## <u>User Login</u>

Login to the URL <a href="https://conference.manipal.edu/Registration/">https://conference.manipal.edu/Registration/</a>

The list of events is displayed along with event name, event date, Register on or before date and Registration status.

MAF	E Workshop/Conference Registration	Portal		
Sr no	Event Name	Event Dates	Register On or before	Registratio Status
Sr no	Event Name Indian society for surgery for the Hand Mid Term CME	Event Dates 27 Apr 2019 To 28 Apr 2019	Register On or before 31-Mar-2019	Registratio Status Closed
<b>Sr no</b> 1 2	Event Name Indian society for surgery for the Hand Mid Term CME MANIPAL HEAD AND NECK SURGERY & LASER WORKSHOP - 2019	Event Dates 27 Apr 2019 To 28 Apr 2019 19 Jul 2019 To 21 Jul 2019	Register On or before 31-Mar-2019 29-Aug-2019	Registratio Status Closed Ongoing

Click on the workshop or conference you wish to register for. The registration form of the particular selected event opens up. Note that if the Registration status corresponding to a particular event is **closed**, then you will not be able to register.

MACHIAL			
ndian society for	surgery for the Hand	Mid Term CME	
Registration Form			
Please Enter your Email ID to <u>reg</u>	<u>jister</u> and use the same email ID incase of t	transaction failure.	
Email			
Next			

Enter your email id and click **Next** button.

Fill in the registration form details.

Choose participation (currency) - National Participant or International participant

If National participant is selected, another field MAHE or Non MAHE is displayed. (Only for National participant)

MANIPAL.		
Honorific		
Name		
Choose Participation (Currency)	National Participant (INR)	
Category	- Select One -	
MAHE / non-MAHE	Please Choose	
Accommodation	Please Choose	
Institution		
Address		
Mobile		

Choose whether MAHE or Non MAHE

If MAHE is selected -> choose MAHE category- whether student or staff.

manipal	
Name	
Choose Participation (Currency)	National Participant (INR)
Category	- Select One -
MAHE / non-MAHE	MAHE
	Choose a MAHE CategoryPlease Choose •
	Enter MAHE Roll No / MAHE Employee ID (Enter a Valid MAHE ID: Eg. MAHEXXXXXXX)
Accommodation	Please Choose
Institution	
Address	
Mobile	

If MAHE Staff, make sure to enter valid MAHE Employee ID in full (e.g.: MAHEE0013947)

If MAHE student, make sure to enter valid register number.

The MAHE Employee ID or Student Register No will be validated. If valid, success message will be displayed and Institution is auto populated.

(manipal)			•
Category	- Select One -		
MAHE / non-MAHE	MAHE		
	Choose a MAHE Category	Staff •	
	Enter MAHE Roll No / MAHE Employee ID (Enter a Valid MAHE ID: Eg. MAHEXXXXXX)	MAHE0013987	
	Staff Validated! Continue Registration.		
Accommodation	Please Choose		
Institution			
Address			
Mobile			
Next			•

If MAHE Employee Id or Student Register Number is not valid, error message is displayed.

(manipal)			•
Category	- Select One -		
MAHE / non-MAHE	non-MAHE •		
	Choose a MAHE Category	Please Choose •	
	Enter MAHE Roll No / MAHE Employee ID (Enter a Valid MAHE ID: Eg. MAHEXXXXX)	NA	
	Invalid Employee ID		
Accommodation	Please Choose		
Institution			
Address	6		
Mobile			
Next		WorkshopConf_Manual - Word	Ŧ

All fields are mandatory.

After entering all registration details, click on **Next** button. A registration acknowledgement mail is sent to the participant email id. Note that the registration is complete only after successful payment. After clicking on **Next** button, the following screenshot is displayed.

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	You Pay RS 500.00/-	* <u>Note:</u> Transaction fees cl Transaction fee cha reversal/ chargebad	narged would be borne by cardhol arges would not be refunded/rever ck and any other reasons	der for any payment sed under any circumstance:	o for any refund/		
	Choose a Payment Cateway	please write to uss. Subject:Payment F IT MIGHT TAKE LIT	please write to uss.workshop@manipal.edu with personal and transaction details and Subject.Paymont Failure IT MIGHT TAKE LITTLE LONGER TIME TO GET REGISTERED. KINDLY COOPERATE. D(				
		REFRESH/GO BAC	REFRESHIGO BACK Payment Gatewa	ay Charges			
			Transaction Type	Convenience Charges			
				Atom			
			Debit Cards : 0-2000	0%			
			Debit Cards : Above Rs 2000	0.9%			
			Credit Cards	0.9%			
			Net Banking	Rs 9			

The amount to be paid is displayed along with the payment gateway, rules and charges.

There are 2 payment gateways provided for National participants- **ATOM** and **PayTM**. Select the preferred payment gateway and click on **Register** button. You will be redirected to the selected payment gateway.

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PAYMENT MODE Card Card Credit Card Debit Card Debit Card with ATM PIN	Credit Card Credit Card Number 01 ▼ 2019 ▼ CVV / === = Name On Card Bank Name	Amount Payable <b>₹ 504.50</b> MANIPAL ACADEMY OF HIGHER EDUCATION Transaction Id :0_ATKMCMAGS86_000005
⊕ Net Banking UPI € Wallet	Billing Details ☐ 94XX4XXX37 Cancel Pay Now	(₹) Amount: 500.00 Processing Fee: 4.50 GST: 0.00 * Processing Fee & GST are non refundable.
	By clicking Pay Now you are agreeing to Terms & Conditions	

In case of International participants, ATOM Gateway is the default payment gateway for payment.

You Pay USD 50.00/-	* <u>Note:</u> Transaction fees charged would be borne by cardholder for any payment Transaction fee charges would not be refunded/reversed under any circumstances for any refur reversal chargeback and any other reasons please write to uss.workshop@manipal.edu with personal and transaction details and SubjectPayment Failure IT MIGHT TAKE LITULE LONGER TIME TO GET REGISTERED. KINDLY COOPERATE. DO NOT REFRESH/GO BACK			
		Payment Gatew	/ay Charges	
		Transaction Type	Convenience Charges	
			Atom	
		Debit Cards : 0-2000	0%	
		Debit Cards : Above Rs 2000	0.9%	
		Credit Cards	0.9%	
		Net Banking	Rs 9 per transaction	
Register				

Complete the online payment through the payment gateway.

You will receive an acknowledgement mail on successful completion of online payment.

Save your Registration ID for future reference.

In case of transaction failure, enter the same email id used to register. It will directly take you to the payment gateway. No need to register again.