

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

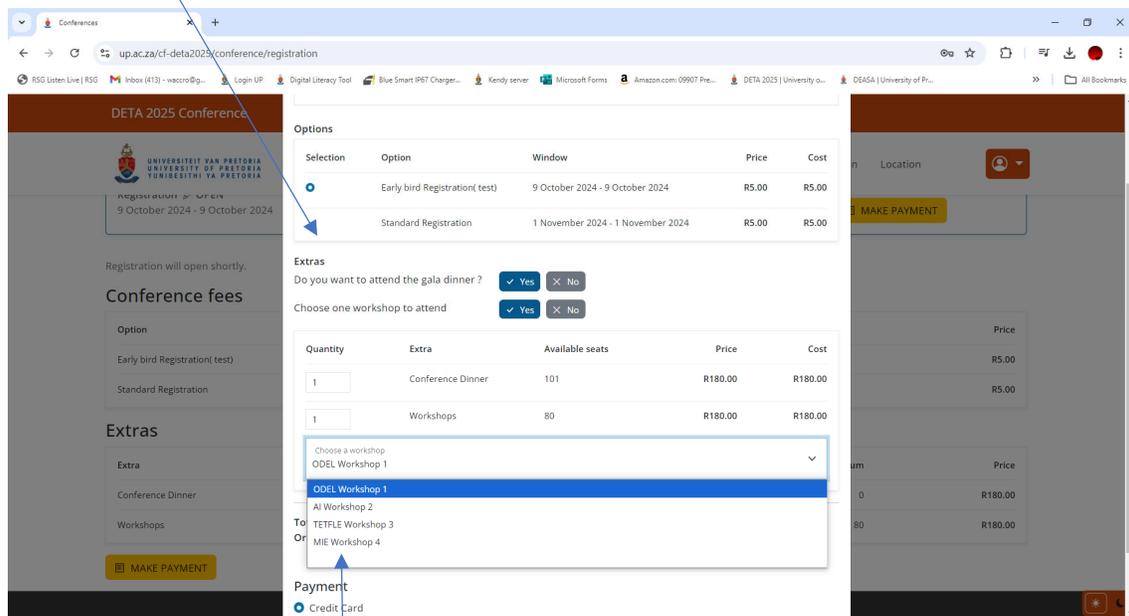


Under options, choose your conference attendance

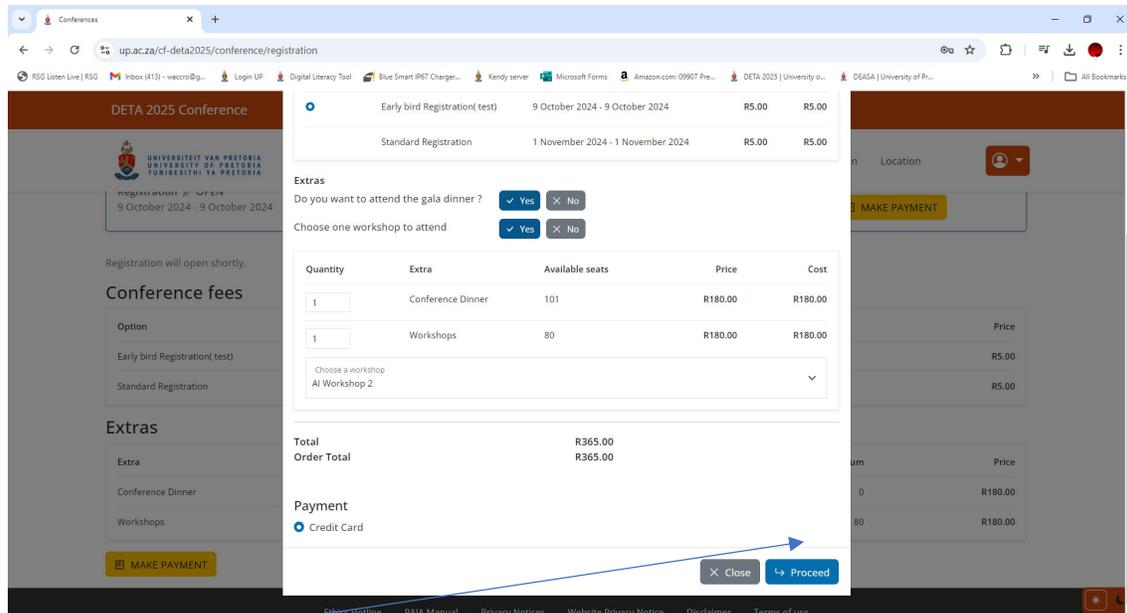


The "Extras" are optional to attend and cover the workshops and the gala dinner.

Therefore, select the extras you plan to attend.



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



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.

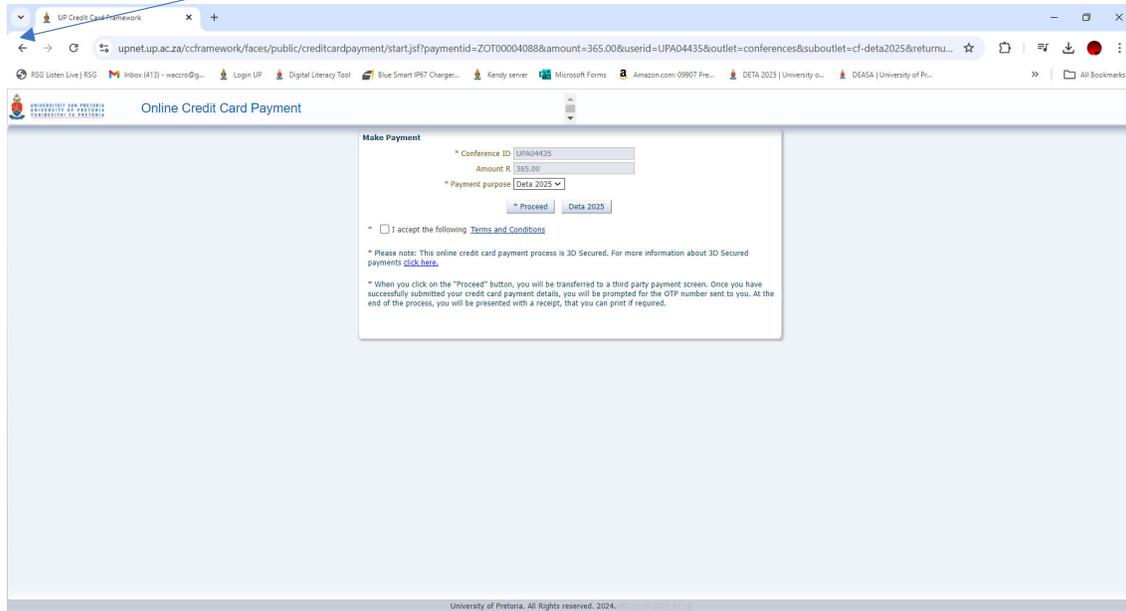
Please note:

This will:

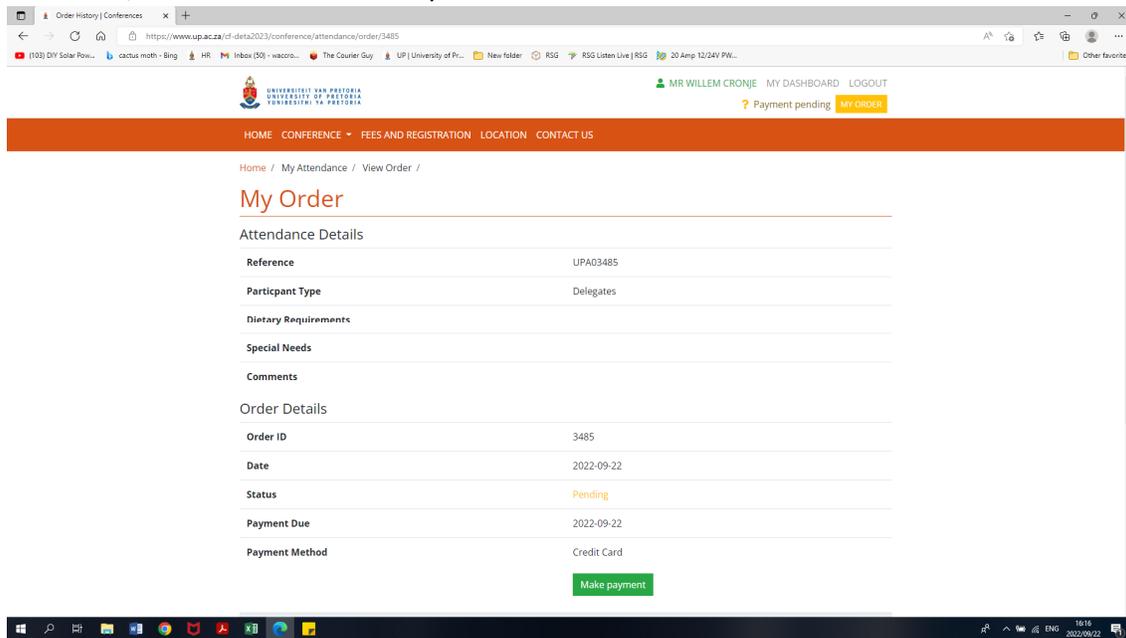
1. Open the credit card payment interface of the University of Pretoria, a secure site – you do not need to make the payment now, but if you do not click on proceed, your attendance will not be recorded.
2. Your unique conference ID (UPA00000) that you have generated in the process of confirming your 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.



Your order, which will also be sent to your email address.



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

If you want to make the payment-, accept the “Terms and Conditions”

Online Credit Card Payment

**Make Payment**

\* Conference ID UPA04547  
Amount R 30.00  
\* Payment purpose Deta 2025

I accept the following [Terms and Conditions](#)

\* Please note: This online credit card payment process is 3D Secured. For more information about 3D Secured payments [click here](#).

\* When you click on the "Proceed" button, you will be transferred to a third party payment screen. Once you have successfully submitted your credit card payment details, you will be prompted for the OTP number sent to you. At the end of the process, you will be presented with a receipt, that you can print if required.

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Click on proceed

UP gateway will open, complete your credit card information.

University of Pretoria  
CNFUPA04547241113014921847

ZAR 30.00

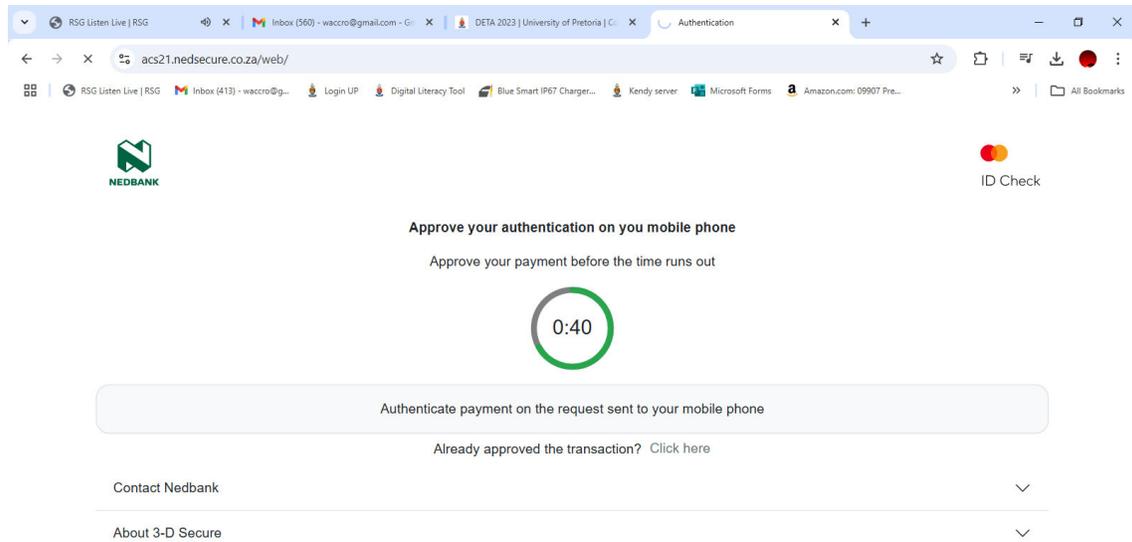
Card Number \* 0123 4567 8910 1112  
Cardholder's Name \* Dona Doe  
Expiry Month \* Expiry Year \* CVV \*

You may be redirected to your bank's secure site to authenticate yourself before making the payment.

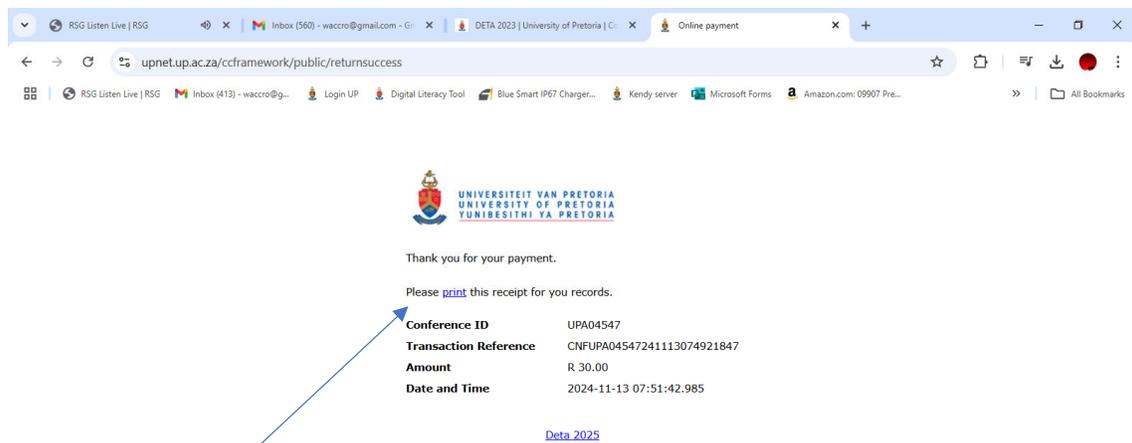
visa  
This is a secure transaction

adumo

Continue;- your bank information will be verified



Once the payment process is finalised you will be directed back to the UP site and a receipt will be displayed.



Print the Receipt, if you need a copy.

Dashboard after payment, confirming your attendance and that you have paid the fees.

The screenshot shows a web browser window displaying the DETA 2025 Conference dashboard. The browser's address bar shows the URL [up.ac.za/cf-deta2025/conference/overview](http://up.ac.za/cf-deta2025/conference/overview). The dashboard header includes the University of Pretoria logo and navigation links: Home, Conference, Sign up for the Conference, Practical Information, and Fees and Registration. A notification bar states: "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](#)." The main content area is divided into three sections: "Signup" with a green "Signed up" status and "Update details" link; "Attendance" with a green "Attending (Fees paid)" status and "My order" link; and "My Abstracts" with a pink "Abstracts require rework" status and "View abstracts" link. The footer contains links for Ethics Hotline, PAIA Manual, Privacy Notices, Website Privacy Notice, Disclaimer, and Terms of use, along with a copyright notice for the University of Pretoria 2024.

Section	Status	Details	Action
Signup	Signed up	Mr WILLEM CRONJE, waccro@gmail.com	<a href="#">Update details</a>
Attendance	Attending (Fees paid)	Ref: UPA04547, Order ID: <a href="#">#4487</a>	<a href="#">My order</a>
My Abstracts	Abstracts require rework	Rework: 2, Not reviewed: 4, Revised: 1	<a href="#">View abstracts</a>