Event Registration System
User Manual

2016 Teaching and Learning Symposium

"Measuring the Un-Measurable: A Workshop on Assessment and Documentation of Student Development and Learning"

Event Organized by Centre for Teaching and Learning Enhancement, University of Macau

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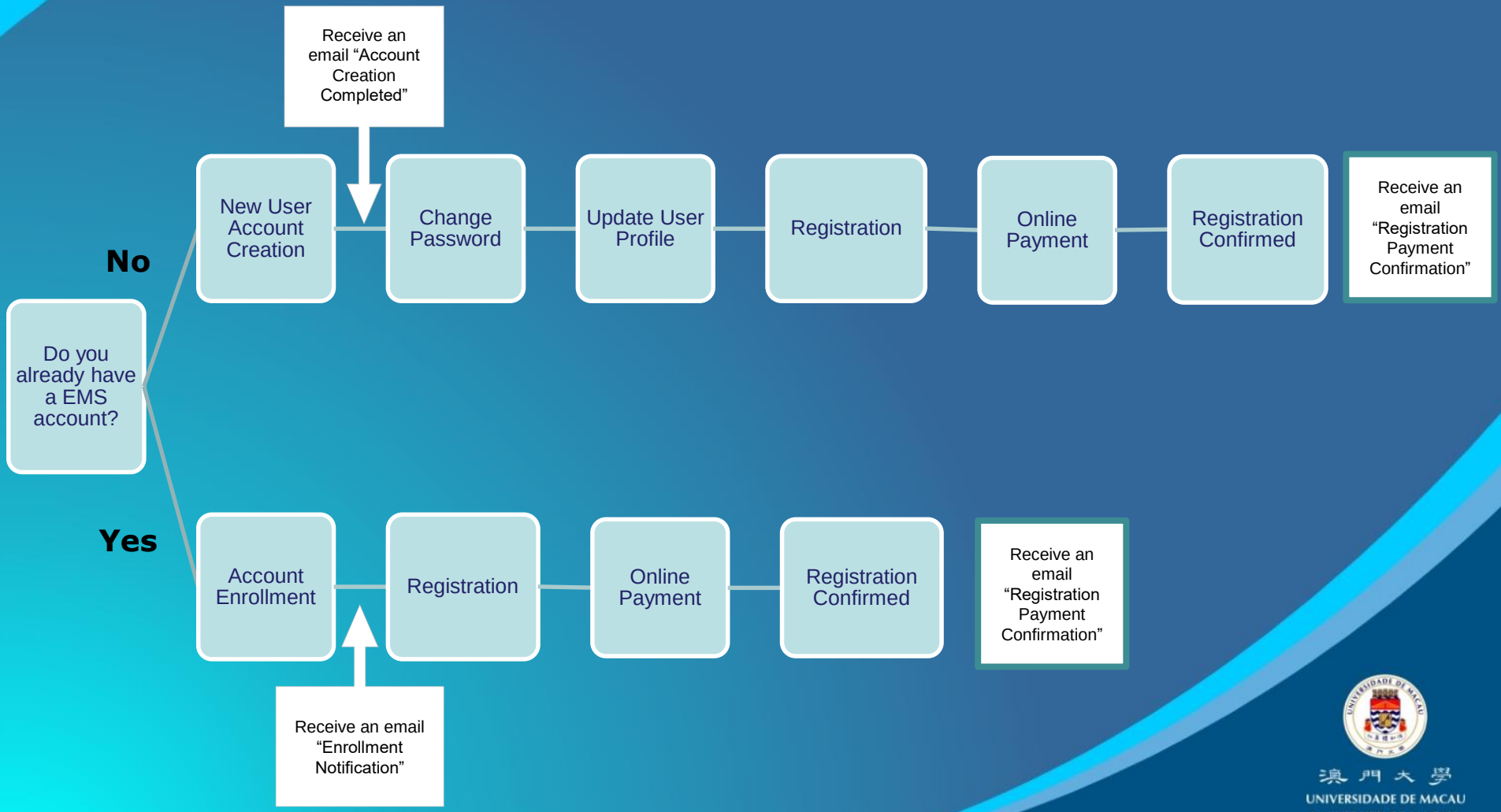
Tips: Click on the shape will take you to the respective slide for instructions.

Registration Process
(For non-University of Macau Participants)



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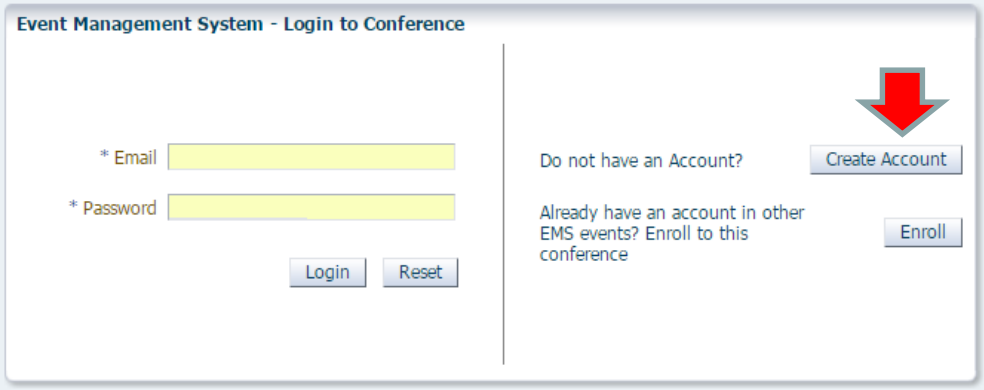
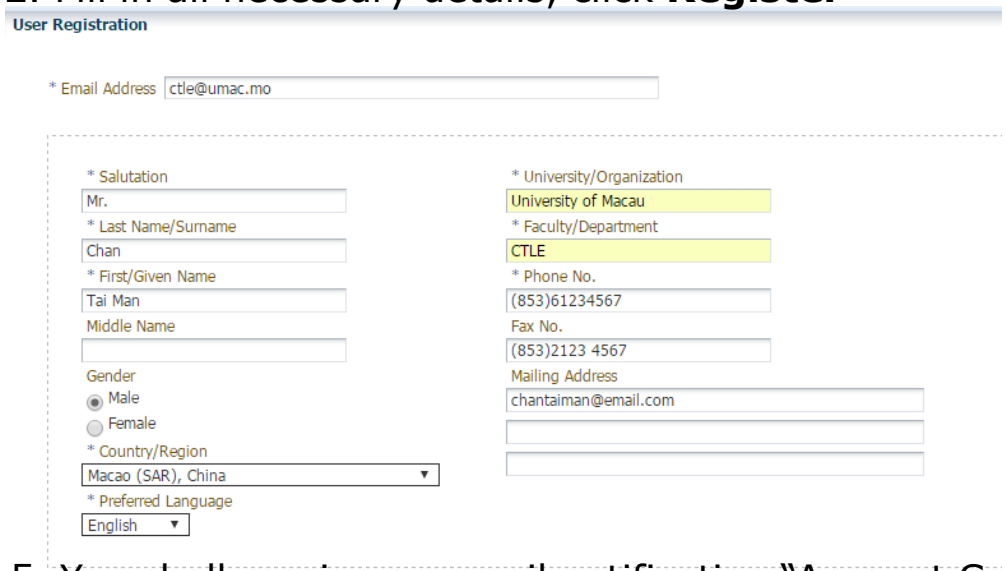
New User Account Creation

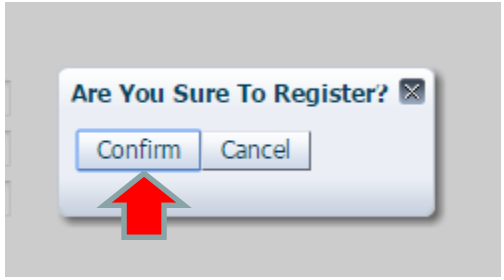
1. Select **Create Account**



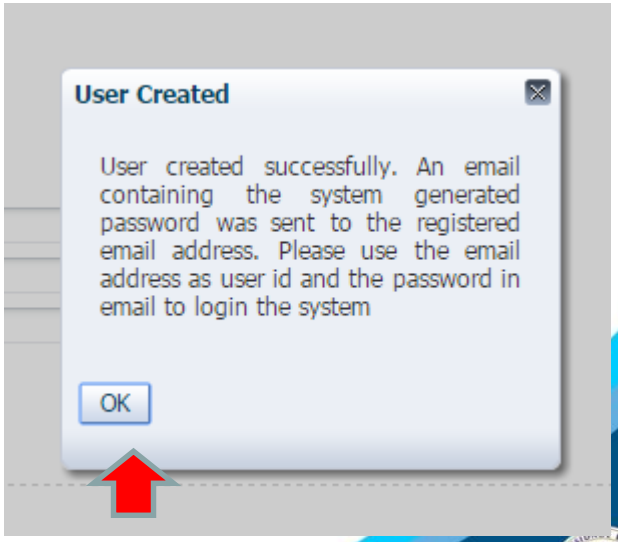
2. Fill in all necessary details, click **Register**



3. Click **Confirm**



4. New user account created. Click **OK** to exit the page.



5. You shall receive an email notification "Account Creation Completed" confirming your account is created. Use the username and password provided in the email notification to login the system.

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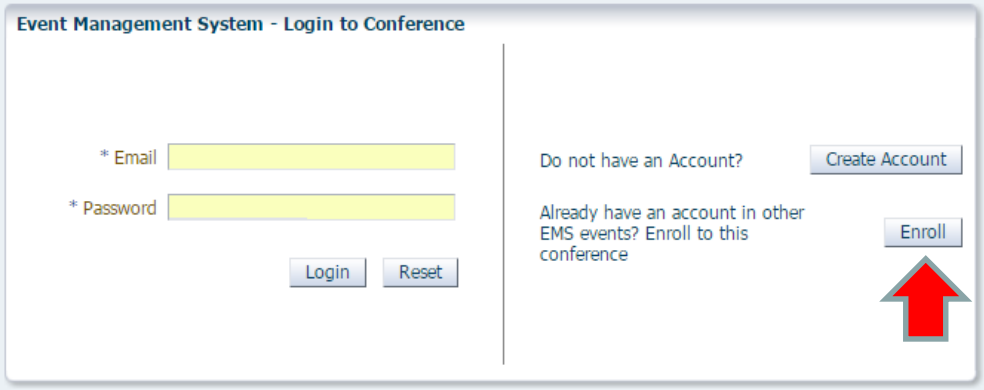
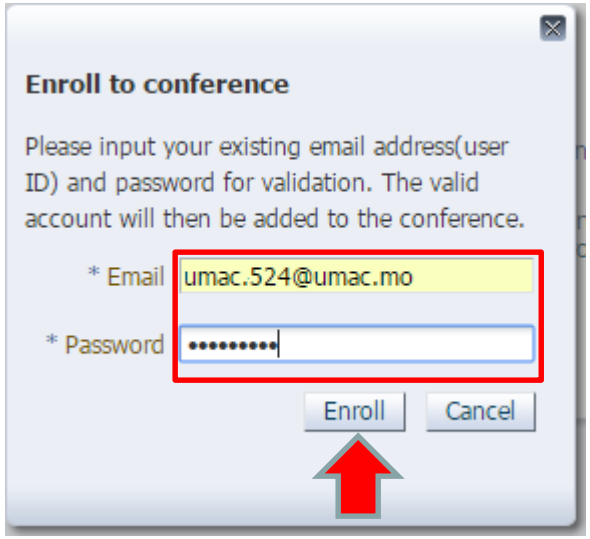
Event Enrollment with an Existing EMS Account

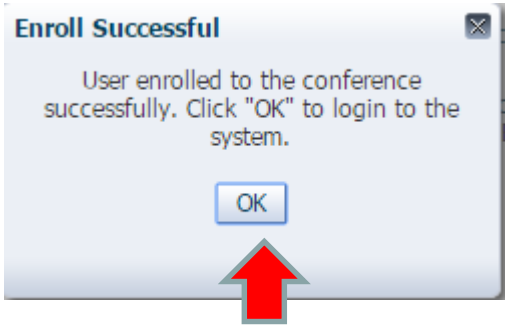
1. If you already have an EMS account, select **Enroll**



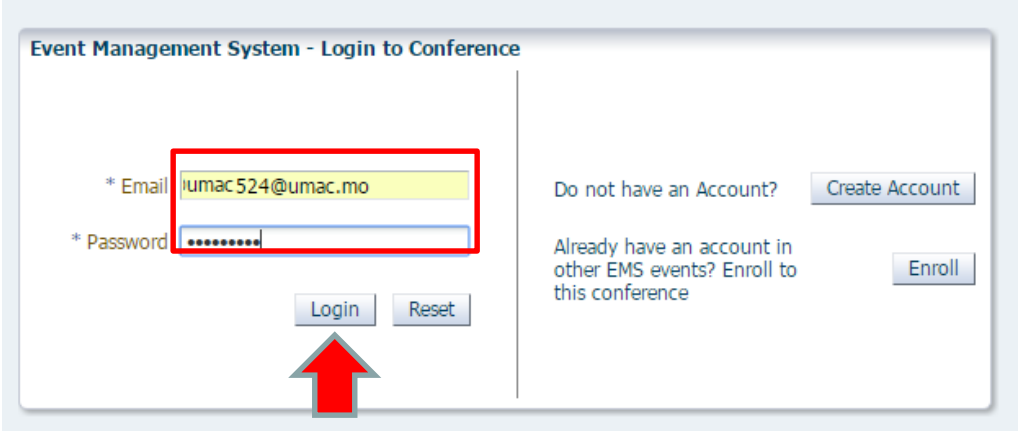
2. Input your email and password and click **Enroll**



3. Click **OK** to login to the system



4. You shall receive an email notification "Enrollment Notification" confirming your enrollment is completed. You may now login to the system using your email and password click **Login** to proceed for registration.



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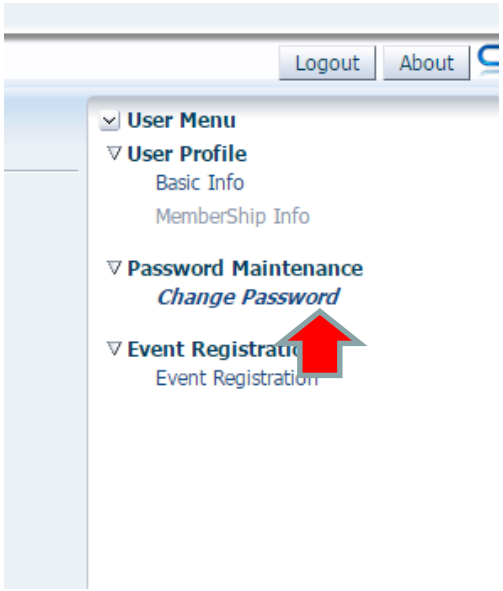
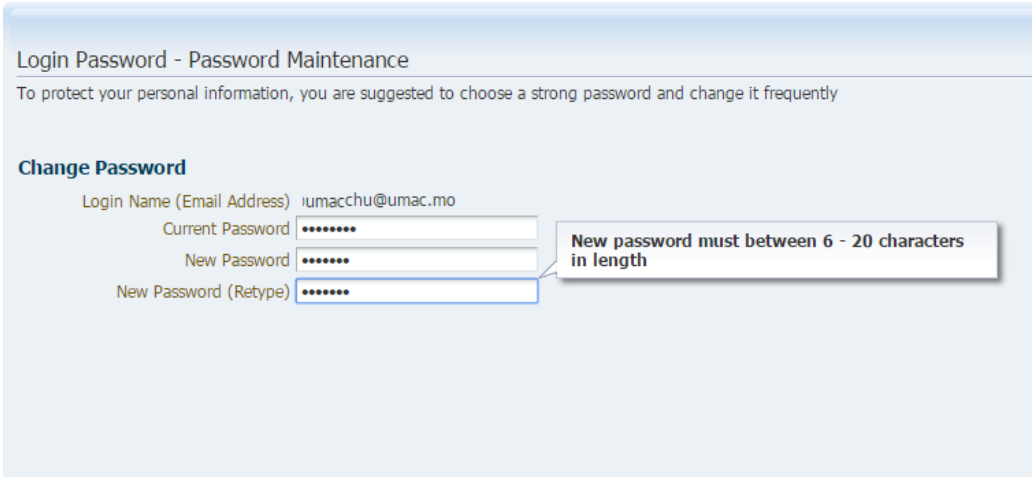
Change Password

1. Once you have successfully logged in to the site, click **Continue**. You are then directed to change your password.

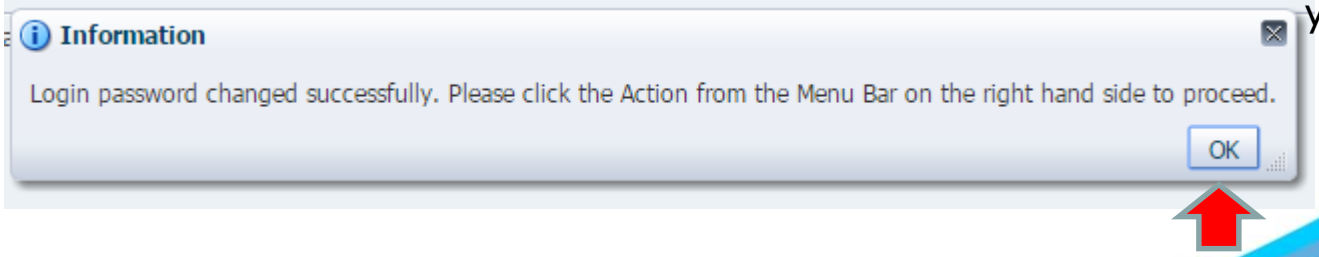


Alternatively, you may also click **Change Password** on the right task panel to change your password.

2. Fill in all necessary details, click **Change Password**



3. Click **OK** to proceed.



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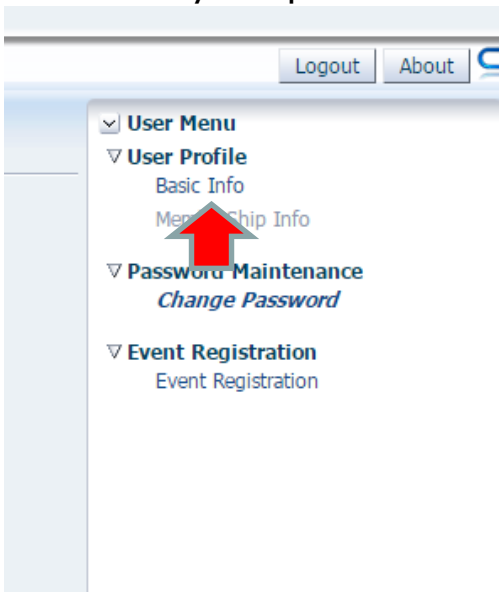
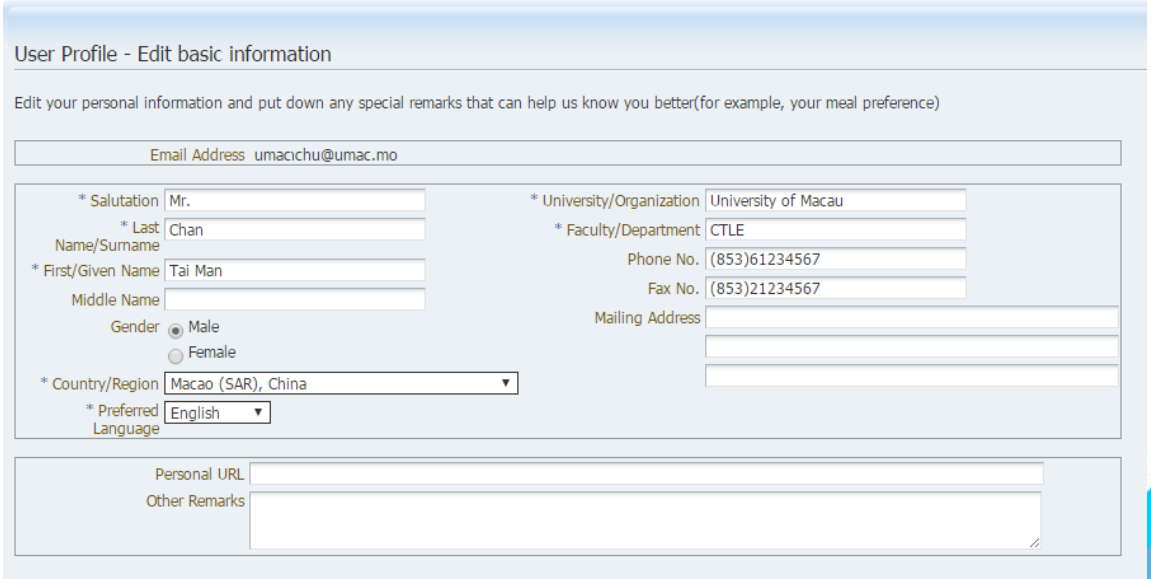
Edit User Profile

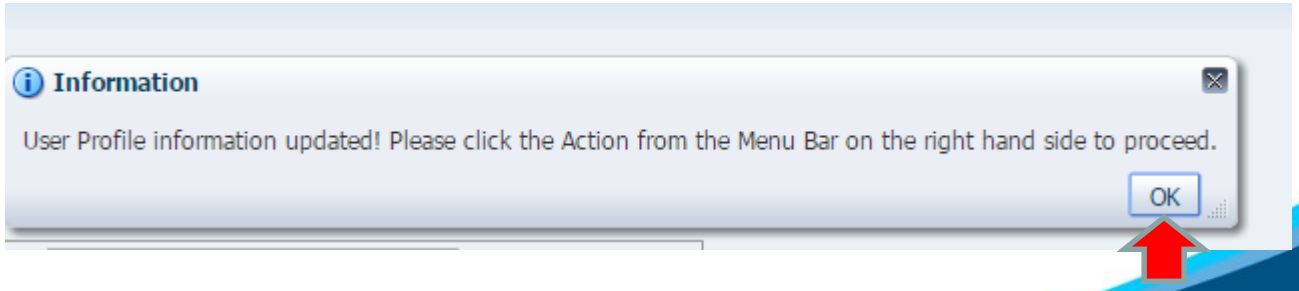
1. Click **Basic Info** under User Profile on the right task panel to edit your profile



2. Fill in or update the necessary details, click **Save Change**



3. Click **OK** to proceed.



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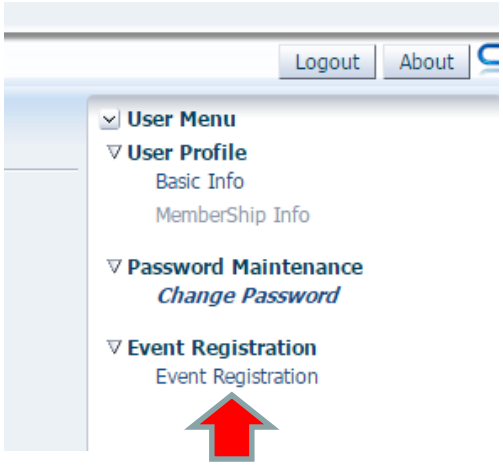
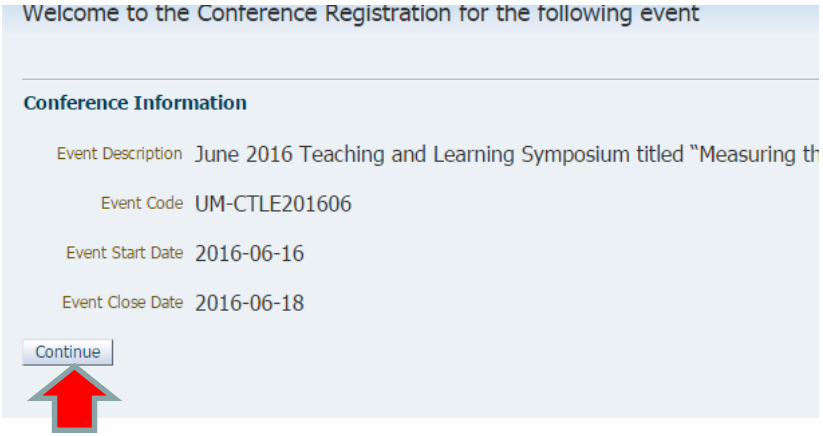
Event Registration and Payment

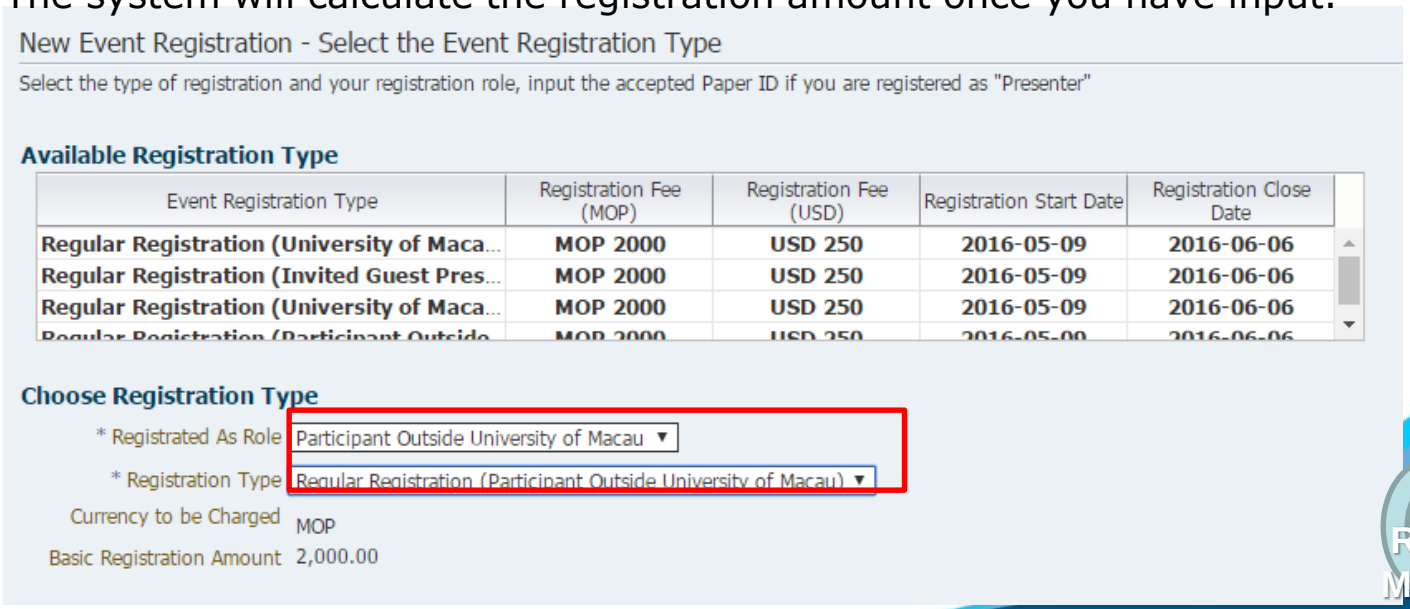
1. Click **Event Registration** under Event Registration on the right task panel to proceed for registration and payment



2. Click **Continue**



3. Select the registration role and registration type from the dropdown list. The system will calculate the registration amount once you have input.



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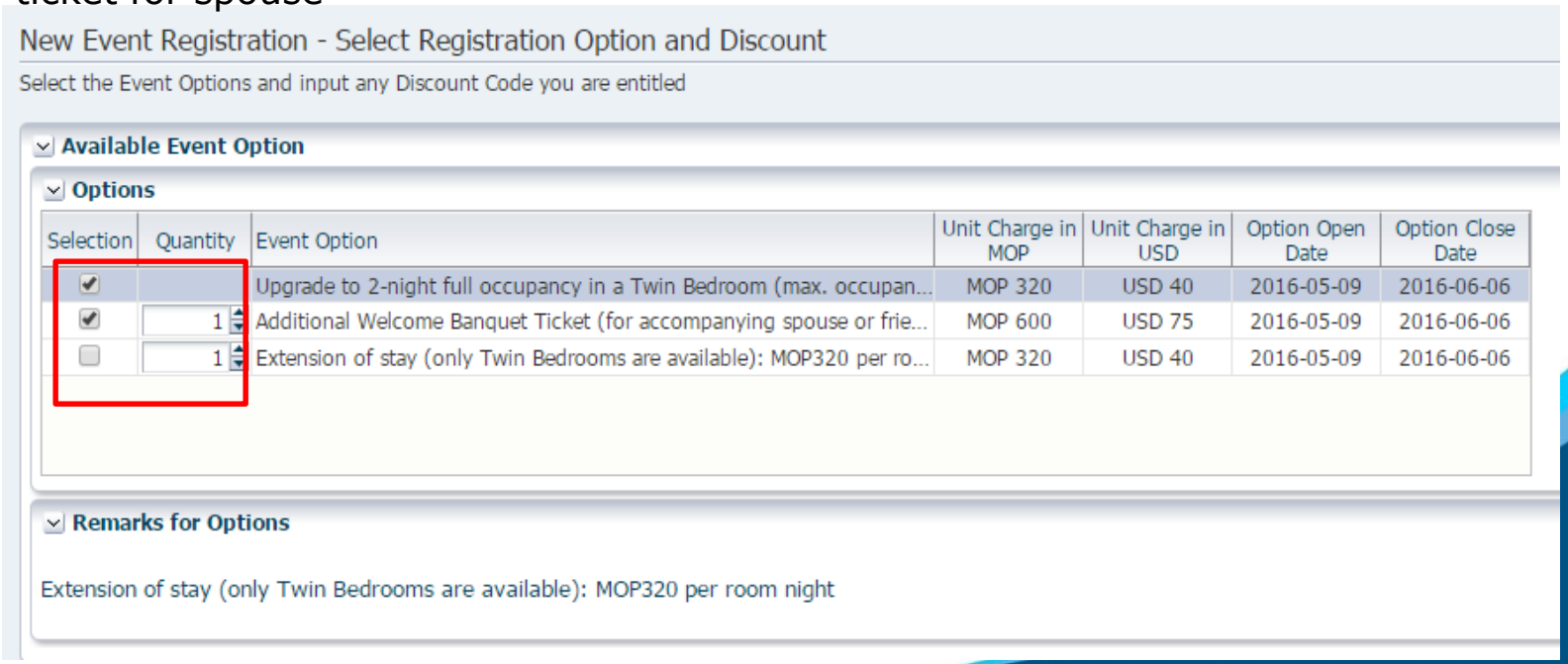
Event Registration and Payment (con't)

4. Input your meal preference, then click **Next**

5. (Optional) Select and input the quantity of additional items e.g. additional welcome banquet ticket for spouse



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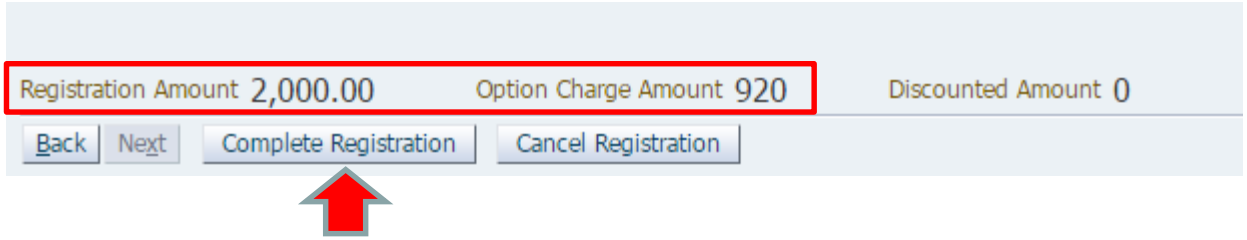
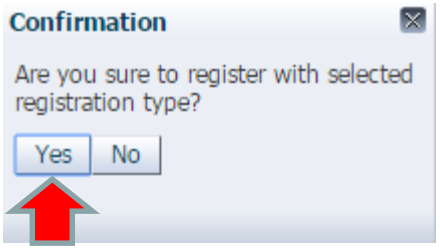
Event Registration and Payment (con't)

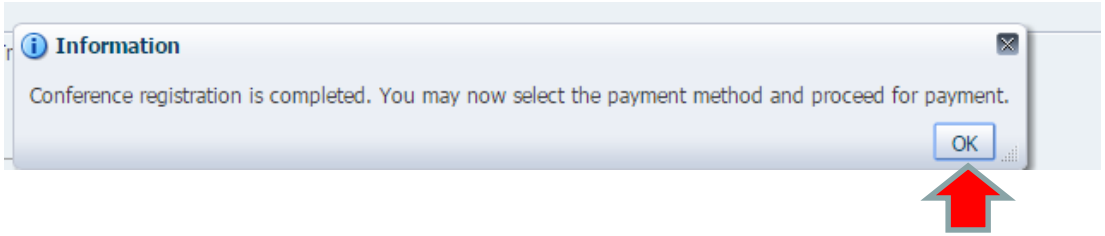
6. Check registration amount and option charge amount (if any) and click **Complete Registration**.



7. Click **Yes** to confirm you have selected the correct registration type



8. Click **OK** to proceed for payment



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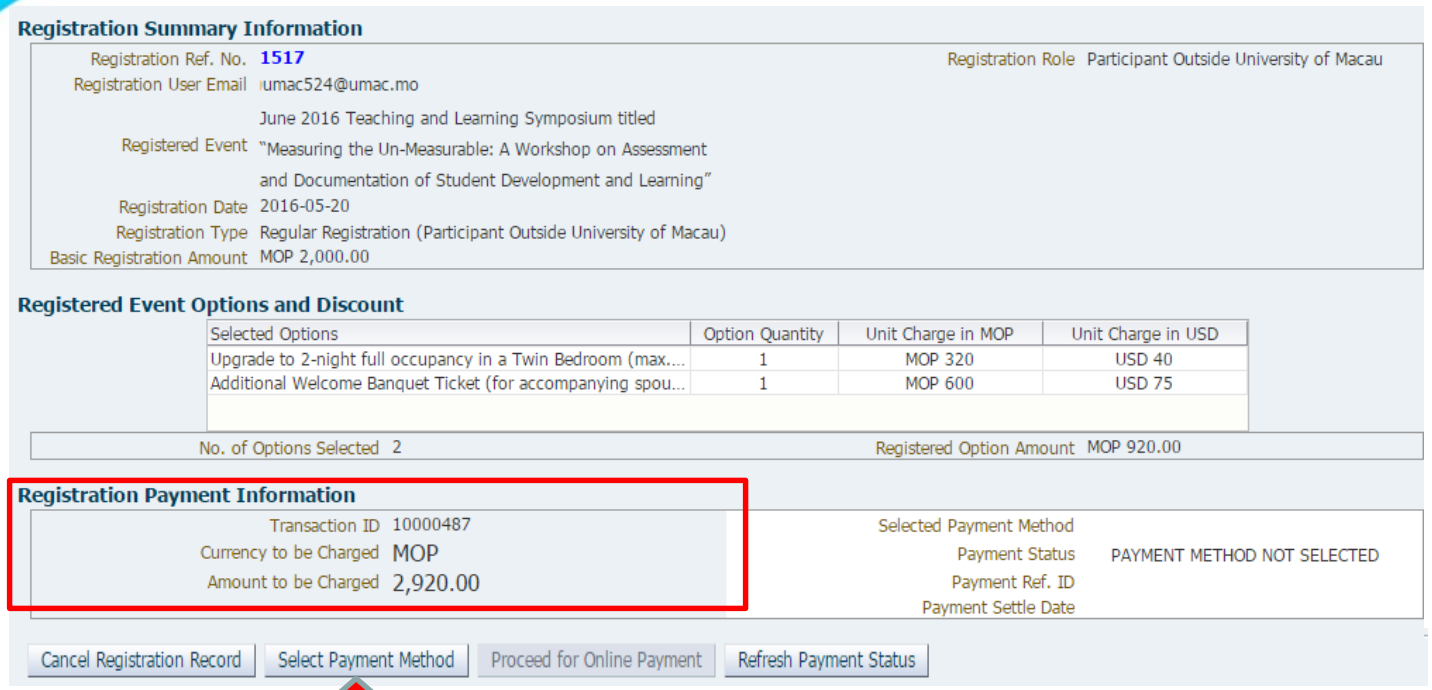
Event Registration and Payment (con't)

9. Check payment summary and click **Select Payment Method** to proceed for payment



Registration Summary Information

Registration Ref. No.	1517	Registration Role	Participant Outside University of Macau
Registration User Email	umac524@umac.mo		
Registered Event	June 2016 Teaching and Learning Symposium titled "Measuring the Un-Measurable: A Workshop on Assessment and Documentation of Student Development and Learning"		
Registration Date	2016-05-20		
Registration Type	Regular Registration (Participant Outside University of Macau)		
Basic Registration Amount	MOP 2,000.00		

Registered Event Options and Discount

Selected Options	Option Quantity	Unit Charge in MOP	Unit Charge in USD
Upgrade to 2-night full occupancy in a Twin Bedroom (max....	1	MOP 320	USD 40
Additional Welcome Banquet Ticket (for accompanying spou...	1	MOP 600	USD 75

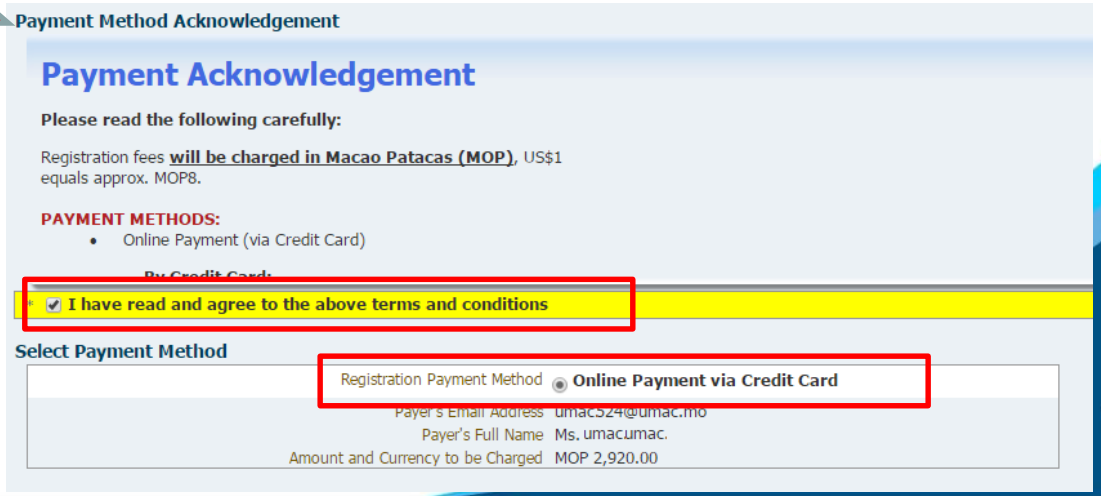
No. of Options Selected	2	Registered Option Amount	MOP 920.00

Registration Payment Information

Transaction ID	10000487	Selected Payment Method	
Currency to be Charged	MOP	Payment Status	PAYMENT METHOD NOT SELECTED
Amount to be Charged	2,920.00	Payment Ref. ID	
		Payment Settle Date	

Cancel Registration Record | Select Payment Method | Proceed for Online Payment | Refresh Payment Status

10. Acknowledge that you have read Payment Acknowledgement and select **Online Payment Via Credit Card**, click **Save Selection**



Payment Method Acknowledgement

Payment Acknowledgement

Please read the following carefully:

Registration fees **will be charged in Macao Patacas (MOP)**, US$1 equals approx. MOP8.

PAYMENT METHODS:

- Online Payment (via Credit Card)

By Credit Card:

* ☑ **I have read and agree to the above terms and conditions**

Select Payment Method

Registration Payment Method	◉ **Online Payment via Credit Card**
Payer's Email Address	umac524@umac.mo
Payer's Full Name	Ms. umac umac
Amount and Currency to be Charged	MOP 2,920.00

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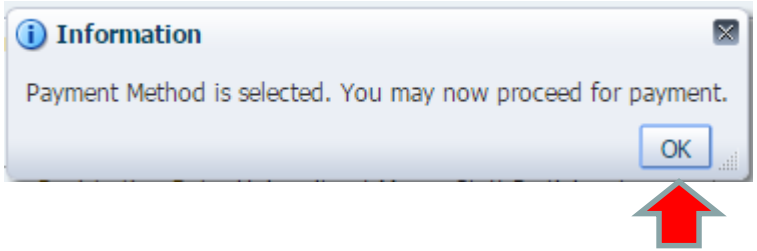
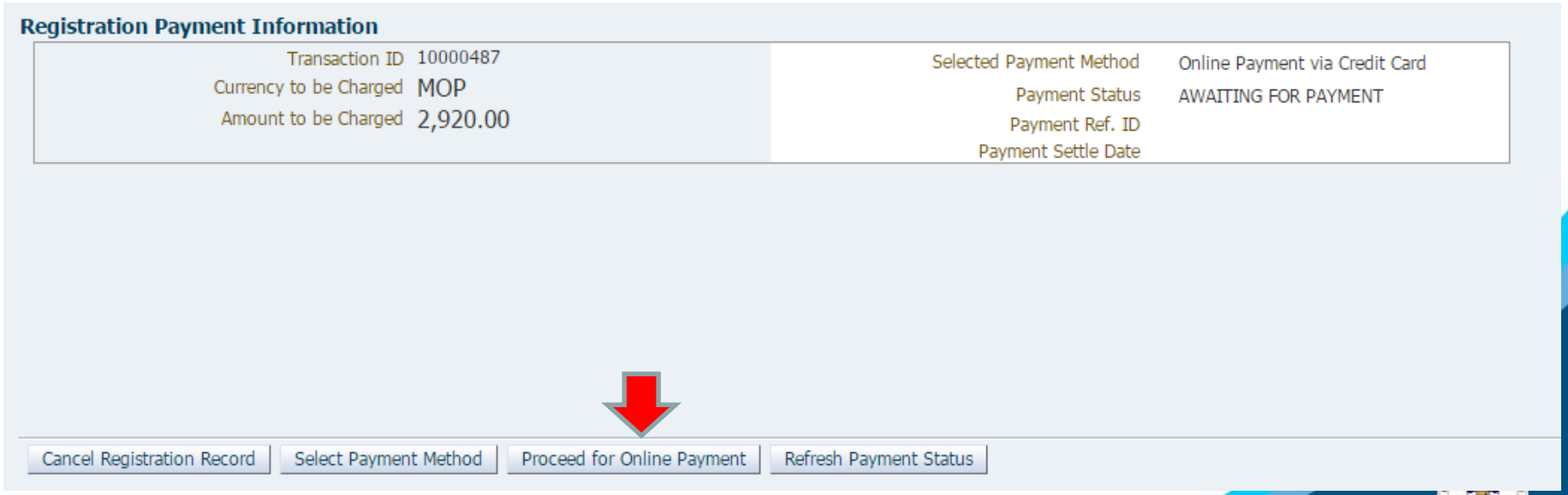
Event Registration and Payment (con't)

11. Click **OK** to proceed for payment



12. Click **Proceed for Online Payment** on the bottom of the page to proceed for payment



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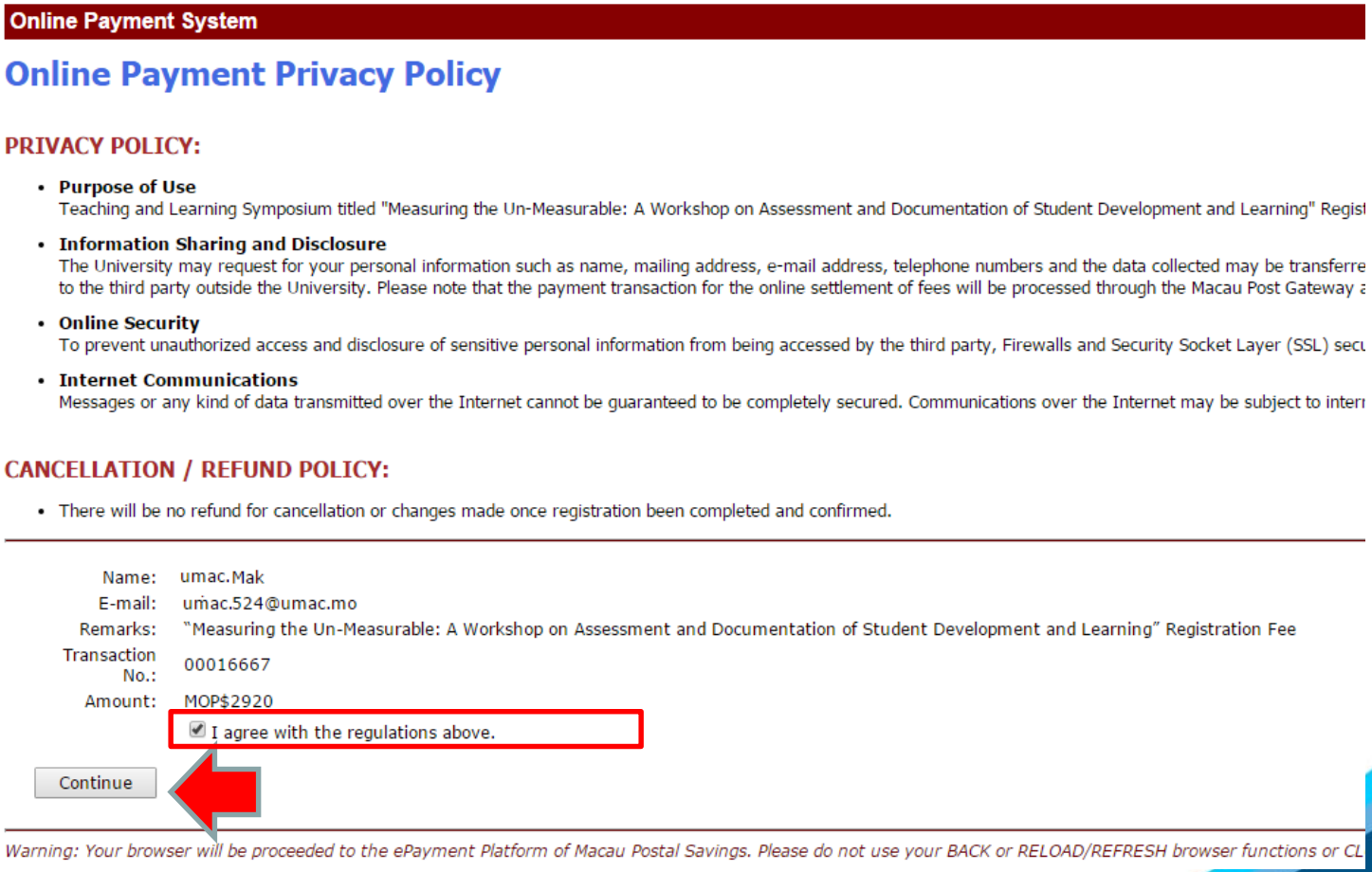
Event Registration and Payment (con't)

13. Acknowledge that you have read the Privacy and Cancellation Policy and click **Continue**. You will then be directed to the bank merchant website to secure your credit card payment.



15. After online payment is processed you shall receive an email notification "Registration Payment Confirmation" confirming the payment received and registration is confirmed.

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Thank You!

CTLE Contact:

Avenida Padre Tomás Pereira
Taipa, Macau, China

Tel: (853) 8822 4583
Fax: (853) 8822 2349
Email: ctle@umac.mo
MUM Website:
https://ctle.umac.mo/tls/

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