

18th Asian Colloquium in Nephrology 19-21 July 2019

Group Registration Guidelines

2018.04

Step 1: Create Your Account - Click "Create your account" -If you already have the account, please click "Login" and skip to Step 5



Step 2: Select a registration type

- Select your registration type

Registration Info

*If you would like to register as **Trainee/ Resident/ Nurse/ Student** registration type, please kindly provide your ID or relative proof document while signing up the account. If the document is not qualified, we will ask for the full-registration fee for the conference participation. Thank you!



Step 3: Registration

- Fill out your personal information and click "Next"

Email*		
Verify Email*		
Password*		
Prefix*	Mr.	×
First Name*		
Last Name*		
Job Title*		
Company/Organisation*		
Work Telephone*	Please include country code	
Country*	Afghanistan (الفەلسكان)	v
Address Line*		
Zip (Postal Code)*		
	Back	Submit

Step 4: Account Creation Confirmation

 You will receive an email to confirm your account creation and your QR code for on-site registration and badge collection will show in the email

Dear andre chia,

Your account has been created for 18th Asian Colloquium in Nephrology.

Please find below your login details to access your account:

Username: operations@asiannephrology.com

The QR Code below will serve as your account identity for onsite registration and badge collection.



Click here to access your account.

Please contact generaladmin@asiannephrology.com if you have any clarifications.

Thank you.

Best regards,

Registration Team

Step 5: Log into your new account - Click "Login"

- Enter the Email and Password you've previously set



Step 6: Click on "Profile/Payment History" - Click on "Click here to group registration"

Dashboard Profile / Payment H	story Registration Abstracts Confirmation/Payment	
ofile Payment History Grou	Registration Profile	
En	andre@acedaytons-direct.com	
Passwo	rd*	
Pre	ix* Mr.	
First Na	ne* andre	
Last Na	ne* chia	
Job T	le* aaa	
Company/Organisati	n* aaa	
Work Telepho	ne* 123	
Coun	ny* Afghanistan (افغانستان)	
Address L	ie [«] aaa	
Zip (Postal Co	e)* 123	

Step 7: Click on "Add Attendee"Fill up details of group registrant & Click on "Save"

Dashboard Profile	Payment History Registra	ation Abstracts Confirmation/	Payment		
rofile Payment History	Group Registration Profile				
		Attendee List			
First Name		Last Name	Email	Status Action	
	You I	have not registered any attendee. Please clic	k Add Attendee below.		
				Next	
		Group Registration			
		Add Attendee] 🖌		
		Attendee Registration		⊚	
First Name*					
Last Name*					
Prefix (Mr, Mrs, etc)*					
select			٧		
Email*					
Do not use existing ema	1				
Company / Organization	1*				
Registration Type*					
select			•		
Country*					
Afghanistan (افدتستان)			¥		
					_

Step 8: Add More Attendees - Click on 'Next' after adding all attendees

*If you would like to register as Trainee/ Resident/ Nurse/ Student registration type, please kindly provide your ID or relative proof document while signing up the account. If the document is not qualified, we will ask for the full-registration fee for the conference participation. Thank you!

rofile Payment History	Group Registration Profile			
		Attendee List		
First Name	Last Name	Email	Status	Action
aaa	aaa	generaladmin@asiannephrology.com	Incomplete	Edit
bbb	bbb	faculty@asiannephrology.com	Incomplete	Edit
bbb	bbb	faculty@asiannephrology.com	Incomplete	Edit
bbb	bbb	faculty@asiannephrology.com	Incomplete	Edit

Group Registration
Add Attendee

Next

Step 9

- Click on the check-boxes applicable to each registrant -Enter Promo code if you were given one

Reg	jistration Type: Allied Health / Nurses / Trainee / Medical Students
	Main Congress - 19 - 21 July 2019 EARLY BIRD Fee: SGD 450.00
	Workshop: Dialysis Center Medical Director Course This rate applies if you are registered for Main Congress) - 19 July 2019 Fee: SGD 180.00
	Workshop: SOTANC (Nursing) This rate applies if you are registered for Main Congress) - 19 July 2019 Fee: SGD 170.00
	Workshop Only: Dialysis Center Medical Director Course - 19 July 2019 Fee: SGD 210.00
	Workshop Only: SOTANC (Nursing) - 19 July 2019 Fee: SGD 195.00
	Attendee Name: bbb bbb
Reg	gistration Type: Allied Health / Nurses / Trainee / Medical Students
	Main Congress - 19 - 21 July 2019 EARLY BIRD Fee: SGD 450.00
	Workshop: Dialysis Center Medical Director Course (This rate applies if you are registered for Main Congress) - 19 July 2019 Fee: SGD 180.00
	Workshop: SOTANC (Nursing) (This rate applies if you are registered for Main Congress) - 19 July 2019 Fee: SGD 170.00
	Workshop Only: Dialysis Center Medical Director Course - 19 July 2019 Fee: SGD 210.00
	Workshop Only: SOTANC (Nursing) - 19 July 2019 Fee: SGD 195.00
Eve	ent Promo Code (<i>if any</i>)

Step 10: Payment

- Click on the correct "Pay Now" for your preferred method of payment

Acknowledgement of Registration

Event Agenda Fees			S	GD
ms			Unit Price	Total Price
∕lain Congress For attendee: ACN2019REG00069 / aaa aaa)			450.00	450.00
fain Congress For attendee: ACN2019REG00070 / bbb bbb)			450.00	450.00
/lain Congress For attendee: ACN2019REG00071 / bbb bbb)			450.00	450.00
fain Congress For attendee: ACN2019REG00072 / bbb bbb)			450.00	450.00
vent Agenda Fees Total Payable				1800.00
	Tax (7%)			
Tax Total Payable SGD 117.76				
	Subtotal			
Invoice Total Payable			SGD 1682.24	
(If billing address is different from the address during your regist	Billing Information tration, please click "New Address" or "Bill to	Company	y" and fill out the necess	ary information)
New Address			Bill to Company	
	Accepted Payment Methods			
Credit Card: Paypal PayPal is the faster, safer way to send money, make an online payment.			Pay Now	
Telegraphic Transfer			Pay Now	
		-		

Step 11: Option: Local Cheque/Local Bank Transfer

- Click on check-boxes before confirming

- Please make payment with the **bank details given** below, once payments has been received, you will get a notification email that registration is completed



Step 12: Option: TelegraphicTransfer

- Click on check-boxe before clicking "Pay in SGD"

- Please make payment with the **bank details given** below, once payments has been received, you will get a notification email that registration is completed

TALLA COTANO CHAN	-					
rating: SUIANC - State	• Telegraphic Tra	nsfer in Singapore Dollar	(SGD): 588.50			
Singapore Soci	et Invoice Total			500.00		
Asia Renal Asso	OC Administrative	Charge		50.00		
	Tax Payable			38.50		
	Grand Total			588.50		
Acknowledgement c	Df Bank Code :- Bank Account N Swift Code :- Bank Account N Swift Code :- Bank Account N Swift Code :- Bank Account N Bank Account N Swift Code :- Bank Account N Swift Code :-	lame : - this, I agree to the 18th / the 18th Asian Colloquiun	Asian Colloquium in N n in Nephrology's Terms	ephrology's Terms & & Conditions before mak	ing St	GD
Items	payment.				Price	Total Price
Main Congress	-		T	T	1.00	500.00
Event Agenda Fees Total Payable	Currency	Conversion Rate	Total Payable	Actions		500.00
	Singspore Dollar (SGD)	1	SGD 588	⁵ Pay in SGD		
Tax 7	Tote		10		p	
				Cance	el l	
	-					

Step 13: View Invoice and our Bank details - Click on "Profile/Payment History" then "Payment History" - Click on "View" to view invoice -Press "Ctrl + P" and then "save as pdf" to save a copy for your own use

*If you would like to register as **Trainee/ Resident/ Nurse/ Student** registration type, please kindly provide your ID or relative proof document while signing up the account. If the document is not qualified, we will ask for the full-registration fee for the conference participation. Thank you!

Thank you for completing your registration. Your registration is only confirmed once payment has been received.

Dashboard Profile / Pa	Registration	Abstracts C	onfirmation/Payme	nt			
Profile Payment History	Group Registration Profile						
		Invoi	ces				
Invoice Number	Datetime		Amount	Currenc	y	Status	Action
ACN2019INV00002	2018-07-17 17:02:36		588.50	SGD		unpaid	View
						/	
		Transa	ctions				
Transaction Number	Datetime	Payment Method		Amount	Currency	Status	Action
ACN2019TRA00002	2018-07-17 17:02:38	Telegraphic(Wire) Trans	sfer	0.00	SGD	pending	🗁 Browse