### **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.

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WAPNICK	Account Re	egistration	See The
Register as		Title	And Personnel Street, or other
Corporate	÷	Dr	·
Contact Perso	n	Email	
Fanelesbong	ge	khoza.ns20@gmail.com	The second second
Phone numbe	r:	Organisation	the second se
0839503039	•	Igula Farming	
Country			A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER OWNE
South Africa	• ~		
Password		Confirm Password	
	Create A	Account	



- 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

	Home About Conference - Programme	- Travelinfo - Contact Login (Register)	
	Login	And Address of the Owner of the	
		a contract of the second se	
	Email address	and the second se	
	khoza.ns20@gmail.com	and the second se	
	Password		
		No. of Concession, Name of Street, or other	
	By signing up you accept our Terms Of Use		
	Login		
	Reset account? Forgot Password Don't have account? Sign up here		
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# **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.

	My Event Dashboard
2 Registration	Add My Booking
Abstract	You have not booked for the event. Please register and make payment before <b>31 July 2024</b> . Click <b>Add My Booking</b> to start the booking process.
Papor	
Presentation	
Billing	

#### ➢ Fill the Form

and the could are all	Complete Ev	ent Booking ×	ssions manzini <del>*</del>
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W AFRICE	South Africa 🗸	Premium Fee for South Africans, Incl Exercusions / R1 👻	
	Select Excursion	Organisation	
	Robben Island 🗸	Igula Farming	CP Add My Booking
Registration	Diet	Allergies	B AUCHTY DUALITY
C Abstract	Vegetarian ~	None	
	Attend as		and process.
Paper	Delegate		
Presentation	You can update your flight details later, once you have see	ured your flight.	
	Flight Arrival	Flight Depature	
V Billing	2024/08/15 15:42	2024/08/31 15:42	
		Close Submit	

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

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	AFRIG <sup>E</sup>	M	y Event Dashboard			
🗭 Registrarion					Complete Booking	
Abstract	Payment Required. Revi	ew information captured a	nd complete your booking. Download :	the involce and finalise your registration		
🔓 Paper	Mr Misithemba Zungu	Zenzele Algeria	Premium Fee, Incl Exercusions	Booked: Payment Pending	2 🗎	
Presentation						-
✔ Billing						

Click Complete Booking

	Eve	ent Payment		
	<ul> <li>Back to Dashboard</li> </ul>			
	Delegate Information	Invoice Summary		
	Mr Misithemba Zungu 🏈 Profile	Invoice Summary Conference Fee for	\$500	
	Algeria Conference Fee + Exercusion	Excursions	\$100	
	<ul> <li>Edit Booking</li> </ul>	Total	\$600	
Contra		Complete Book	ing	

- 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.

	Event Payment			
Back to Dashboard				
	and use the barring details provide			
Delegate Information		Invoice Summary		
Mr Misithemba Zungu 🥒 Profile		Conference Fee for	\$500	
Algeria		Excursions	\$100	
Conterence Fee + Exercusion		Total	\$600	
	\	Download Invo	ce.	

- > 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

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	My Event Dashboard
🗑 Registrarion	B Add My Booking B Add Delegate
🗋 Abstract	You have not booked for the event. Please register and make payment before <b>31 July 2024</b> . Click <b>Add My Booking</b> to start the booking process or click <b>Add Delegate</b> to register organisation delegates for the event
Paper	
Presentation	
✓ Billing	

#### ➢ Fill the form

CT COREDUCATIONAL TRE	Add Corp	orate	Delegate	×	& Submissions Mlindeni -
AEAA Vitro ogs	Title		First Name		
Warnich	Mr	~	Mlindeni		
- 31 - 12 -	Surname		Attend as		
	Mlindeni		Delegate	~	
An Deviaturation	Phone Number		Email		Add My Booking      Add Delegate
Registration	0839503039		Mlindeni@gmail.com		
🗅 Abstract	Country		Conference Fee		to start the booking process or
	South Africa	~	Premium Fee for South Africans, Incl Exercusi	~	
Paper	Select Excursion		Organisation		
	Robben Island	~	Mhlali PTY LTD		
E Presentation	Diet		Allergies		
✓ Billing	None	~	None		
	Flight information is not required at this stage,	ensur	e the information is updated.		
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	2024/05/27 15:51	5	2024/05/27 15:51	5	
			Close Submit		

### 8. Click Add Delegate

or APRICE.	
	My Event Dashboard
egistrarion	Complete Booking    Add Delegate
	Payment Required. Review information captured and complete your booking. Download the invoice and finalise your registration
ostract	Delegate/(s)
aper	Dr fanelesbonge fanelesbonge Igula South (Admin) Farming Africa Ferrusions Ferrusions
esentation	

> Fill the form

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	Title	First Name		
A ARBIGN	Ms ~	Zamandla		
	Surname	Attend as		
	Mazibuko	Delegate	~	
62 Registration	Phone Number	Email		Complete Booking
	0764976530	Zamandla@gmail.com		our registration
Abstract -	Country	Conference Fee		
	South Africa 👻	Premium Fee for South Africans, Incl Exercusi	~	
Paper (A	Select Excursion	Organisation		Pending 🖉 💼
	Cape Peninsula 👻	Owner		
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9. Click Complete Booking to make payment



10. Click Complete Booking

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	Eventra	internet in the second s		
<ul> <li>Back to Dashboard</li> </ul>				
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booking downlaod the invoice and	ured, you will not be able to make ch d use the banking details provided to	make payment.	ter completing your	
Delegate Information		Invoice Summany		
		invoice summary		
Mr Khumbulani Buthelezi 🥓 Pr	ofile 🕼 Booking	Conference Fees	R 27750	
South Africa		Excursions	R 5550	
Conference Fee + Exercusion		Total	R 33300	
Dr fanelesbonge fanelesbonge (	Admin) 🥓 Profile 🕼 Booking			
Igula Farming		Complete Bo	oking	
Conference Fee + Exercusion				
Mr. Ngudlu Mazibuko 🥒 Profile	R Booking	Click Here to view mo	pre information	
Igula Farming	us booking	about confere	ince iee	
Somalia				

- 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.

Home About Conference - Programm	e - Travel Info - Contact Registr	ration & Submissions kł	oza nszo +
Event Pay	ment		
Back to Dashboard     Downlaod the invoice by clicking View Invoice and use the banking det	ails provided to make payment.		
Delegate Information Mr Khumbulani Buthelezi 🖉 Profile 🕼 Booking Igula Farming South Africa Conference Fee + Exercusion	Invoice Summary Conference Fees Excursions Total	R 27750 R 5550 <b>R 33300</b>	1
Dr fanelesbonge fanelesbonge (Admin) Profile @ Booking Igula Farming South Africa Conference Fee + Exercusion Mr Ngudlu Mazibuko Profile @ Booking Igula Farming Somala Conference Fee + Exercusion	Click Here to view my about confere	sice ore information ence fee	

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**