

7<sup>th</sup>

## International Lymphoedema Framework Conference

Siracusa, Italy · 21-24 June 2017

co-hosted by the Italian Lymphoedema Framework



### ILF 2017 step-by-step registration process

**The first time you log in to the system you will be asked to enter your email address and to create an account.**

**If you have entered the system before (e.g. by submitting an abstract), you need to use the same e-mail and password to log-in.**

#### To register:

1. Click the module/button **'Individual Registration'**
2. Click the button **'I want to register myself'** or if you are not attending but want to register a participant click the button **'Register someone else'** (requires contact details; email, institute name, address etc. of the person you wish to register)
3. Choose the relevant participant type from the drop down menu and click the **'choose tickets'** button
4. You will then reach the page where you add the relevant registration fee to your "shopping basket", once this is done click the green **'continue'** button
5. In the next step you are able to edit the invoice address if different from your profile. If this is needed, click the grey **'edit invoice address'** button, enter the mandatory fields (marked with a red \*) and click save
6. Now choose your payment type from the drop down menu and click the green **'continue'** button, you will see a summary of your registration. If everything is in order you click the green **'finish registration'** button
7. If you choose credit card (VISA or MasterCard only) you will be guided further to a secure payment platform
8. Upon completion of payment type you will reach the final page of your registration where you are able to print a copy of your invoice or receipt if paid by credit card. You will also automatically receive an email confirmation, and a copy of the invoice or credit card receipt will be attached
9. If you wish to register further participants, you can do so by clicking the button **'Desktop'** and repeat the above registration process

10. You will automatically receive invoice or credit card receipt (depending on payment type) electronically, if you register participants under your profile. Each participant that you register under your profile will also automatically receive an email confirmation that you registered them to attend the conference.

NB: The invoice will only be sent electronically to your e-mail. It is not sent via post.

11. Click log out when you are finished