
OPERATION GUIDE FOR REGISTRATION & PAYMENT

Before registration, please pay the paper deposit first if you have unpaid paper deposit in your account. After a successful payment, each paper deposit generates a **discount code**. When you do the registration, it will deduct 200 dollars (or 1500 RMB) from the registration fee when you add the discount code in the registration form. A registration code can only be used by one person and one registration can only use one discount code. The extra discount codes can be also used for co-authors when they do the registration.

The detailed steps for registration are listed as follows:

1. Login to the online submission system via:

<http://www.geo-shanghai.org/UserCentral/Index/Login>

GeoShanghai International Conference 2018

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📅 Conference Dates: 27-30 May, 2018
📍 Conference Venue: WH Ming Hotel

Important Dates:
Abstract due: May 31, 2017
Acceptance of abstract: June 25, 2017
Full paper due: September 30, 2017
Acceptance of full paper: November 30, 2017
Final full paper due: January 7, 2018

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Login to your account

Email

Login ↻

Forgot your password?
no worries, click [here](#) to find your password.

Don't have an account yet? [Create an account](#)

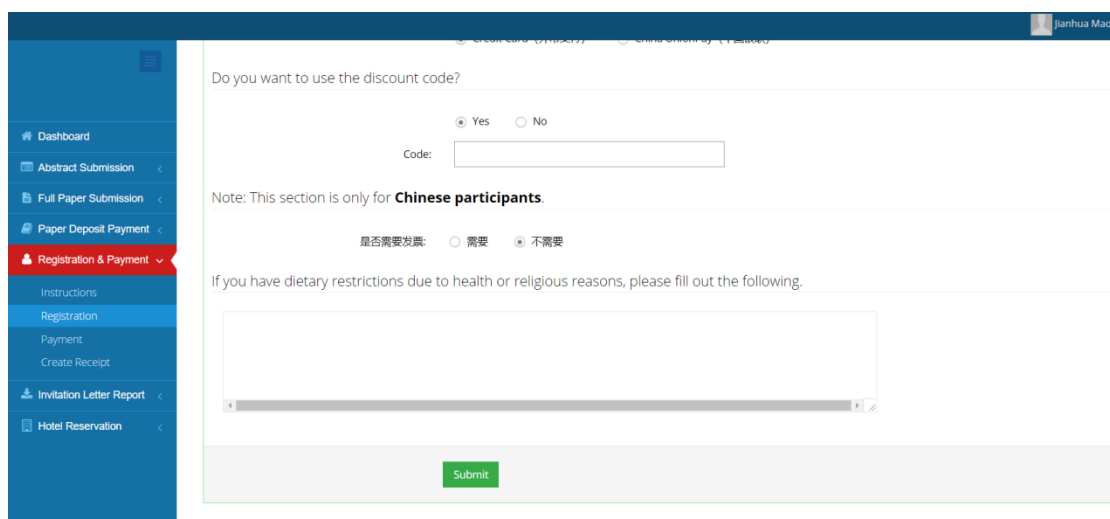
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This system requires use of a web browser that supports JavaScript and HTML. In order to achieve the best experience. Links are provided below to download the most recent versions of Google Chrome, Apple Safari and Mozilla Firefox.

2. Click “Registration & Payment”, then click “Registration”, you can fill in the registration information.

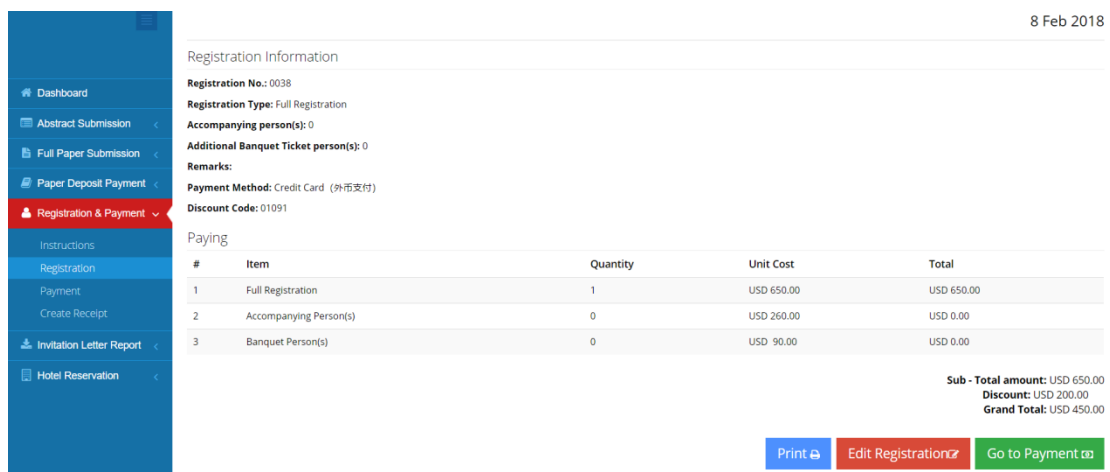
If you have a **discount code**, please choose “yes” and fill the discount code. It will deduct 200 dollars from your registration fee. A discount code can only be used by one registration and one registration can only use one discount code. The extra discount codes can be used for co-authors when they do the registrations.



The screenshot shows a web interface for registration. On the left is a blue sidebar menu with options: Dashboard, Abstract Submission, Full Paper Submission, Paper Deposit Payment, Registration & Payment (highlighted), Instructions, Registration, Payment, Create Receipt, Invitation Letter Report, and Hotel Reservation. The main content area is white and contains the following text and form elements:

- Header: "Do you want to use the discount code?" with radio buttons for "Yes" (selected) and "No".
- Form: A text input field labeled "Code:".
- Note: "Note: This section is only for **Chinese participants**".
- Form: Radio buttons for "是否需要发票:" with options "需要" and "不需要" (selected).
- Text: "If you have dietary restrictions due to health or religious reasons, please fill out the following." followed by a large text area.
- Button: A green "Submit" button at the bottom.

3. Please confirm the registration information you have filled in.



The screenshot shows the registration confirmation page. The date "8 Feb 2018" is in the top right. The sidebar menu is the same as in the previous screenshot. The main content area displays the following information:

- Section: "Registration Information"
- Registration No.: 0038
- Registration Type: Full Registration
- Accompanying person(s): 0
- Additional Banquet Ticket person(s): 0
- Remarks:
- Payment Method: Credit Card (外币支付)
- Discount Code: 01091
- Section: "Paying"

#	Item	Quantity	Unit Cost	Total
1	Full Registration	1	USD 650.00	USD 650.00
2	Accompanying Person(s)	0	USD 260.00	USD 0.00
3	Banquet Person(s)	0	USD 90.00	USD 0.00

Summary of costs:

- Sub - Total amount: USD 650.00
- Discount: USD 200.00
- Grand Total: USD 450.00

At the bottom right, there are three buttons: "Print", "Edit Registration", and "Go to Payment".

4. Click the button "Go", you can pay the registration fee

Payment

Home > Registration & Payment > Payment

Thank you for your registration, please choose one of the following ways to pay the fees.

Credit Card

USD 450.00

Go

Registration Payment Status:

Registration No.	Name	Trade No.	Amount	Currency	Order Time	Status
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5. Then click the button "Go" to the payment page and start payment:

Payment Method

VeriSign Secured VERI SIGN
Trustwave Trusted Commerce Click to Validate

English

Please provide us with your card details, so that we can process your order

Please confirm the order information, and then make a payment operation

Please notice that the billing amount might be slightly different from the amount shown on your bank statement because of exchange rate fluctuation

You are now connected to a secure payment site. Your payment details will be securely transmitted to the Bank for transaction authorisation using 128 bit SSL encryption.

Order information

Bank Order No 844489034
Payment Amount USD450.00

Card information

Card Type VISA MasterCard AMERICAN EXPRESS JCB

First name *

Last name *

Card Number *

Expiration Date 01 / 2018 *

CVV2/CVC2/CAV2/CID *

continue

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6. After your payment, you can view the status of the payment:

Payment for Registration	
The payment information is as follows:	
订单号:	20180208-16614-084348-1091-1756
支付金额:	0.10
币种:	CNY
支付状态:	Success

7. create a receipt

After filling your payment information successfully, your payment status should be changed to "Paid(confirmed)". Clicking the button "Create receipt" to get a receipt.

Create Receipt

Home > Registration & Payment > Create Receipt

After filling in your payment information successfully, and your payment status should be set to "Paid(confirmed)".

- Dashboard
- Abstract Submission <
- Full Paper Submission <
- Paper Deposit Payment <
- Registration & Payment >
- Instructions
- Registration
- Payment
- Create Receipt
- Invitation Letter Report <
- Hotel Reservation <

8. Click “Actions”, and then click ”Save as PDF”, you can download it to computer.

The screenshot shows a web application interface for creating a receipt. The page title is "Create Receipt". The breadcrumb navigation is "Home > Registration & Payment > Create Receipt". The left sidebar contains navigation options: Dashboard, Abstract Submission, Full Paper Submission, Paper Deposit Payment, Registration & Payment (highlighted), Instructions, Registration, Payment, Create Receipt, Invitation Letter Report, and Hotel Reservation. The main content area displays a receipt for "GeoShanghai 2018" (GeoShanghai International Conference 2018, May 27-30, 2018, Shanghai, China). The receipt details include: Receipt No.: 0034, On: 9 Feb 2018, Received From: A U Ravi Shankar, Sub - Total amount: USD 650, Discount: USD 200, and Grand Total: USD 450. A table titled "Details:" lists items with their quantities, unit costs, and total costs. The recipient's address is also provided.

#	Item	Quantity	Unit Cost	Total
1	Full Registration	1	USD 650.00	USD 650.00
2	Accompanying Person(s)	0	USD 260.00	USD 0.00
3	Banquet Person(s)	0	USD 90.00	USD 0.00

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