

### 1. Url Address

<http://reg.worldcultureforum-bali.org/>

### 2. Personal Detail Credentials

Name : <already mentioned in the invitation letter>

Attending as : <already mentioned in the invitation letter>

Attending on : <already mentioned in the invitation letter>

Invitation Code : <already mentioned in the invitation letter>

Token : <already mentioned in the invitation letter>

Confirmation Deadline : <September 1st, 2016>

### 3. Homepage Menu

No.	Menu	Detail
1.	Login	This menu is used to log in to your account. You have to register your email, username and password before logging in.
2.	Invited Participant (confirmation)	If you have an invitation letter from World Culture Forum 2016, you can click the confirmation button to register your email and input the invitation code as well as the token written on the invitation letter.
3.	Open Participant (registration)	Please register yourself as public participant if you do not have an invitation letter from World Culture Forum 2016. The selected participants will be announced on August 15th, 2016.

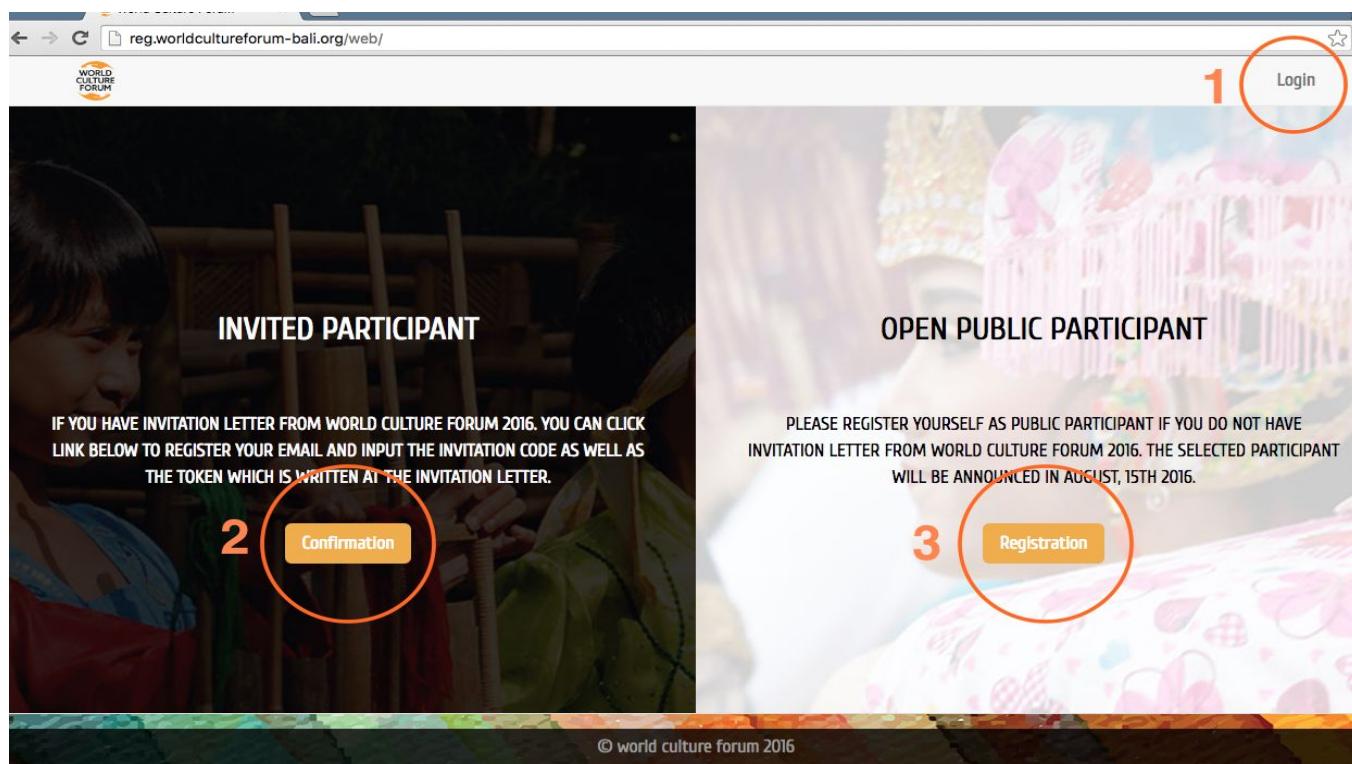


Image 001. Homepage Menu

### 4. Account Registration.



## INVITATION CONFIRMATION GUIDELINES WORLD CULTURE FORUM 2016

a. Sign up for new account

- ❖ Please sign up for new account by registering your email, username and password.

Image 002. Sign up for new account.

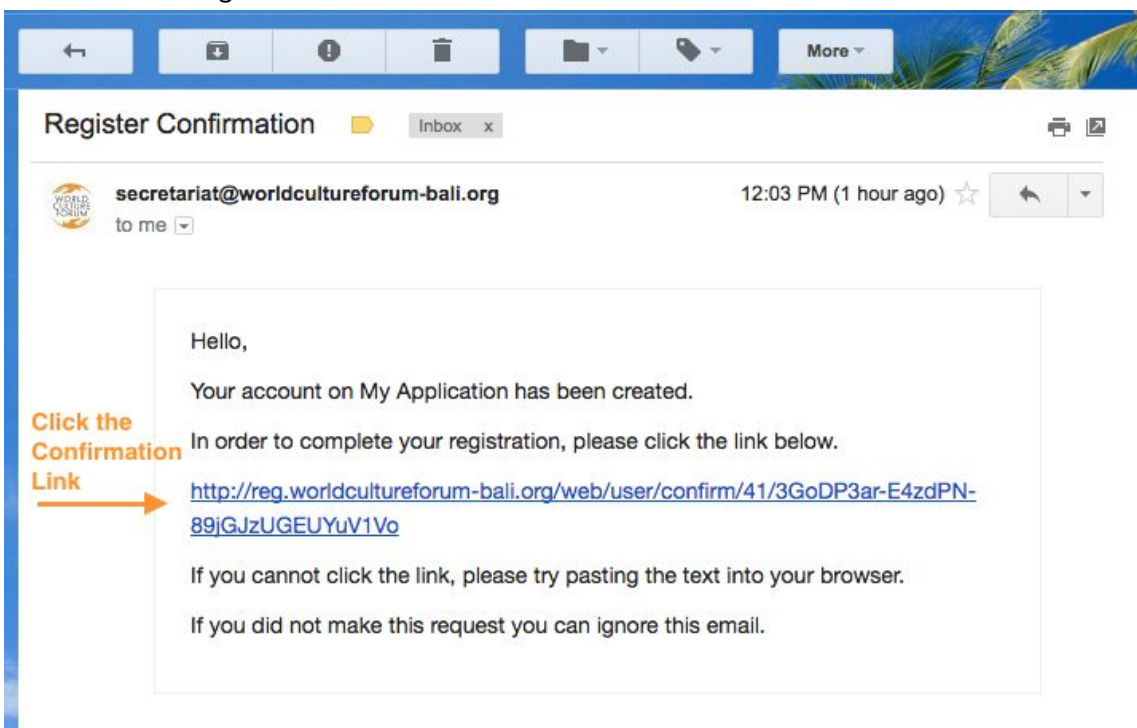
- ❖ Fill the email, username and password. Then press the **Sign Up** Button. Please make sure that the email is active and usable.

Image 003. Sign up form.

### 5. How to Confirm.

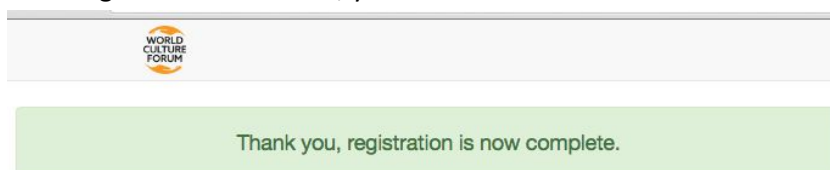


- ❖ Please check your email inbox to validate the registered email. Click the confirmation link or paste the link found at the browser address bar. Please check spam/junk folder if you do not get the email confirmation.



*Image 004. Email validation link.*

- ❖ After clicking the validation link, you will receive a successful notification as shown below.



*Image 005. Successful notification*

- ❖ To confirm the Invitation, please click **Confirmation** menu. If you have logged out from the website, please log in again with your username and password to view this menu.

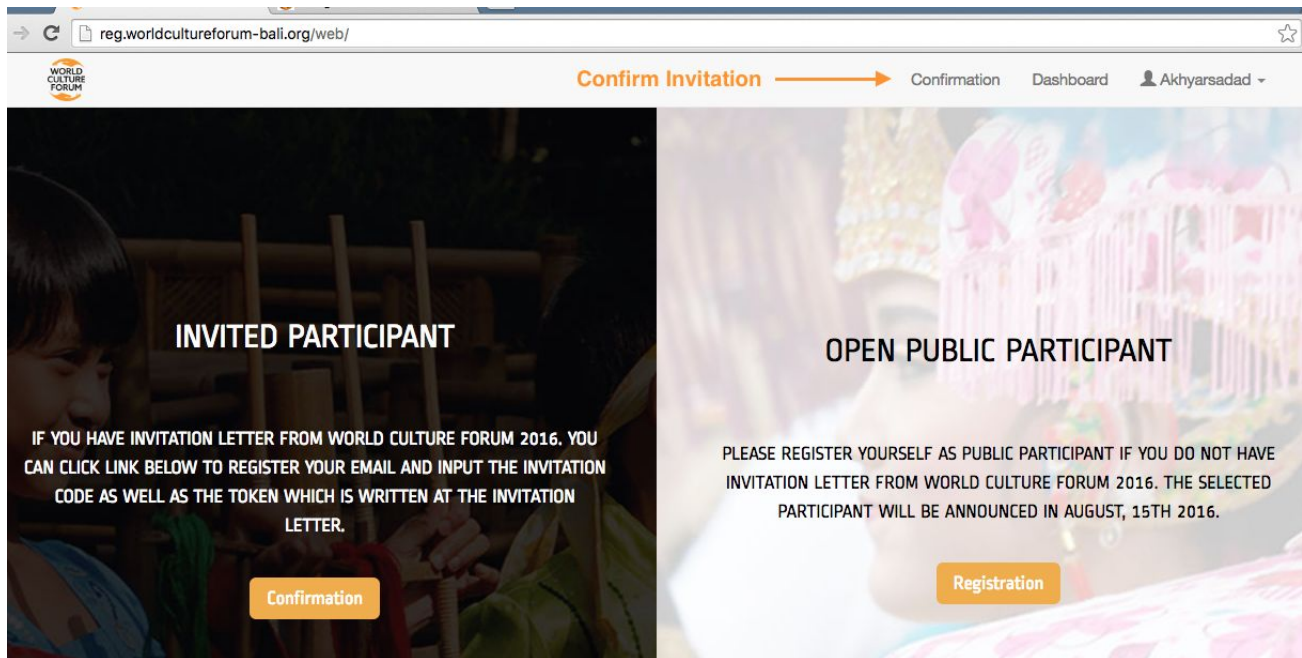
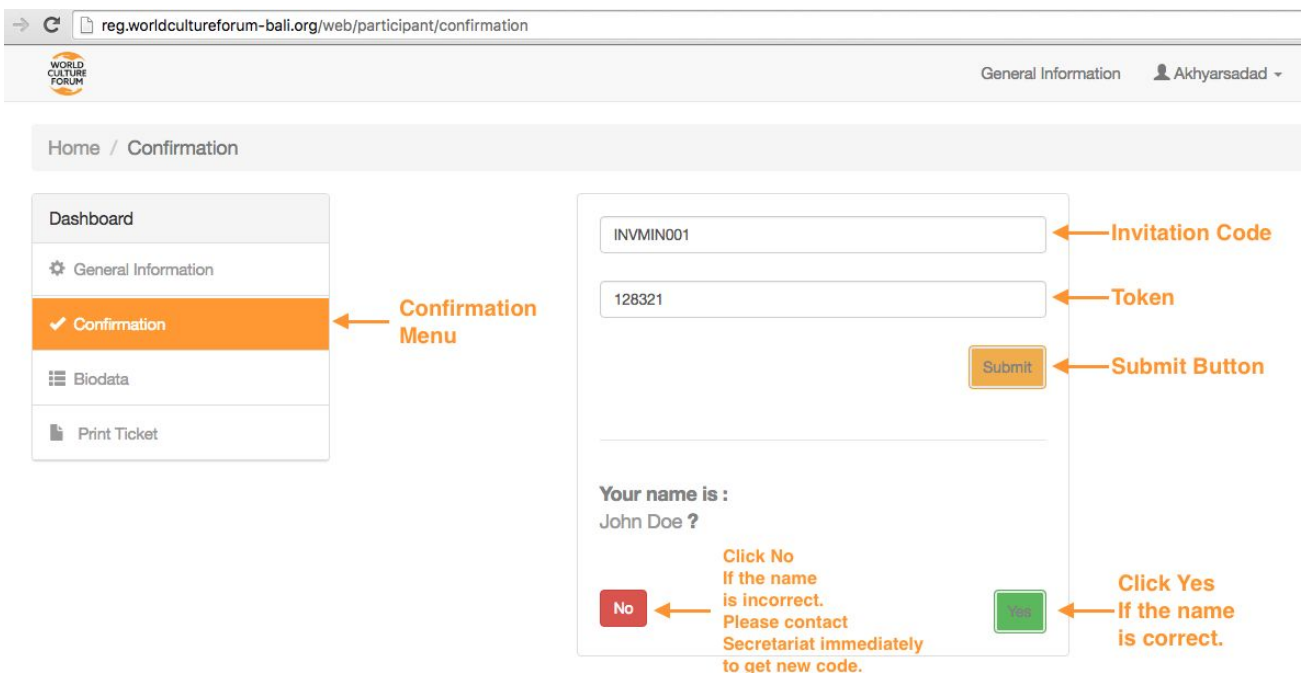


Image 006. Confirmation Button.

- ❖ Please Confirm the invitation by inputting the **INVITATION CODE** and **TOKEN** as given in the section 2 above.



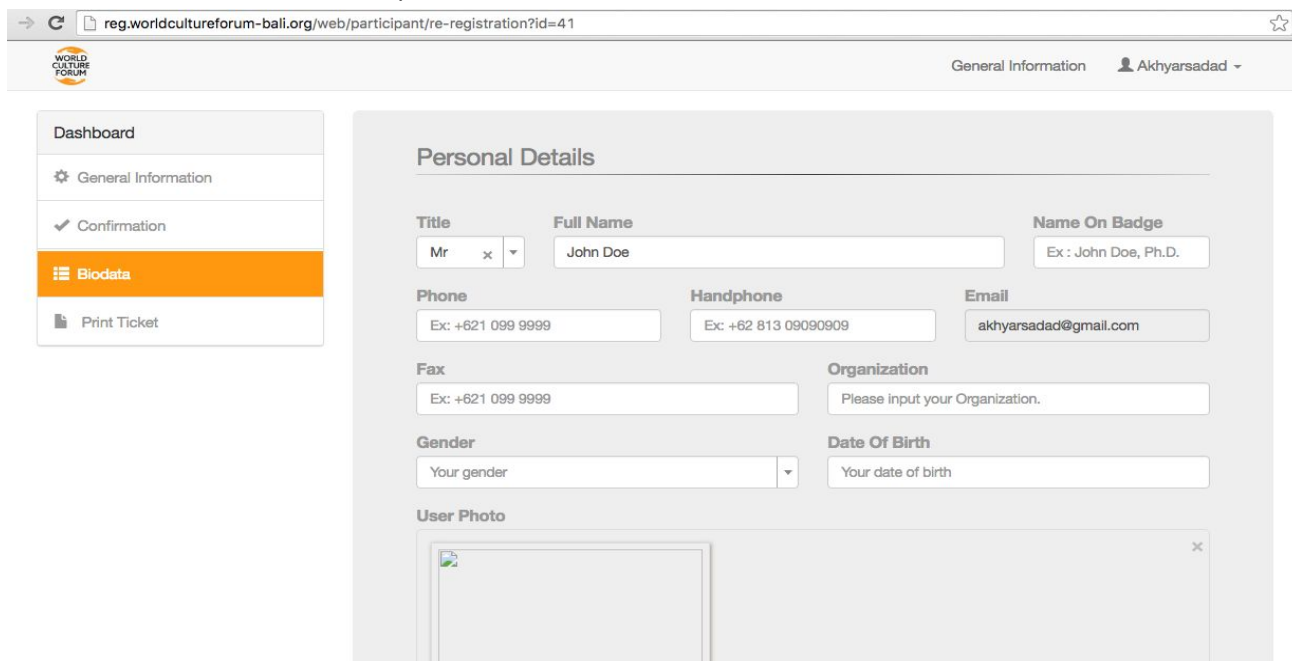
The screenshot shows the 'Confirmation' page with a sidebar menu on the left and a main form area. The sidebar menu includes 'Dashboard', 'General Information', 'Confirmation' (highlighted with an orange bar and a checkmark), 'Biodata', and 'Print Ticket'. An orange arrow points from the text 'Confirmation Menu' to the 'Confirmation' menu item. The main form area contains two input fields: the first is labeled 'INVMIN001' and has an orange arrow pointing to it from the text 'Invitation Code'; the second is labeled '128321' and has an orange arrow pointing to it from the text 'Token'. Below these fields is an orange 'Submit' button with an orange arrow pointing to it from the text 'Submit Button'. Below the form, there is a section titled 'Your name is : John Doe ?'. It contains two buttons: a red 'No' button and a green 'Yes' button. An orange arrow points from the text 'Click No If the name is incorrect. Please contact Secretariat immediately to get new code.' to the 'No' button. Another orange arrow points from the text 'Click Yes If the name is correct.' to the 'Yes' button.

Image 007. Confirm the Invitation.



### 6. How to Fill Biodata and Data Submission.

- ❖ Please fill Biodata in the **Biodata** menu.
- ❖ Please fill all the required fields.

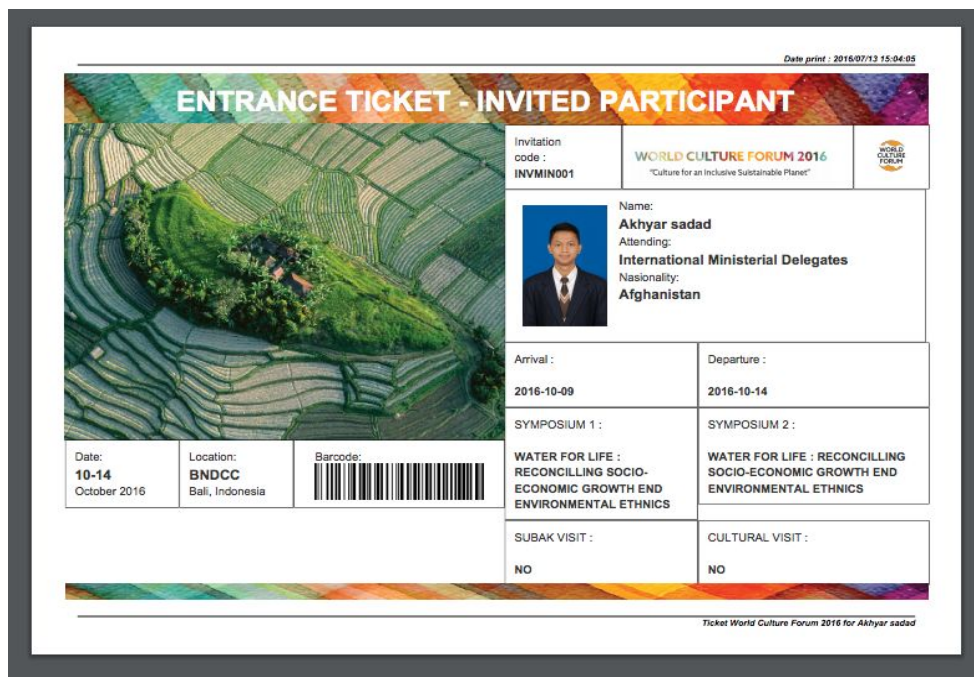


The screenshot shows a web browser window with the URL [reg.worldcultureforum-bali.org/web/participant/re-registration?id=41](http://reg.worldcultureforum-bali.org/web/participant/re-registration?id=41). The page has a sidebar menu with options: Dashboard, General Information, Confirmation, **Biodata** (highlighted), and Print Ticket. The main content area is titled "Personal Details" and contains the following fields:

- Title:** Mr (dropdown)
- Full Name:** John Doe
- Name On Badge:** Ex : John Doe, Ph.D.
- Phone:** Ex: +621 099 9999
- Handphone:** Ex: +62 813 09090909
- Email:** akhyarsadad@gmail.com
- Fax:** Ex: +621 099 9999
- Organization:** Please input your Organization.
- Gender:** Your gender (dropdown)
- Date Of Birth:** Your date of birth
- User Photo:** A placeholder for a photo.

Image 008. Biodata form.

### 7. Ticket.



The screenshot shows a printed "ENTRANCE TICKET - INVITED PARTICIPANT" for the World Culture Forum 2016. The ticket includes the following information:

- Invitation code:** INVMIN001
- World Culture Forum 2016:** "Culture for an Inclusive Sustainable Planet"
- Name:** Akhyar sadad
- Attending:** International Ministerial Delegates
- Nationality:** Afghanistan
- Arrival:** 2016-10-09
- Departure:** 2016-10-14
- Symposium 1:** WATER FOR LIFE : RECONCILLING SOCIO-ECONOMIC GROWTH END ENVIRONMENTAL ETHNICS
- Symposium 2:** WATER FOR LIFE : RECONCILLING SOCIO-ECONOMIC GROWTH END ENVIRONMENTAL ETHNICS
- Date:** 10-14 October 2016
- Location:** BNDCC Bali, Indonesia
- Barcode:** [Barcode]
- SUBAK VISIT:** NO
- CULTURAL VISIT:** NO

The ticket is signed "Ticket World Culture Forum 2016 for Akhyar sadad".

Image 009. Ticket.



## INVITATION CONFIRMATION GUIDELINES WORLD CULTURE FORUM 2016

### 8. Modifying Biodata.

- ❖ Access World Culture Forum 2016 registration system at <http://reg.worldcultureforum-bali.org/>
- ❖ Log in to your account by inputting username and password.
- ❖ Access **Biodata** menu to modify the registration data.
- ❖ Re-submit data by clicking the submit button.
- ❖ Print the updated ticket.

