

# Instructions for registration

Please read these instructions before you click on the **link to the registration portal (at the end of these instructions)**

## Registration procedure:

- Click on the link provided below. You will be directed to this conference registration site. When you click on the word **ENROLL**, a first screen will appear. There, you have to log in (if you are already a user of Cursos de Verano's platform) or register to be a user, before accessing the actual registration for this conference.
- Choose the language on the interface (top left). Log in (**Enter**) or create an account (**Register**) on the platform. If your email is already used, and you do not remember the password, request for it to be emailed to you.
- Once you have logged in or registered as a user of the platform, you will automatically be directed to this conference registration. For successful registration, make sure you go through all the steps. Any query, please contact [info@uik.eus](mailto:info@uik.eus).

The screenshot displays the top navigation bar of the registration portal. On the left, there are language options: 'ES | EU | EN', with a red arrow pointing to 'EN'. In the center, the text reads 'UDA IKASTAROAK CURSOS DE VERANO UPV/EHU'. On the right, there is a logo for 'UPV/EHU'.

Below the navigation bar, the interface is split into two columns. The left column is titled 'If you are already user' and 'Enter'. It features an 'Email' input field, a 'Password' input field, a 'Remember me' checkbox, a blue 'Login' button, and a link: 'Do you forget the password? / Get password'. The right column is titled 'If you are not registered yet' and 'Register'. It features several input fields: 'Name', 'Family name', '2nd Family name', 'ID / Passport number', 'Gender' (with radio buttons for Male, Female, and Genderqueer), 'Email', 'Password (minimun 4 characters)', and 'Repeat password'.

- On step 1 (personal information), it is important to write your affiliation. Even though the field is not compulsory, it will be needed for your badge. Submit the access code you have been provided with, when requested.
- On step 2 (Registration), you choose your registration option. For non-standard fees, upload certification requested. Click on the services you will attend (lunches, dinner...). It is important to click on every service you are attending; otherwise we will think you are not coming on the date you have not selected. Write your food restrictions, if any, in the spaces provided once you click. You can bring an accompanying person to the conference dinner. If that is the case, you will have to pay an extra **50€** and also indicate their special needs. For an accompanying person to Chillida Leku, a **15€** extra payment is required. Click on the accommodation option, if you wish, to book your accommodation at residences. If you click on this option, you will receive a mail with information about how to proceed to access the accommodation at reduced rates.
- On step 3 (Service Overview), you will be able to see the options you have selected and check if they are correct. If there is something missing, you can go back and select it.

- On step 4 (Resume and payment), Check first if you have to change your billing address. **If your fee is to be paid by your institution, have in mind that you will have to change the billing address** by clicking on the tab “Add a new address”, otherwise the invoice will show your personal information. Many institutions ask for a pro forma invoice to be able to make the payment. You can also get it on step 4.

You can choose either to pay by credit card or bank transfer:

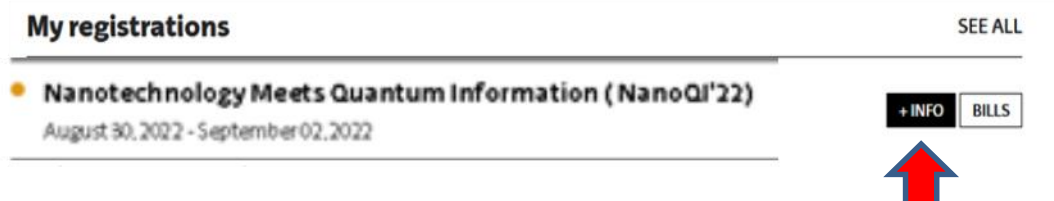
- **Credit card:** It is the easiest way, as you enter directly the bank platform and you will be able to finish your registration straight away. You do not have to go to step 5.
- **Bank transfer:** If you choose bank transfer, you must click on such option, but you will not be definitively registered until you upload a proof of payment, and this is validated. You will find the bank information on step 4, to make your transfer. If, before abandoning the registration process, you can get your proof of payment, you will be able to finish the process by clicking next onto step 5. Upload the document there, and finish your registration at that very moment. However, this is not usually the case and so, you will have to abandon registration until you get your document, and go back to it later to upload it.

Once your transfer has been made and **you have the proof to upload:**

- If, in the meantime, you have NOT received a cancellation message: Access your personal area on Cursos de Verano’s platform: <https://www.uik.eus/en/home>. Log in (top right-hand corner).



As you are already on the system, enter as a user with your mail and password. You will be directed to your personal area. There you can find information about this and other conferences you have attended with Cursos de Verano (and get certificates, bills etc). To access this conference information, scroll down on the page and you will be able to see the conference under the words “My registrations”. Click on **+INFO**.



On the tab Orders/Cancellations, on the column “Actions”, click on “Payment document upload”. Once they validate your proof of payment, you will be officially registered. If there is any problem, you could send a copy of the proof to [info@uik.eus](mailto:info@uik.eus), stating your name, surname and title of the conference.

- If, in the meantime, you have received a cancellation message from info@uik.eus, the mail will inform you that you have to start your registration again and will give you some general instructions that may confuse you. Perhaps **the simplest way is to answer this message attaching your proof of payment**, and wait for your cancelled registration to be validated. However, you can also register again. Just click on the registration link you have again (as this is the direct way without having to look for the conference anywhere else), enter as a user this

time with your mail and password. Step 1 will stay as you had left it, so you will not need to fill in your personal details again, go to the following steps choosing your options and upload the proof of payment on step 5. Finish your registration.

Later on, when you need your definitive bill, attendance certificate, etc., you will be able to find all this in the same way as explained above (Access to personal area, scroll down to find the conference and click on **+INFO**)

Click here now for [Registration](#).