10th Congress of the International Pediatric Transplant Association (IPTA 2019)

HOW TO REGISTER GUIDE

For Registration inquiries contact Eugenia ’Kena’ Siu at info@ipta2019.org

How to Register Guide - https://cm.ipta2019.org
Login Page

IMPORTANT: We recommend that you use one of the following browsers: Google Chrome, Firefox and Safari, to avoid experiencing problems.

You must have a user account in order to register.

Click here (only once) to retrieve your password if forgotten. An email will be sent to you, please be patient. Make sure to check your junk mail folder.

Returning user login (use only if you have previously created a user account)

Click here to Create a new user account. Avoid using Microsoft accounts like Hotmail

If you already have a user account but cannot remember the email address you used, please do NOT create a new account. Send us a request at info@ipta2019.org

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Create a Profile

In order to create an account, you will need to complete the 3 Steps containing profile information.

**Step 1:** Account information – Name, Email (preferably not Hotmail), Password, Country and Membership information.

**Step 2:** Professional information – Profession, Credentials, Degrees, Gender, Areas of Interest.

**Step 3:** Contact information – Job Title, Department, Institution, Mailing Address, City, State, Country, Phone, Assistant Information.

**Review:** Once the 3 steps above are completed, you will have the chance to review the information and make modifications in ‘My Profile’ module.

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Your Dashboard

Step 1 – My Profile
To make modifications to your profile

Step 2 – Student Validation
To submit Student and Trainee proof of status

Step 3 – Alternate Billing Address
To use a different billing address such as Organization or University

Step 4 – Register for Conference
To register for the Congress and Pre-Symposia

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1. Select your billing address: profile or custom

2. To modify your custom billing address click here. Make sure to check the circle and save

3. Enter your Emergency contact information (mandatory)

4. Select your Special Diet

5. Click the Green button to continue

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Page 2 – Select your Registration Category

1. Congress registration inclusions and extra information. Please read carefully. On the next step you will be able to select the Pre-Meetings

2. If you are planning to attend ONLY Pre-Meetings, select it from below

3. Click the Green button to continue. Click the ‘Back’ button to go to the previous page

Note: The system will show you the Member or Non-Member fees according to the information you provided when creating your user account. Contact us if you need any changes

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10th Congress of the International Pediatric Transplant Association
1. Registration information. Please read carefully.

<table>
<thead>
<tr>
<th>Pre-Meetings</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Symposium: Foundations in Paediatric Transplantation - Delegates</td>
<td>$150.00</td>
</tr>
<tr>
<td>Pre-Symposium: Foundations in Paediatric Transplantation - Students/Trainees/AHP/Emerging Economy</td>
<td>$100.00</td>
</tr>
<tr>
<td>Pre-Symposium: Allied Health</td>
<td>$100.00</td>
</tr>
<tr>
<td>Improving Outcomes in Pediatric Transplant: A collaborative and comprehensive approach to care</td>
<td></td>
</tr>
<tr>
<td>Saturday May 4: 09:00 to 16:00</td>
<td></td>
</tr>
<tr>
<td>Writing Workshop</td>
<td></td>
</tr>
<tr>
<td>Saturday May 4: 09:00 to 11:30</td>
<td></td>
</tr>
</tbody>
</table>

2. Click the Green button to continue. Click the ‘Back’ button to go to the previous page.

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1. Click on drop down menus to select the number of tickets you need for each social activities.

2. Click the Green button to continue. Click the ‘Back’ button to go to the previous page.

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1. Review all information

To change any registration products click on ‘Modify’ or ‘Edit my Registration’

2. Once you have verified you registration click on the blue button. Please note that after clicking this button you won’t be able to make additional modifications. The following pop-up window will show

Do you really want to confirm your registration? You will not be able to modify it once confirmed!

Cancel  OK

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Page 6a – Summary & Payment Options

Registration Summary

Total amount to process with credit card (Visa or MasterCard)

Select the Payment Option that suits you best

Click here to Exit the registration process and pay later

Click on the blue buttons to Print, Save (as pdf) or Email your invoice

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Please note that the preferred Payment Method is with Credit Card. We accept Visa and MasterCard. Enter the required fields. The CVV is the 3 digits located on the back of the credit card.

Payment Option-1 - VISA or MasterCard
Credit Card Number (no spaces) [Field]
Credit Card Holder Name [Field]
Expire month [Dropdown]
Expire year [Dropdown]
CVV [Field]
Click here to process $1,350.00 by credit card

Payment Option-2 - Pay by Cheque or Bank Draft

Payment Option-3 - Wire / Bank Transfer - Please note a $30 USD fee applies

When clicking on the Cheque and Wire/Bank Transfer tabs further information is provided, please read carefully. Make sure to fill out the required fields. Payments with cheque and wire/bank transfer must be received by the registration category deadline, otherwise additional fees may apply. Cheques and wire/bank transfers of late registrations must be received at our office by April 14, 2019. After this date, all payments must be done with a credit card. Please note that we do not accept American Express.

Click on the blue button to process the full payment.

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Your registration is paid!

Click on the orange button to Print, Save or Email your Invoice. Please note that you will NOT receive a confirmation email.

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Note that the Type of payment appears as “Pending”. Once the payment has been received and entered into the system, the type status will change to “Payment”. The Registration Coordinator will send you an email confirming the registration together with the invoice.

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NOTE: If you have registered as a Student or Trainee you MUST provide proof of your status, otherwise your registration is not valid and you will have to pay the difference in order to attend the Congress. On the ‘Dashboard’ click on ‘Student Validation’ in order to submit your proof (student ID or letter).
Registration & General Assistance

For additional questions or inquiries on the Registration process, and for general inquiries about the Congress, please contact the Congress Secretariat at info@ipta2019.org

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