

User Manual – Online Registration for the NeuroIS Society





1. Create a user account at ConfTool.
2. Login to your account and choose "Register as Participant"

Welcome, Max Mustermann

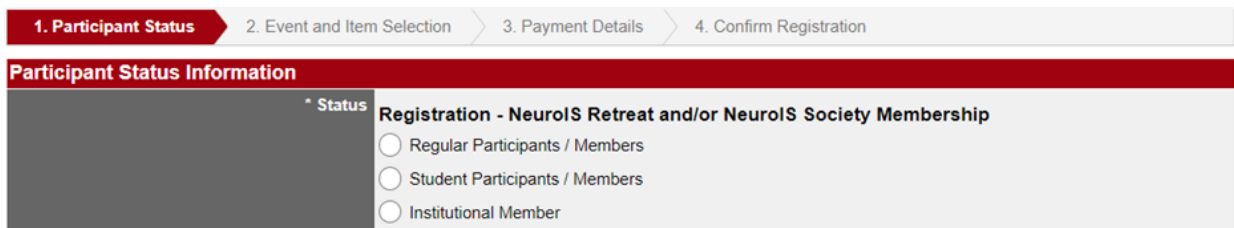
You are logged in as user **MaxMustermann**.

You are not yet registered as participant. You can register below.

You can select from the following options:

-  **Your Submissions**
Here you can submit new contributions and manage your submitted contributions.
-  **Register as Participant**
Here you can register for conference participation.
-  **Show User Account Details**
Here you can access the personal data of your user account.
-  **Edit User Account Details**
Here you can update your personal user data.

3. Choose your **membership type** (see Figure below)
Currently enrolled as student: please choose "Student Participants / Members"
Not enrolled as a student: please choose "Regular Participants / Members"
Institutional membership: please choose "Institutional Member"



1. Participant Status 2. Event and Item Selection 3. Payment Details 4. Confirm Registration

Participant Status Information

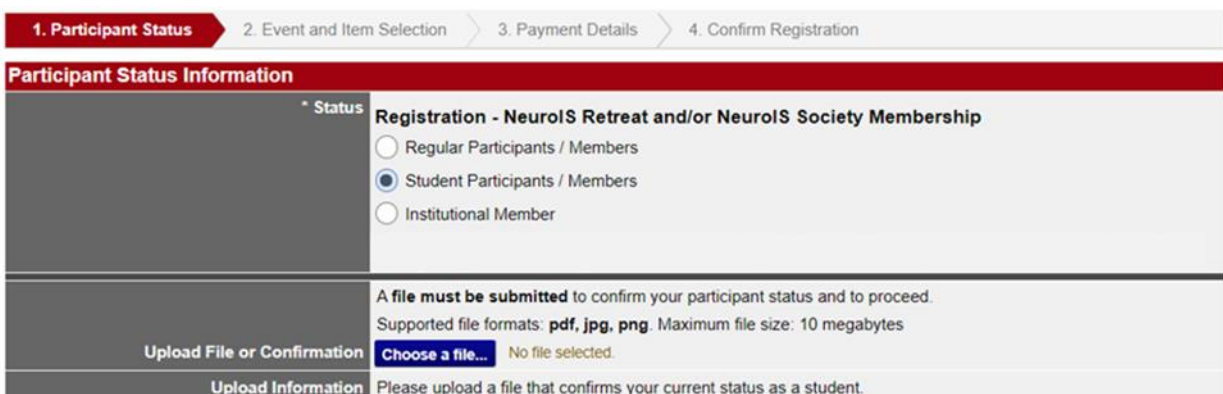
* Status **Registration - NeuroIS Retreat and/or NeuroIS Society Membership**

Regular Participants / Members

Student Participants / Members

Institutional Member

Please note that students will have to upload a confirmation of their student enrolment at this point in the process (see below).



1. Participant Status 2. Event and Item Selection 3. Payment Details 4. Confirm Registration

Participant Status Information

* Status **Registration - NeuroIS Retreat and/or NeuroIS Society Membership**

Regular Participants / Members

Student Participants / Members

Institutional Member

Upload File or Confirmation **Choose a file...** No file selected.

Upload Information Please upload a file that confirms your current status as a student.

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4. Choose your **membership items**

In the category "NeuroIS Society Membership", you then have to check your membership type. Please note that training course participants must be members of the NeuroIS Society (otherwise participation is not possible). Participation is free for NeuroIS Society members. The maximum number of training course participants is 20 (when this number is reached, the training course cannot be selected anymore).

Registration for Participation - Step 2 of 4: Event and Item Selection

Please select the events and items of interest to you.

1. Participant Status ✓	2. Event and Item Selection	3. Payment Details	4. Confirm Registration
Participant Status Information			
<hr/>			
Events/Items			
Conference			Price
<input type="checkbox"/>	NeuroIS Retreat Schloss Wilhelminenberg, Vienna, Austria		
NeuroIS Society Membership			Price
<input checked="" type="checkbox"/>	Regular membership (NeuroIS Society)		
Training course			Price
<input type="checkbox"/>	NeuroIS Training Course Schloss Wilhelminenberg, Vienna, Austria		

5. Check your registration and enter **payment details**

On the next page you will be provided with a summary of your order and you have the opportunity to enter a different address for your invoice ("Use alternative address" – see Figure below).

Registration for Participation - Step 3 of 4: Payment Details

Please enter your payment method and details.

1. Participant Status ✓	2. Event and Item Selection ✓	3. Payment Details	4. Confirm Registration
Description	Unit Price	Fee (incl. VAT/GST)	Included VAT (GST)
NeuroIS Society Membership Student membership (NeuroIS Society). <i>Please select this option if you are a student (includes PhD students) want to become a member of the NeuroIS Society. Your membership will be valid through the calendar year</i>			
Training course NeuroIS Training Course Event Location: Schloss Wilhelminenberg, Vienna, Austria			
Total Amount			
Invoice Address: Choose Recipient of Invoice and Receipt			
* Recipient of invoice and receipt	<input checked="" type="radio"/> Use the address of the participant		
Participant's address	Mustermann University Max Mustermann Mustermann Strasse 1 4400 Steyr Austria info@neurois.org		
Invoice address if different from the address of the user account			
* Recipient of invoice and receipt	<input type="radio"/> Use an alternative address. Please select this option and enter details below.		
EU VAT ID			
EU VAT ID	<input type="text"/>		
	If the receiver of the invoice is a business client and located in the EU, please enter your EU VAT Identification Number . Please do not enter your national tax number.		
Participant Reference No.			
Reference	<input type="text"/>		
	You may enter a reference ID, e.g. a purchase order number or a VAT number to be printed on the invoice.		

6. Confirm your purchase

You will have one last opportunity to check your registration and at this point you will be provided with the terms and conditions that you have to read carefully and then accept, before you can proceed to the checkout.

Registration for Participation - Step 4 of 4: Confirm Registration

Please confirm your entries by clicking on "Confirm Purchase".
Only then you are registered as a confirmed conference participant.

After completing the registration process, you will receive a confirmation e-mail. You will also be able to print out your registration confirmation and invoice from the overview page.

1. Participant Status ✓	2. Event and Item Selection ✓	3. Payment Details ✓	4. Confirm Registration
Name and Organization of User			
Max Mustermann Mustermann University Mustermann Strasse 1 4400 Steyr Austria E-Mail: info@neurois.org			1007
Participant Status Information			
Registration Date: Status: Student Participants / Members Submitted File/Confirmation: Student enrolment.pdf			
Description			
Student membership (NeuroIS Society).	Unit Price	Fee (incl. VAT/GST)	Included VAT (GST)
NeuroIS Training Course			
Event Location: Schloss Wilhelminenberg, Vienna, Austria			
Total Amount			
Payment Details			
Via credit card, using a secure online payment service.		No payment has been recorded yet.	
Confirmation of Registration Terms			
Terms of Registration and Payment		Terms and Conditions	

7. Payment

If your registration was successful, you will be redirected to the "Overview" page of your user profile, which will now look as follows:

✓ **Participation Data Has Been Saved**
The participation registration has been saved successfully. From the ConfTool "overview" page you can print out a registration confirmation and/or an invoice either now or later.

Welcome, Max Mustermann

You are logged in as user MaxMustermann.

You are registered as participant. Total Amount:

Selected payment method: Via credit card, using a secure online payment service.

No payment has been recorded yet.

Please use our secure online system to enter your credit card data.



Please note that Cookies have to be enabled for an automatic processing of your payments (this is usually the case).
If you experience any problems, please contact the conference organizers at info@neurois.org.

Afterwards, when you click on the "Start Payment" button, you will be redirected to the page of our payment provider (see below). You will receive another confirmation if your credit card payment was successful.

Please enter the following data:

Amount:

Date:

Max Mustermann

Card number:

Expiration date:

Card security code:



CANCEL

NEXT >