

# 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”**

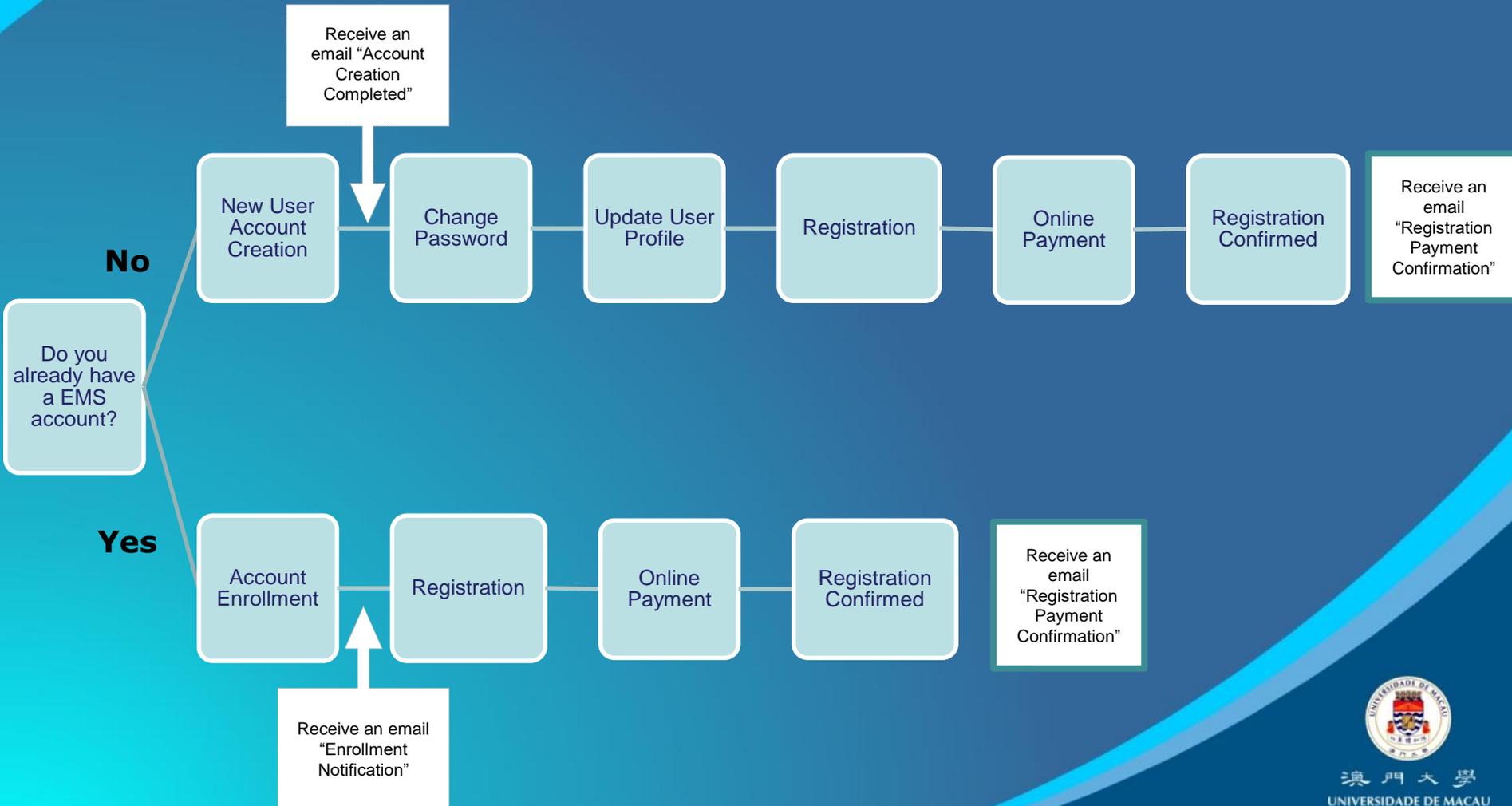
Event Organized by Centre for Teaching and Learning Enhancement, University of Macau



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

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

# Registration Process (For non-University of Macau Participants)



# New User Account Creation

## 1. Select **Create Account**

Event Management System - Login to Conference

\* Email

\* Password

Do not have an Account?

Already have an account in other EMS events? Enroll to this conference



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

### User Registration

\* Email Address

\* Salutation

\* Last Name/Surname

\* First/Given Name

Middle Name

Gender  
 Male  
 Female

\* Country/Region

\* Preferred Language

\* University/Organization

\* Faculty/Department

\* Phone No.

Fax No.

Mailing Address

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.

## 3. Click **Confirm**

Are You Sure To Register?



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

User Created

User created successfully. An email containing the system generated password was sent to the registered email address. Please use the email address as user id and the password in email to login the system



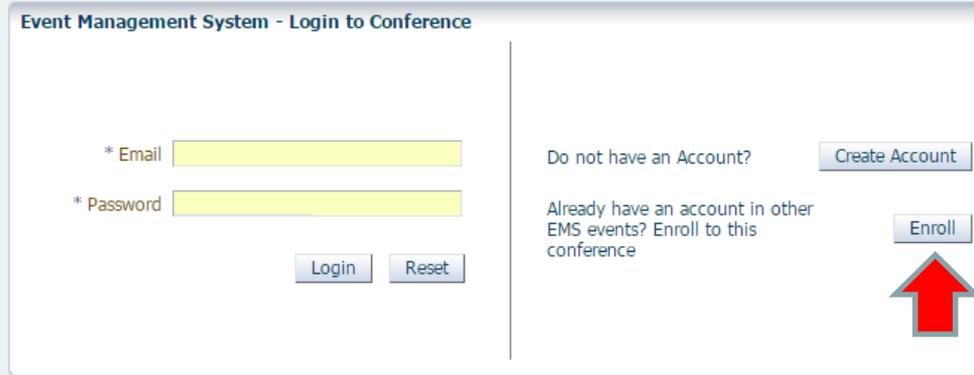
 Return to Main Page



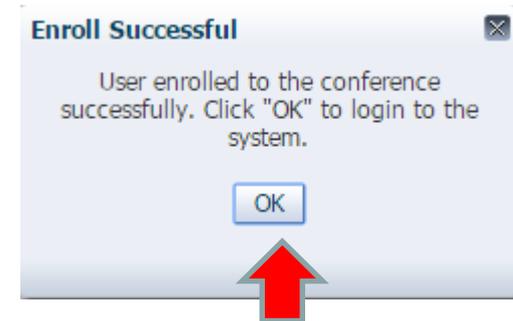
澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

# Event Enrollment with an Existing EMS Account

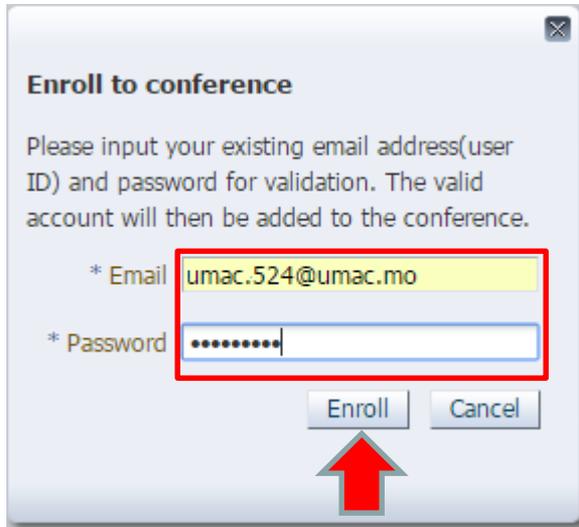
1. If you already have an EMS account, select **Enroll**



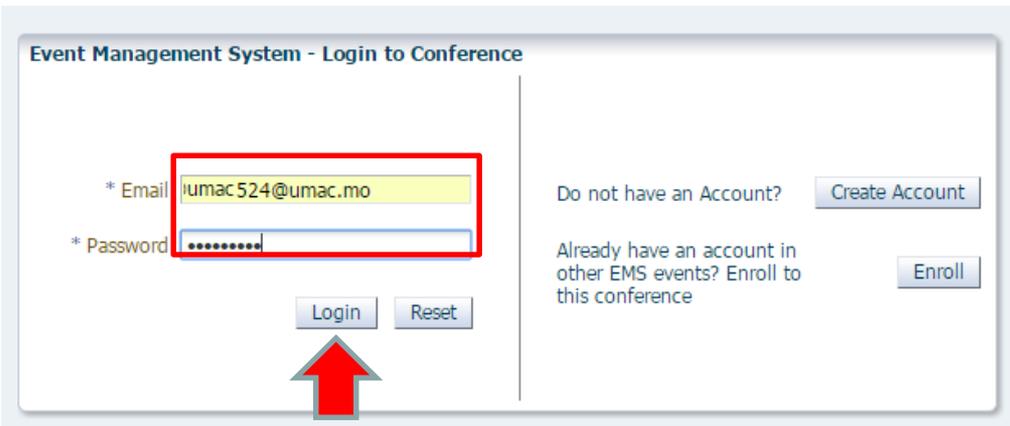
3. Click **OK** to login to the system



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



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.



 Return to Main Page



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

# Change Password

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

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

Login Password - Password Maintenance

To protect your personal information, you are suggested to choose a strong password and change it frequently

**Change Password**

Login Name (Email Address) iumacchu@umac.mo

Current Password

New Password

New Password (Retype)

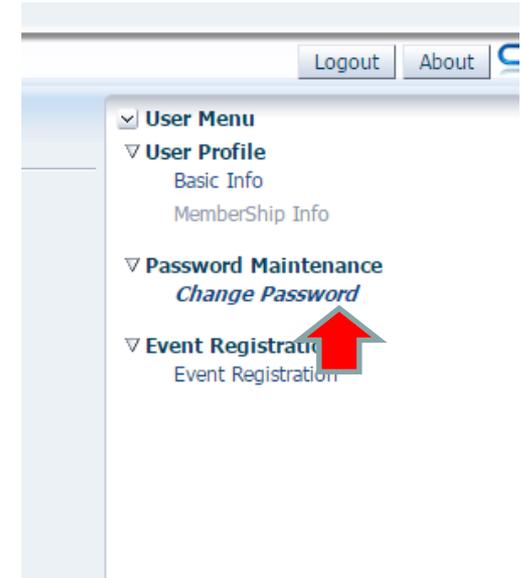
New password must between 6 - 20 characters in length

3. Click **OK** to proceed.

**Information**

Login password changed successfully. Please click the Action from the Menu Bar on the right hand side to proceed.

OK

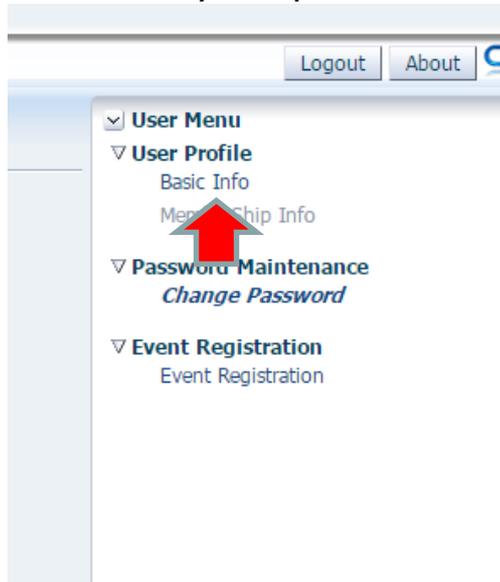


Alternatively, you may also click **Change Password** on the right task panel to change your password.

 Return to Main Page

# Edit User Profile

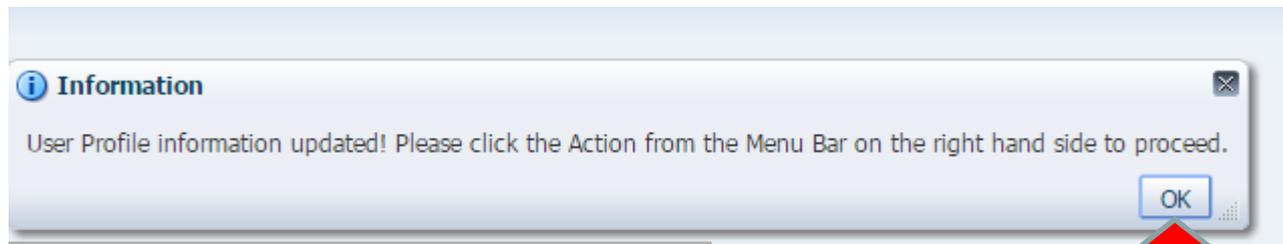
1. Click **Basic Info** under User Profile on the right task panel to edit your profile



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

A screenshot of a web form titled 'User Profile - Edit basic information'. The form contains several input fields and dropdown menus. The fields are: 'Email Address' (umacichu@umac.mo), '\* Salutation' (Mr.), '\* Last Name/Surname' (Chan), '\* First/Given Name' (Tai Man), 'Middle Name', 'Gender' (radio buttons for Male and Female), '\* Country/Region' (Macao (SAR), China), '\* Preferred Language' (English), '\* University/Organization' (University of Macau), '\* Faculty/Department' (CTLE), 'Phone No.' ((853)61234567), and 'Fax No.' ((853)21234567). There are also empty fields for 'Mailing Address', 'Personal URL', and 'Other Remarks'. The form is set against a light blue background with a header and a sub-header.

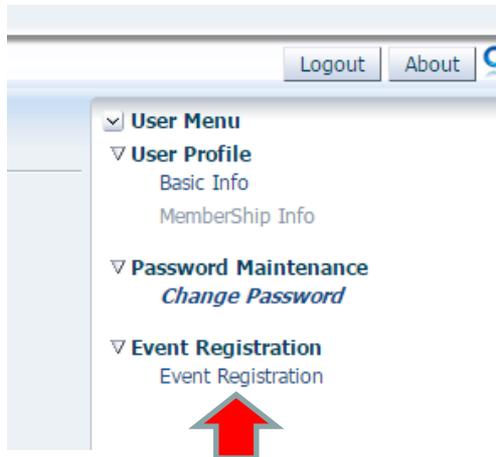
3. Click **OK** to proceed.



 Return to Main Page

# 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.

New Event Registration - Select the Event Registration Type

Select the type of registration and your registration role, input the accepted Paper ID if you are registered as "Presenter"

## Available Registration Type

Event Registration Type	Registration Fee (MOP)	Registration Fee (USD)	Registration Start Date	Registration Close Date
Regular Registration (University of Maca...	MOP 2000	USD 250	2016-05-09	2016-06-06
Regular Registration (Invited Guest Pres...	MOP 2000	USD 250	2016-05-09	2016-06-06
Regular Registration (University of Maca...	MOP 2000	USD 250	2016-05-09	2016-06-06
Regular Registration (Participant Outside	MOP 2000	USD 250	2016-05-09	2016-06-06

## Choose Registration Type

\* Registered As Role

\* Registration Type

Currency to be Charged MOP

Basic Registration Amount 2,000.00



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU



# Event Registration and Payment (con't)

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

## Meal Preference

Please input your meal preference:

Remark: Available meal options are Normal Meal and Vegetarian Meal ( "1" for Normal Meal and "2" for Vegetarian Meal). Any blank entry will be default as Regular Meal.



Back

Next

Complete Registration

Cancel Registration

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

## New Event Registration - Select Registration Option and Discount

Select the Event Options and input any Discount Code you are entitled

### Available Event Option

#### Options

Selection	Quantity	Event Option	Unit Charge in MOP	Unit Charge in USD	Option Open Date	Option Close Date
<input checked="" type="checkbox"/>		Upgrade to 2-night full occupancy in a Twin Bedroom (max. occupan...	MOP 320	USD 40	2016-05-09	2016-06-06
<input checked="" type="checkbox"/>	1	Additional Welcome Banquet Ticket (for accompanying spouse or frie...	MOP 600	USD 75	2016-05-09	2016-06-06
<input type="checkbox"/>	1	Extension of stay (only Twin Bedrooms are available): MOP320 per ro...	MOP 320	USD 40	2016-05-09	2016-06-06

#### Remarks for Options

Extension of stay (only Twin Bedrooms are available): MOP320 per room night

Return to Main Page



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

# Event Registration and Payment (con't)

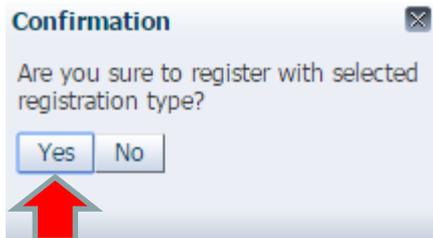
6. Check registration amount and option charge amount (if any) and click **Complete Registration**.



Registration Amount 2,000.00    Option Charge Amount 920    Discounted Amount 0

[Back](#)   [Next](#)   [Complete Registration](#)   [Cancel Registration](#)

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



**Confirmation** ✕

Are you sure to register with selected registration type?

[Yes](#)   [No](#)

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



**Information** ✕

Conference registration is completed. You may now select the payment method and proceed for payment.

[OK](#)



# 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. <b>1517</b>	Registration Role Participant Outside University of Macau
Registration User Email umac524@umac.mo	
Registered Event "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 Cards**

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. umacumac.

Amount and Currency to be Charged MOP 2,920.00

Return to Main Page



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

# 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

## Registration Payment Information

Transaction ID 10000487  
Currency to be Charged MOP  
Amount to be Charged 2,920.00

Selected Payment Method Online Payment via Credit Card  
Payment Status AWAITING FOR PAYMENT  
Payment Ref. ID  
Payment Settle Date

Cancel Registration Record

Select Payment Method

Proceed for Online Payment

Refresh Payment Status

A circular button with a refresh icon and the text "Return to Main Page".

Return to  
Main Page

# 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.

## Online Payment System

### Online Payment Privacy Policy

#### PRIVACY POLICY:

- **Purpose of Use**  
Teaching and Learning Symposium titled "Measuring the Un-Measurable: A Workshop on Assessment and Documentation of Student Development and Learning" Registration Fee
- **Information Sharing and Disclosure**  
The University may request for your personal information such as name, mailing address, e-mail address, telephone numbers and the data collected may be transferred to the third party outside the University. Please note that the payment transaction for the online settlement of fees will be processed through the Macau Post Gateway
- **Online Security**  
To prevent unauthorized access and disclosure of sensitive personal information from being accessed by the third party, Firewalls and Security Socket Layer (SSL) secured
- **Internet Communications**  
Messages or any kind of data transmitted over the Internet cannot be guaranteed to be completely secured. Communications over the Internet may be subject to interception

#### CANCELLATION / REFUND POLICY:

- There will be no refund for cancellation or changes made once registration been completed and confirmed.

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

Name: umac.Mak  
E-mail: umac.524@umac.mo  
Remarks: "Measuring the Un-Measurable: A Workshop on Assessment and Documentation of Student Development and Learning" Registration Fee  
Transaction No.: 00016667  
Amount: MOP\$2920

I agree with the regulations above.

Continue



Warning: Your browser will be proceeded to the ePayment Platform of Macau Postal Savings. Please do not use your BACK or RELOAD/REFRESH browser functions or CL

Return to Main Page



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

# Thank You!

## CTLE Contact:

Avenida Padre Tomás Pereira  
Taipa, Macau, China

Tel: (853) 8822 4583

Fax: (853) 8822 2349

Email: [ctle@umac.mo](mailto:ctle@umac.mo)

MUM Website:

<https://ctle.umac.mo/tls/>



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

Return to  
Main Page