REGISTRATION

1. Homepage Menu
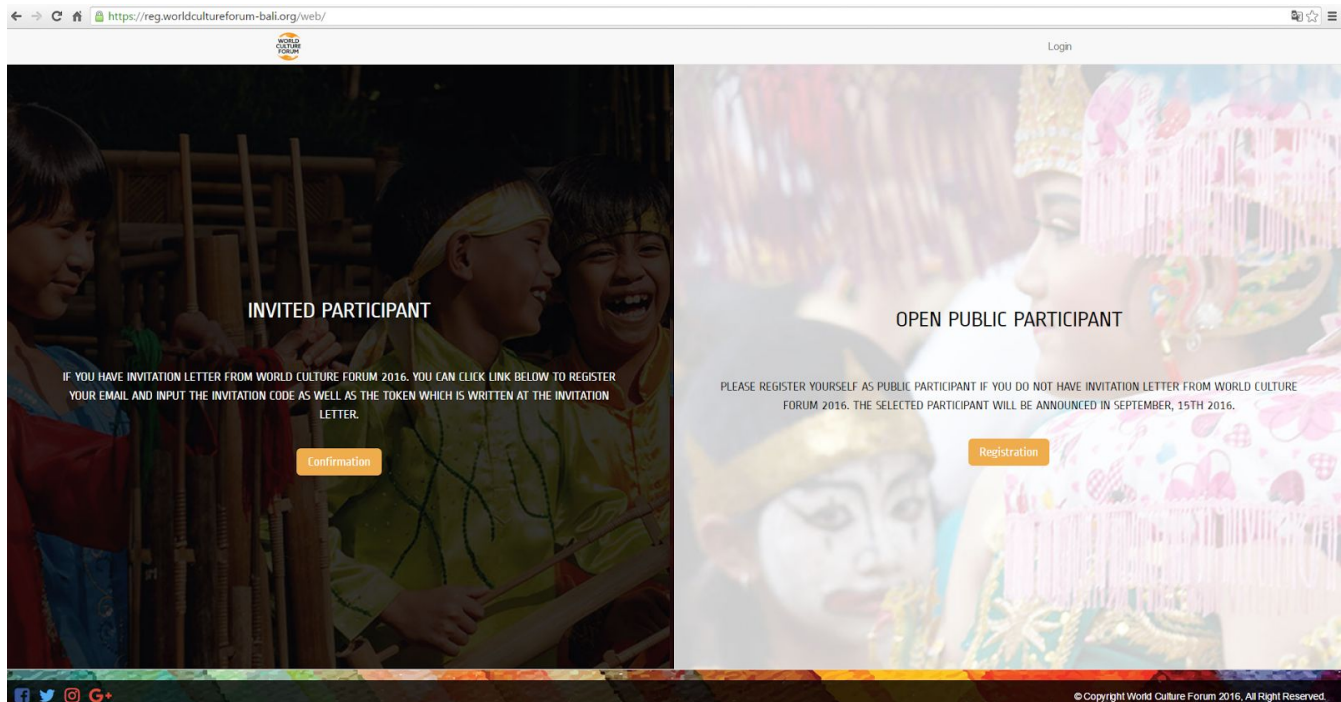

Image 001. Homepage Menu

Menu	Detail
Login	This menu is used to log in to your account. You have to register your email, username and password before logging in.
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.
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 September 15th, 2016.

2. Account Registration.
   a. Sign up for new account
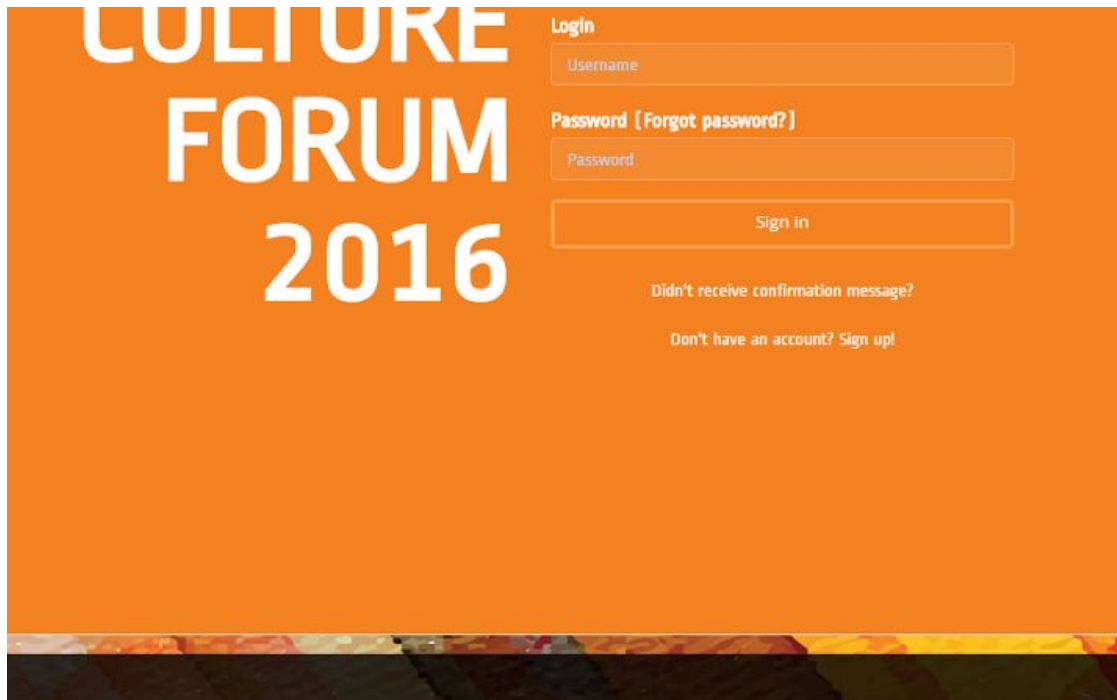   ❖ Please sign up for new account by registering your email, username and password.

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.
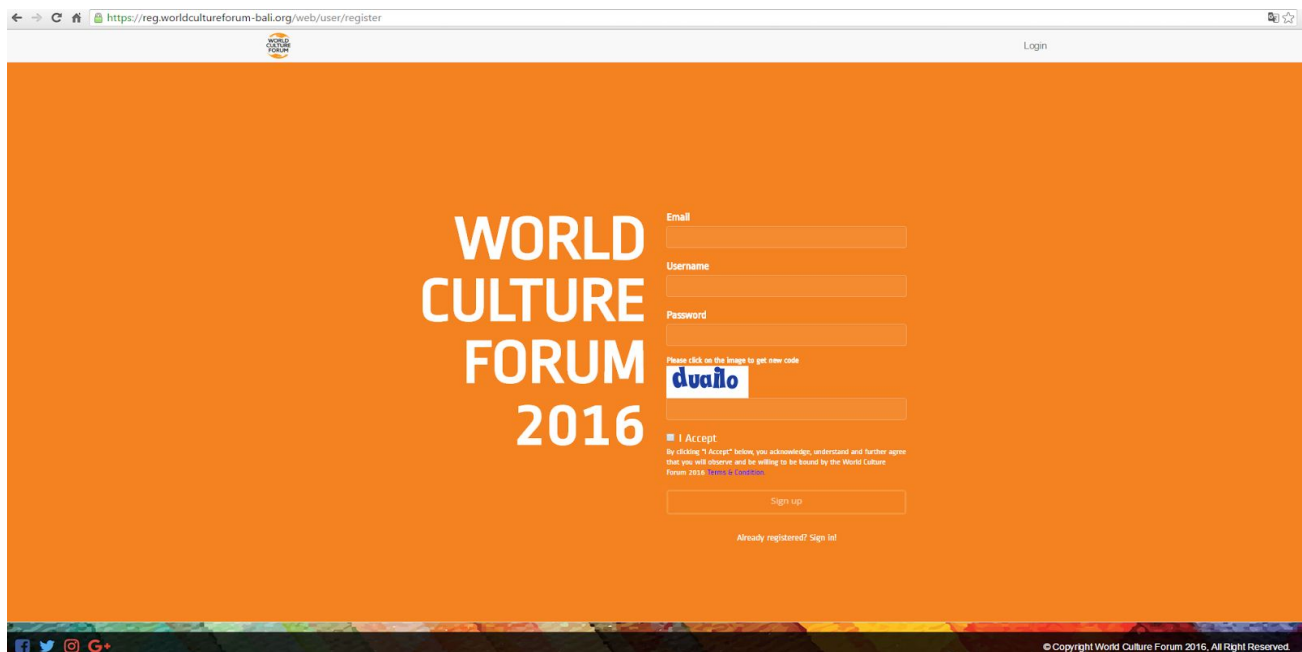

Image 003. Sign up form.

3. 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 receive the email confirmation.
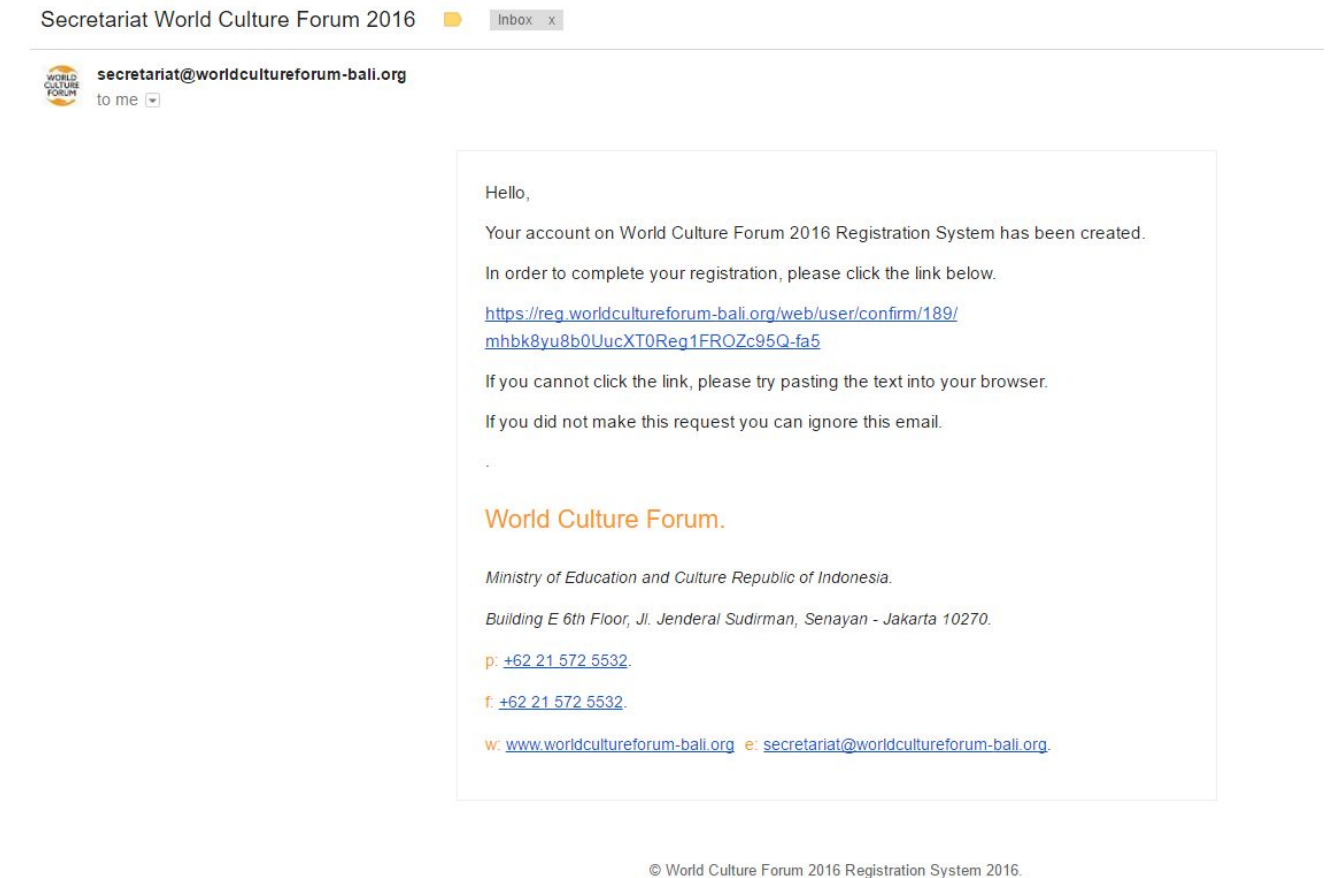

Image 004. Email validation link.

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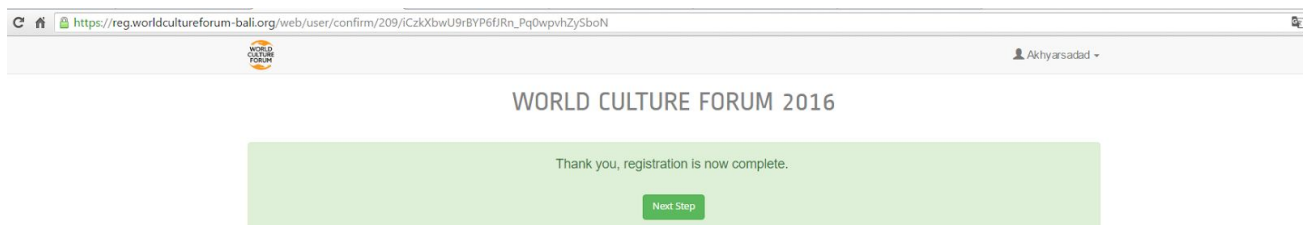

Image 005. Successful notification.

❖ 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.
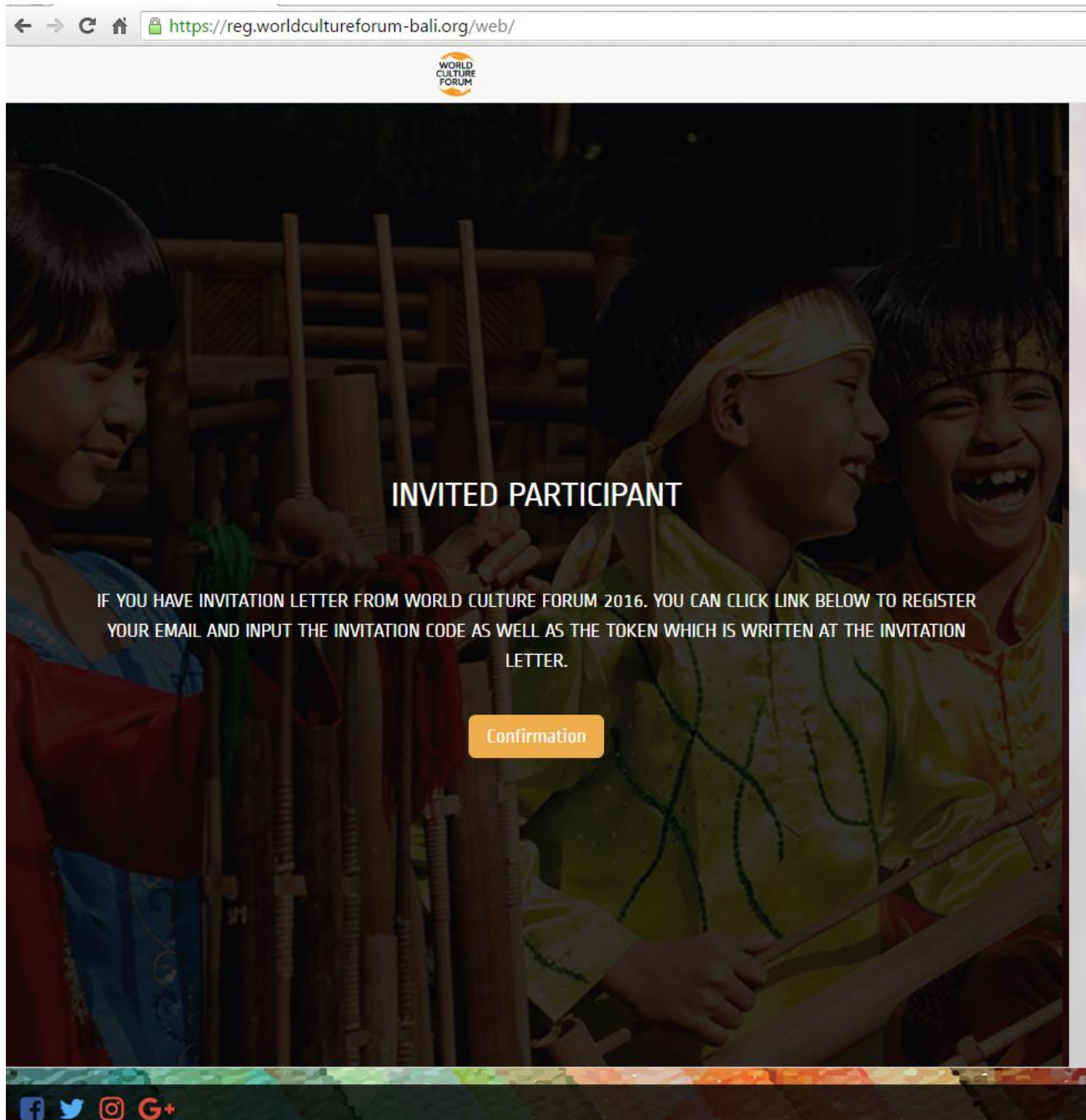

Image 006. Confirmation Button.

❖ Please Confirm the invitation by inputting the **INVITATION CODE** and **TOKEN** as written in enclosed sheet of WCF 2016 official invitation letter.
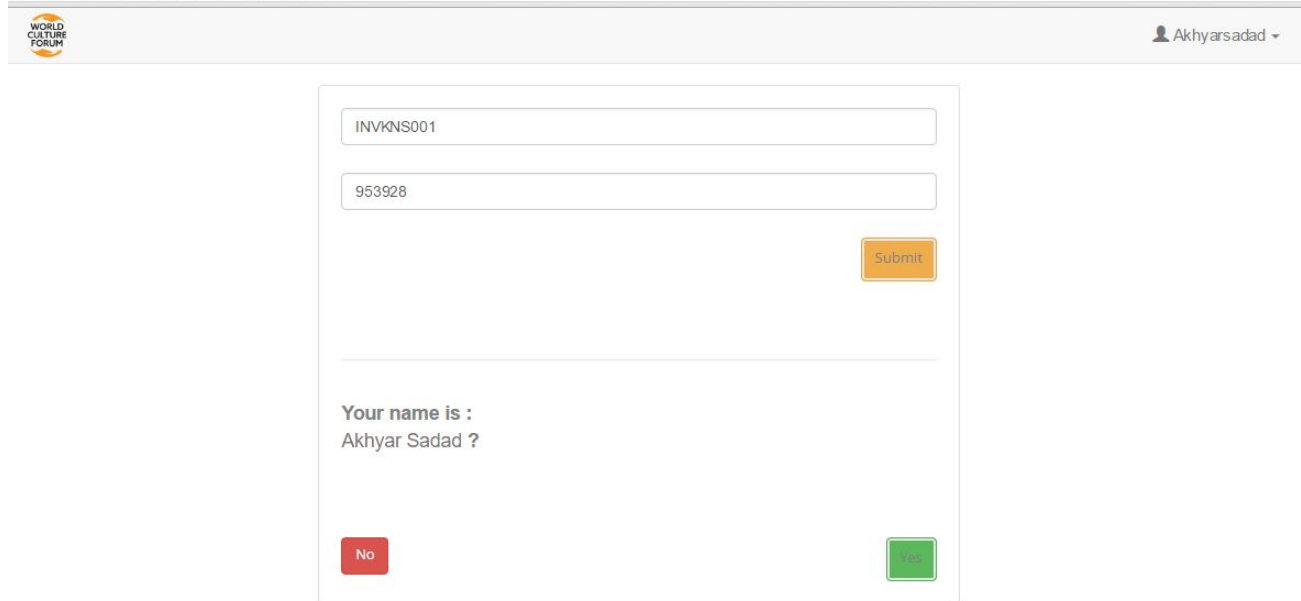

Image 007. Confirm the Invitation.

4. How to Fill registration data and ubmit.
   ❖ fill Biodata in the **Registration Data** menu.
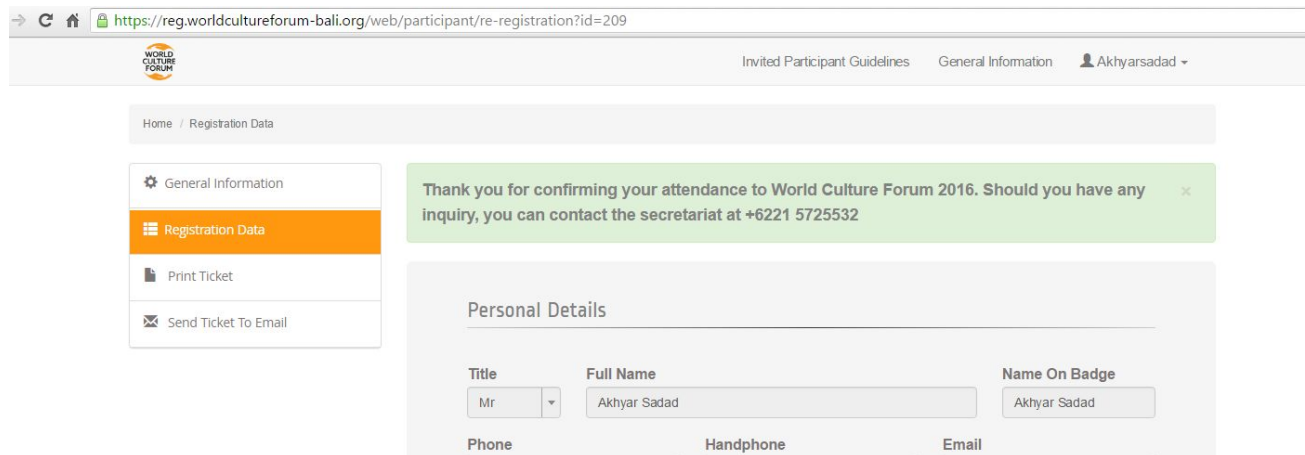   ❖ fill all the required fields.

Image 008. Biodata form.

5. Save and submit registration data.

   You can save the form by clicking **Save Data** button or if you are convinced with the inputted data you can click Submit Data button. **Please note that once submitted, you can not modify the data.** Should you have any problem, please contact Secretariat of World Culture Forum 2016 at +6221 5755532.

Image 009. Save and Submit.

6. Ticket.

   Ticket can be printed by clicking **Print Ticket** in sidebar menu. Please bring the ticket when attending World Culture Forum 2016.

Image 010. Ticket.

REPRESENTATIVE

1. If you will be attending WCF 2016 by delegating a representative, you can click **Representative** button to inform the Secretariat.
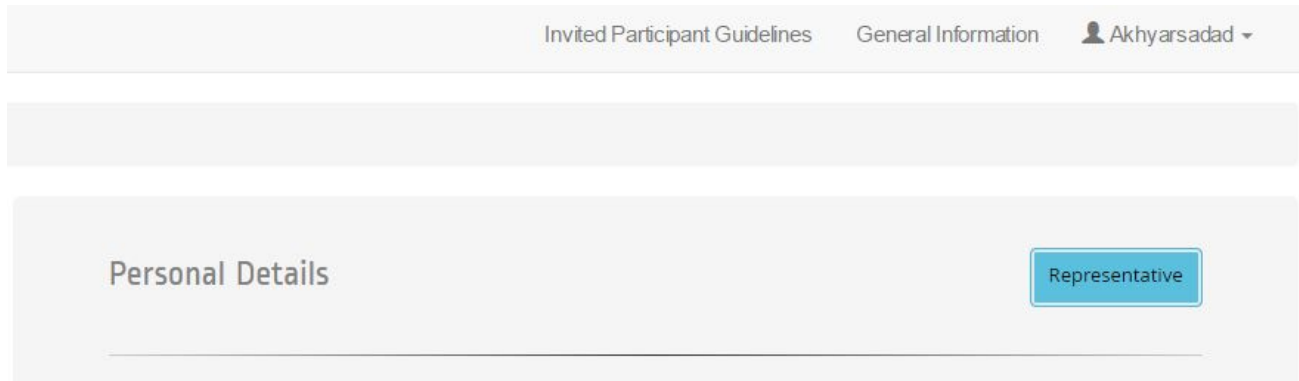

Image 011. Representative button.

2. After that, Click the red button "No, I am a representative of **Mr/Ms Invited Guest**"to confirm your representation.
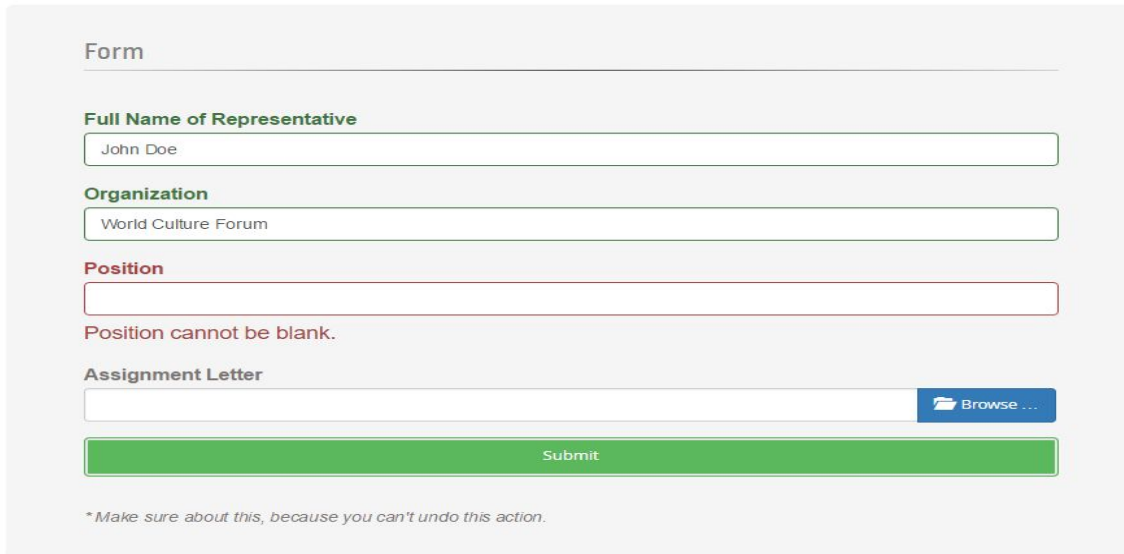

Image 012. Representative confirmation.

3. Then, Representative form will appear . Please kindly fill the form and upload Assignment letter/Surat Tugas to verify your representation.

Image 013. Representative form.

4. Lastly, your representation request will be verified by Secretariat and an email will be sent to your registered email after your representation is approved.
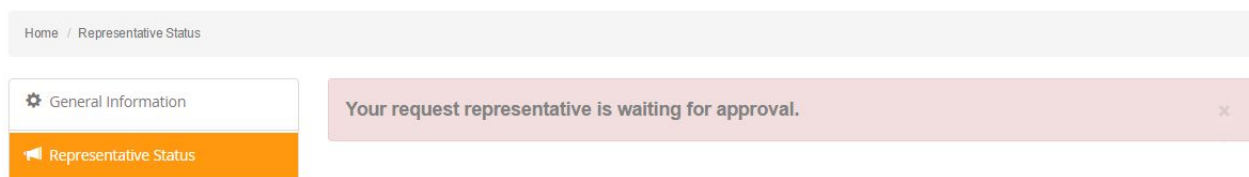

Image 014. Representative confirmation.

5. Please hand over your login credential (username and password) to the ones who will represent you at the event. Representative of invited guest does not need to create new account at registration website.