

# AEAA CONFERENCE USER REGISTRATON

This guide provides steps required for registration and payment. Delegates must use the following guide to book for the AEAA event.

1.1. Click **Register Now**, Or **Register** on the Top Left

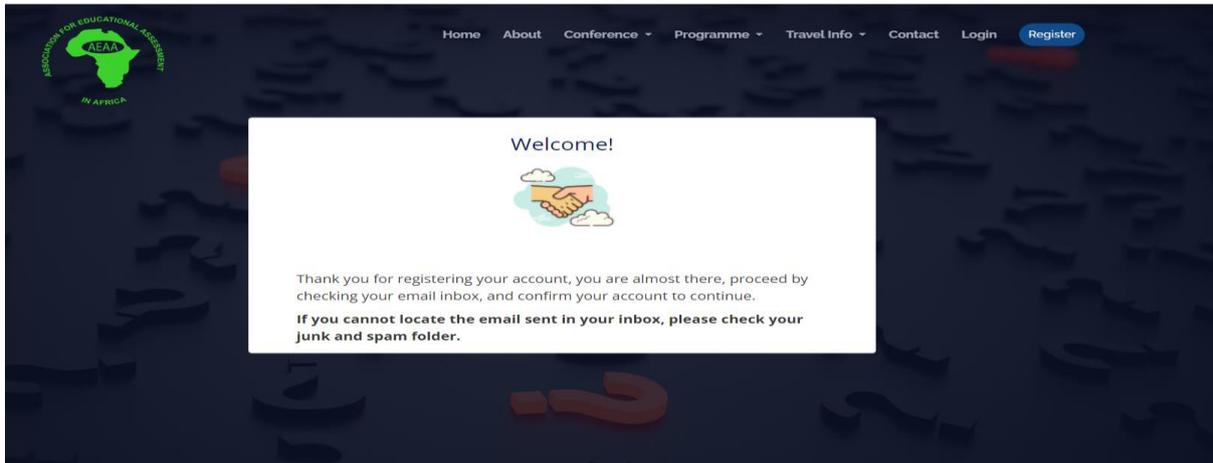


2. On Register as : Choose **Corporate** to Register corporate delegates, applicable for corporate group registration.  
Or choose **Individual** for Individual registration .
3. Click **Create Account**.

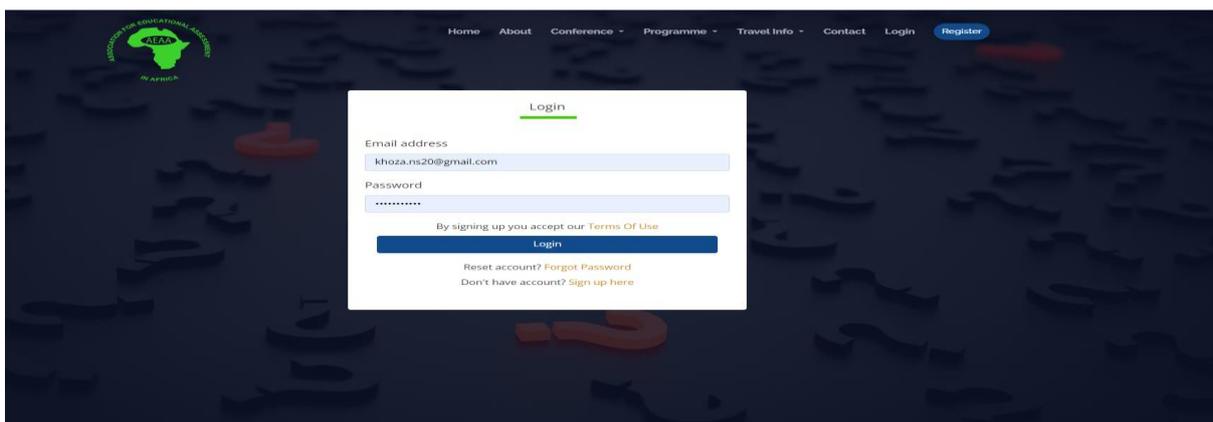
A screenshot of the 'Account Registration' form on the AEAA website. The form is titled 'Account Registration' and has the following fields:

- Register as: Corporate (dropdown menu)
- Title: Dr (dropdown menu)
- Contact Person: Fanelesbonge
- Email: khoza.ns20@gmail.com
- Phone number: 0839503039
- Organisation: Igula Farming
- Country: South Africa (dropdown menu)
- Password: [masked]
- Confirm Password: [masked]

A blue 'Create Account' button is at the bottom of the form.

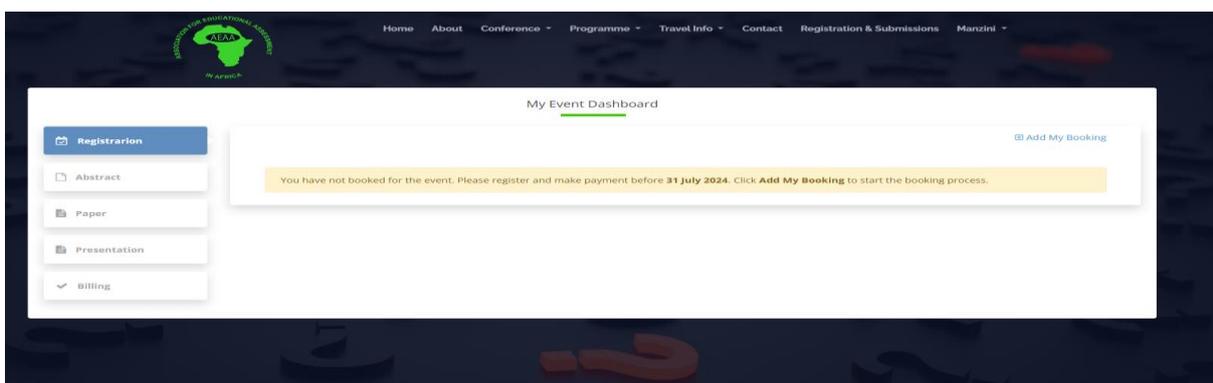


4. After submitting the form, you will receive a confirmation email, please check your mailbox and confirm your account. If the confirmation email does not appear in your mailbox, please check the **junk/spam** folder.
5. After the account is confirmed click on **Login**



## Individual Booking

6. For **Individual Booking** (See No. 6 for Corporate Booking)
  - Click **Registration & submissions** on the Menu
  - You can update the Flight details at a later stage.



➤ Fill the Form

Complete Event Booking

Country: South Africa

Conference Fee: Premium Fee for South Africans, Incl Excursions / R1

Select Excursion: Robben Island

Organisation: Igula Farming

Diet: Vegetarian

Allergies: None

Attend as: Delegate

Flight Arrival: 2024/08/15 15:42

Flight Departure: 2024/08/31 15:42

You can update your flight details later, once you have secured your flight.

Close Submit

➤ Click **Complete booking** to make payment.

My Event Dashboard

Payment Required. Review information captured and complete your booking. Download the invoice and finalise your registration

Delegate(s)

Mr Misithemba Zungu Zenzele Algeria Premium Fee, Incl Excursions Booked: Payment Pending

Complete Booking

➤ Click **Complete Booking**

Event Payment

Review delegate information captured, you will not be able to make changes once you **Complete Your Booking**. After completing your booking download the invoice and use the banking details provided to make payment.

Delegate Information

Mr Misithemba Zungu Profile

Zenzele

Algeria

Conference Fee + Excursion

Edit Booking

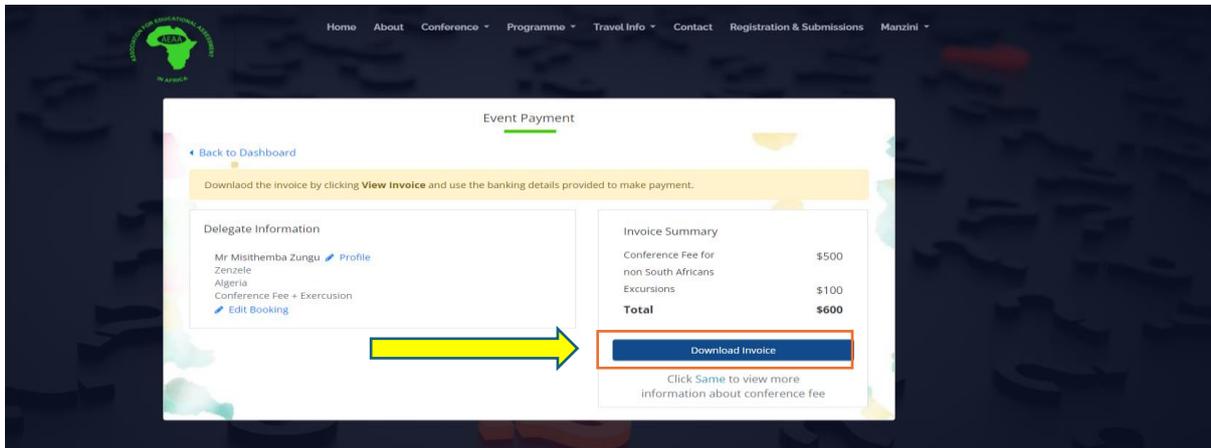
Invoice Summary

Conference Fee for non South Africans	\$500
Excursions	\$100
<b>Total</b>	<b>\$600</b>

Complete Booking

Click Same to view more information about conference fee

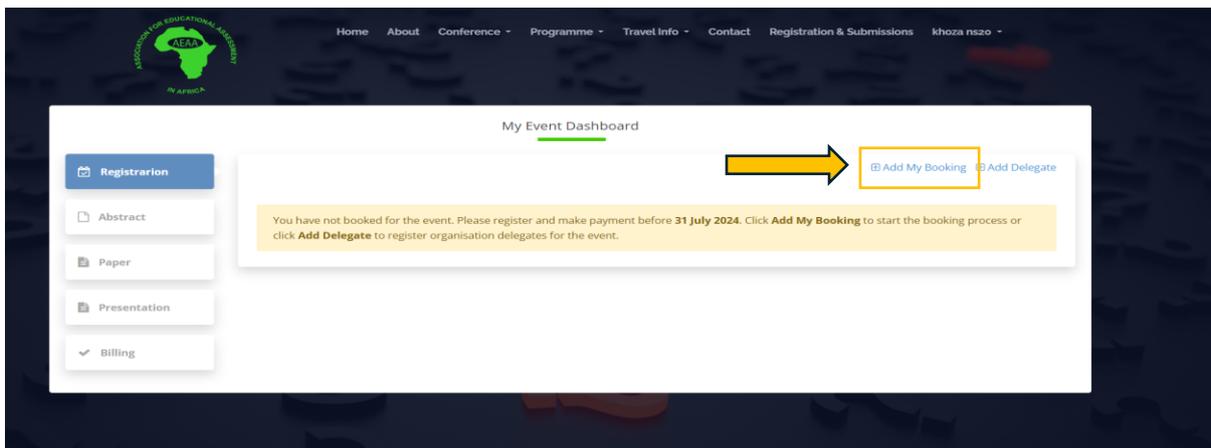
- Click **Download Invoice**, to view your invoice. Download the invoice and use the Umalusi banking details on the invoice to complete the registration process
- **Note:** Invoice contains banking details that must be used by delegates for payment. Kindly review your invoice and use the details provided in the invoice to complete your registration.



- Click **Back To Dashboard** to go back to the dashboard.
- On the dashboard you can **Add Abstract, Add Paper or Presentation**

## Corporate Booking

7. For **Corporate Booking**
  - Click **My Booking** to Add your Booking as an admin
  - Click **Add delegate** to add delegates



➤ Fill the form

**Add Corporate Delegate**

Title: Mr | First Name: Mlindeni

Surname: Mlindeni | Attend as: Delegate

Phone Number: 0839503039 | Email: Mlindeni@gmail.com

Country: South Africa | Conference Fee: Premium Fee for South Africans, Incl Exercusi

Select Excursion: Robben Island | Organisation: Mhlali PTY LTD

Diet: None | Allergies: None

Flight Arrival: 2024/05/27 15:51 | Flight Departure: 2024/05/27 15:51

Close Submit

8. Click **Add Delegate**

**My Event Dashboard**

Complete Booking Add Delegate

Payment Required. Review information captured and complete your booking. Download the invoice and finalise your registration

Delegate(s)	Country	Conference Fee
Dr fanelesbonge fanelesbonge (Admin)	Igula Farming South Africa	Premium Fee for South Africans, Incl Exercusions

Booked: Payment Pending

➤ Fill the form

**Add Corporate Delegate**

Title: Ms | First Name: Zamandla

Surname: Mazibuko | Attend as: Delegate

Phone Number: 0764976530 | Email: Zamandla@gmail.com

Country: South Africa | Conference Fee: Premium Fee for South Africans, Incl Exercusi

Select Excursion: Cape Peninsula | Organisation: Owner

Diet: Halaal | Allergies: None

Flight Arrival: 2024/05/27 15:53 | Flight Departure: 2024/05/27 15:53

Close Submit

## 9. Click **Complete Booking** to make payment

The screenshot shows the 'My Event Dashboard' with a navigation menu at the top: Home, About, Conference, Programme, Travel Info, Contact, Registration & Submissions, and Mindeni. On the left is a sidebar with 'Registration' (selected), Abstract, Paper, Presentation, and Billing. The main content area has a 'Payment Required' banner and a table of delegates. A yellow arrow points to a 'Complete Booking' button in the top right of the dashboard.

Delegate(s)				
Mr Mindeni Mindeni (Admin)	Mhlali PTY LTD	South Africa	Premium Fee for South Africans, Incl Exercursions	Booked: Payment Pending
Ms Nomcebo Ngcobo	ikhwezi	South Africa	Premium Fee for South Africans, Incl Exercursions	Booked: Payment Pending
Ms Zamandla Mazibuko	Owner	South Africa	Premium Fee for South Africans, Incl Exercursions	Booked: Payment Pending

## 10. Click **Complete Booking**

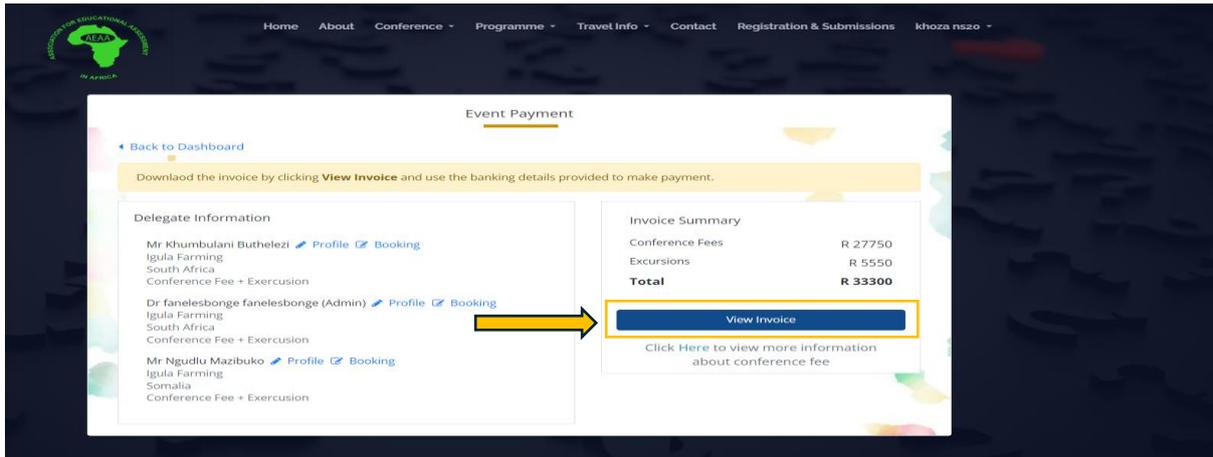
The screenshot shows the 'Event Payment' page with a navigation menu at the top: Home, About, Conference, Programme, Travel Info, Contact, Registration & Submissions, and khoza nszo. A 'Back to Dashboard' link is at the top left. A yellow banner contains instructions: 'Review delegate information captured, you will not be able to make changes once you Complete Your Booking. After completing your booking download the invoice and use the banking details provided to make payment.' Below this are 'Delegate Information' and 'Invoice Summary' sections. A yellow arrow points to a 'Complete Booking' button in the 'Invoice Summary' section.

Delegate Information	
Mr Khumbulani Buthelezi	Profile Booking
Igula Farming	
South Africa	
Conference Fee + Exercursion	
Dr fanelesbonge fanelesbonge (Admin)	Profile Booking
Igula Farming	
South Africa	
Conference Fee + Exercursion	
Mr Ngudlu Mazibuko	Profile Booking
Igula Farming	
Somalia	
Conference Fee + Exercursion	

Invoice Summary	
Conference Fees	R 27750
Excursions	R 5550
<b>Total</b>	<b>R 33300</b>

11. Click **View Invoice**, to view your invoice. Download the invoice and use the Umalusi banking details on the invoice to complete the registration process

- **Note:** Invoice contains banking details that must be used by delegates for payment. Kindly review your invoice and use the details provided in the invoice to complete your registration.



12. Click **back to Dashboard**, at the top right on the previous picture
- NB: Each Delegate will receive a link to activate their Profile, they will be prompted to update their passwords and be able to login
  - They can Add an **Abstract**, or **Paper** or **Presentation**