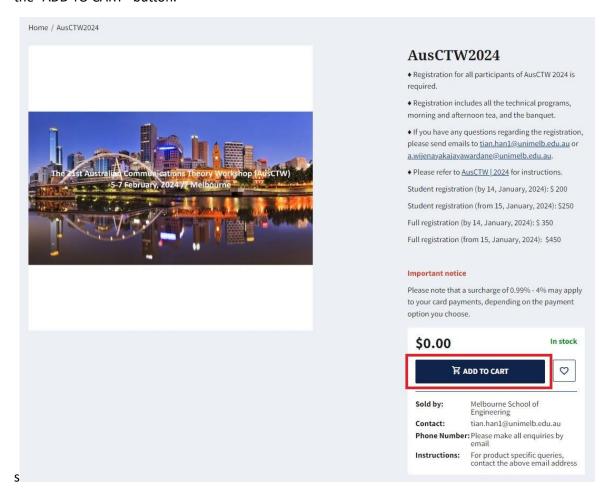
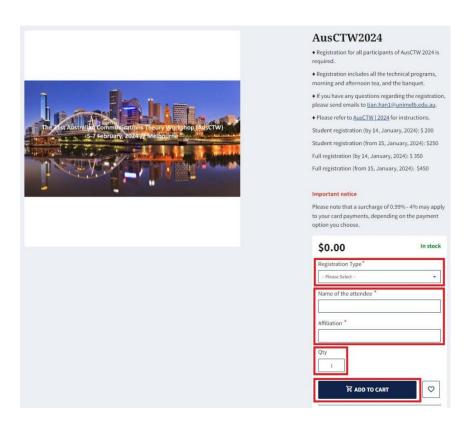
Step 1: After clicking on 'Register here', you will see the webpage as in the figure below. Please first click the "ADD TO CART" button.

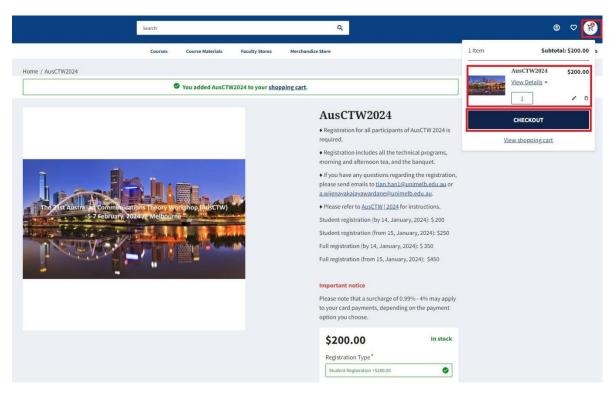


Step 2: Please select the registration type, i.e., full registration or student registration from the drop-down menu. Please also fill in the "Name of the attendee" and the "Affiliation" fields. Then, click "ADD TO CART" again.

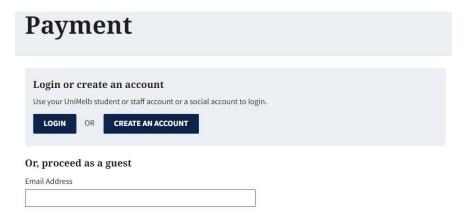
**Note**: We advise you to set 'Qty' to 1 and do each registration separately. This way you will have a separate invoice for each transaction. For some reason if you would like to do multiple registrations at once, please follow the additional instructions at the end of the document.



Step 3: Once you have added the item into the shopping cart, please click the shopping cart icon on the top right of the screen to view your shopping cart. If you are satisfied with the selection, please click "CHECKOUT".



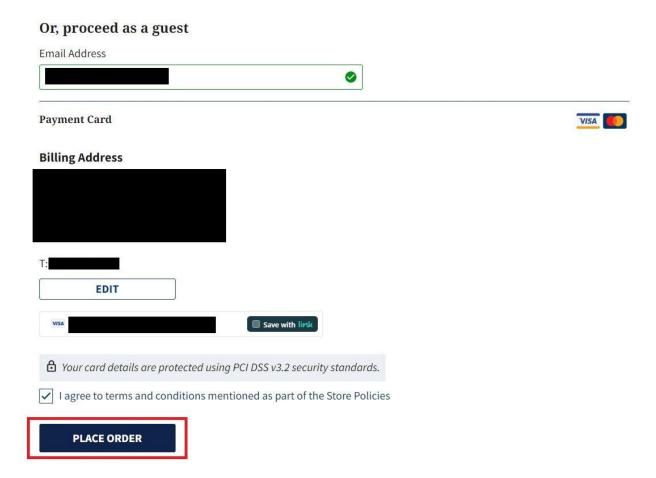
Step 4: On the checkout page, please fill in your email address and the billing information. Click "UPDATE" after filling in the billing information. Then fill in your card information and click "CALCULATE CARD PAYMENT CHARGES".



## **Billing Address**

First Name*
Last Name*
Company
Street Address
Street Address: Line 1*
Enter a location
Street Address: Line 2(Optional)
Country*
Australia
State*
Please Select. ▼
Suburb*
Postcode*
Phone Number*
•
UPDATE
Please update your billing address to proceed.
Card number Autofill link
⚠ Your card details are protected using PCI DSS v3.2 security standards.
I agree to terms and conditions mentioned as part of the Store Policie
CALCULATE CARD PAYMENT CHARGES

Step 5: Please double-check if the information you filled in is correct. Then click "PLACE ORDER" to make the payment. An order number will be presented on the webpage. Emails regarding the order confirmation and the tax invoice will be sent to the email address you have provided.



## **Additional instructions:**

If you have purchased more than one ticket, please send an email to <a href="mailto:tian.han1@unimelb.edu.au">tian.han1@unimelb.edu.au</a> with the order number along with the following information for all the relevant attendees.

- Name of the attendee
- Affiliation