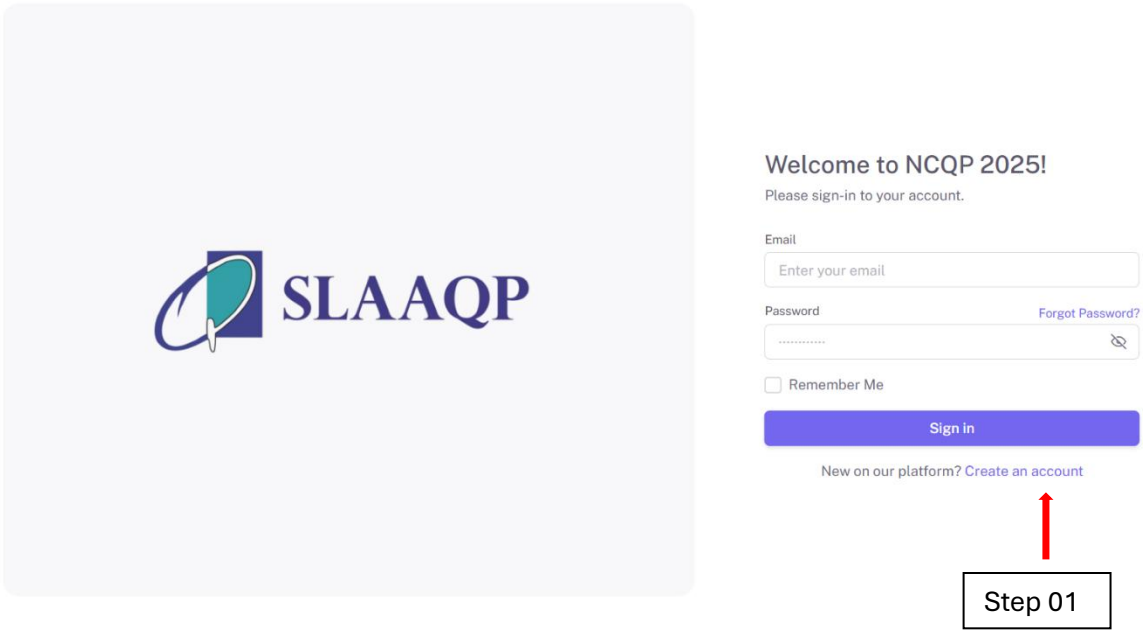
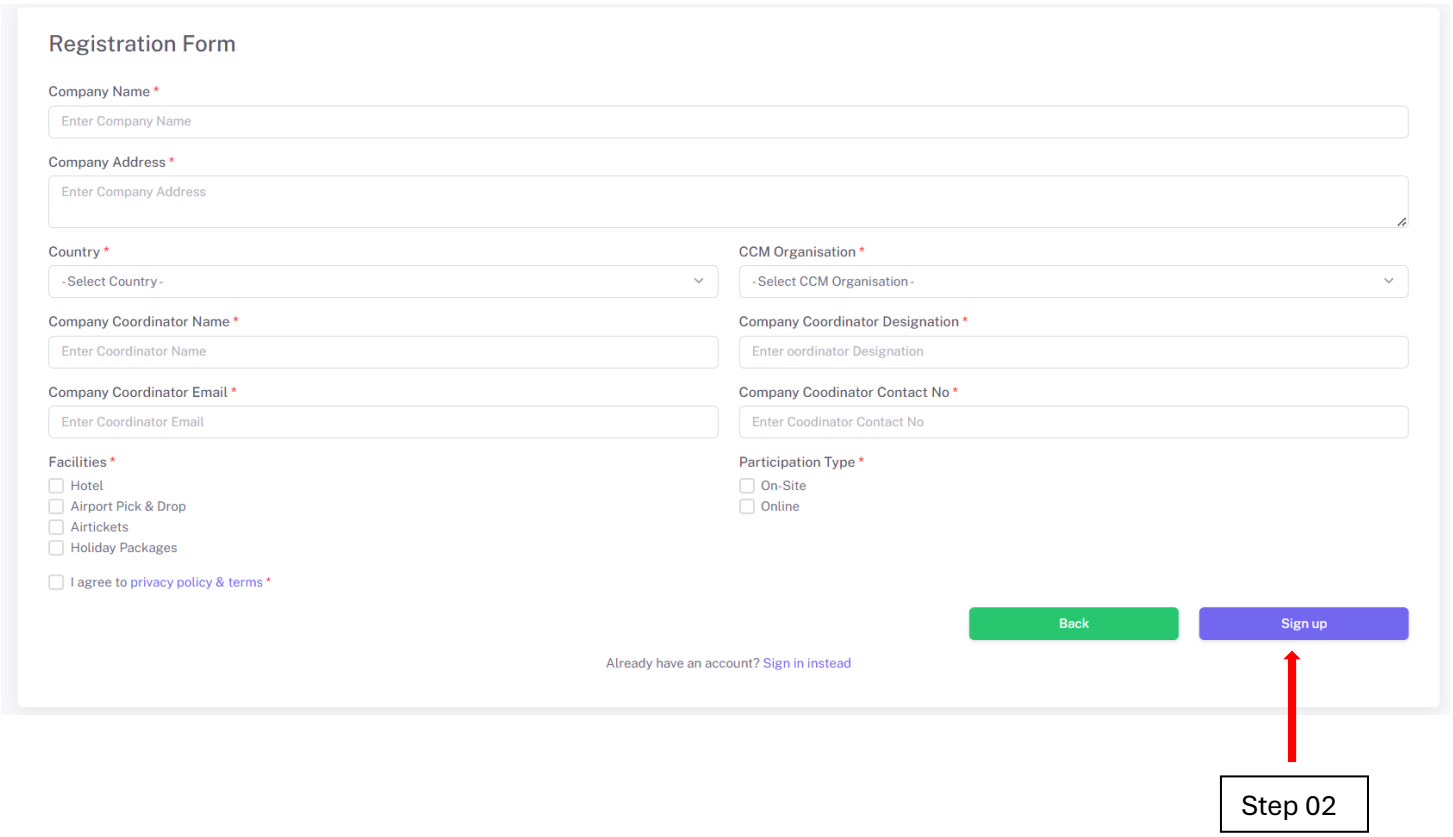
Step 01 – Create your company account



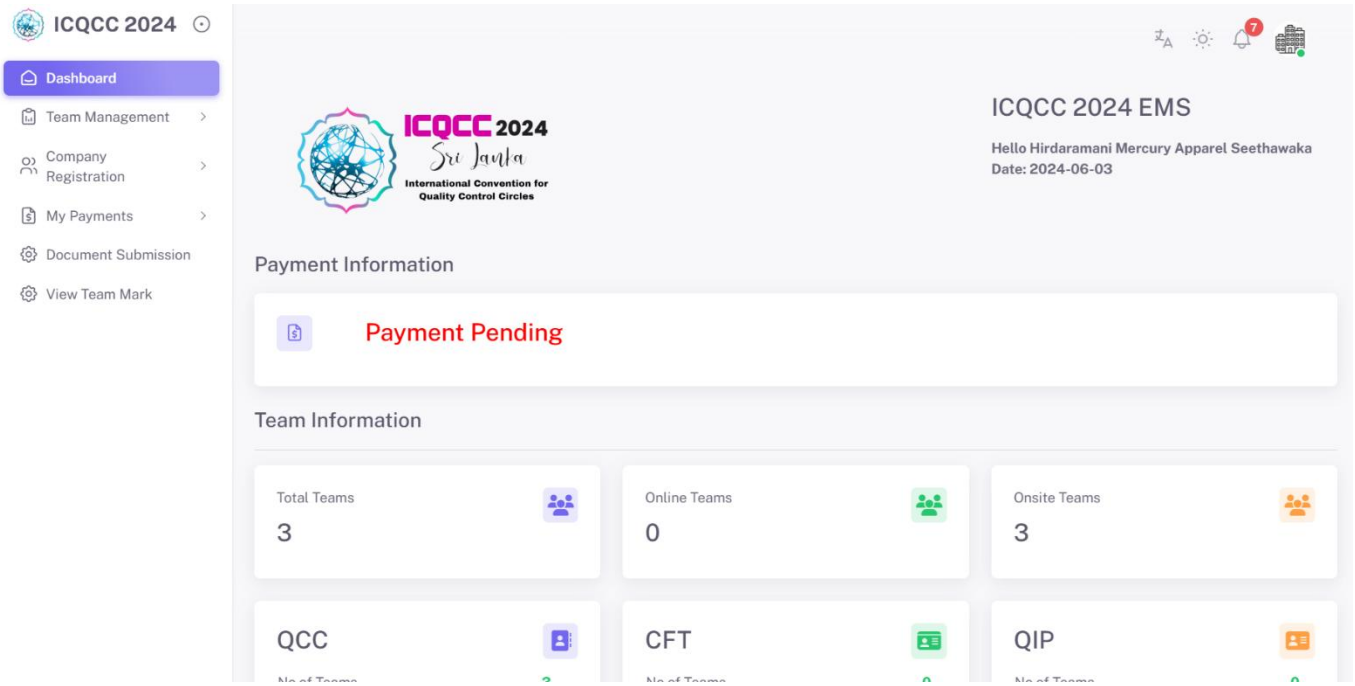
Step 02 - Fill the form and signup

After signing up you will receive login password to your email address. Then use that credential to login into the system and change the password.



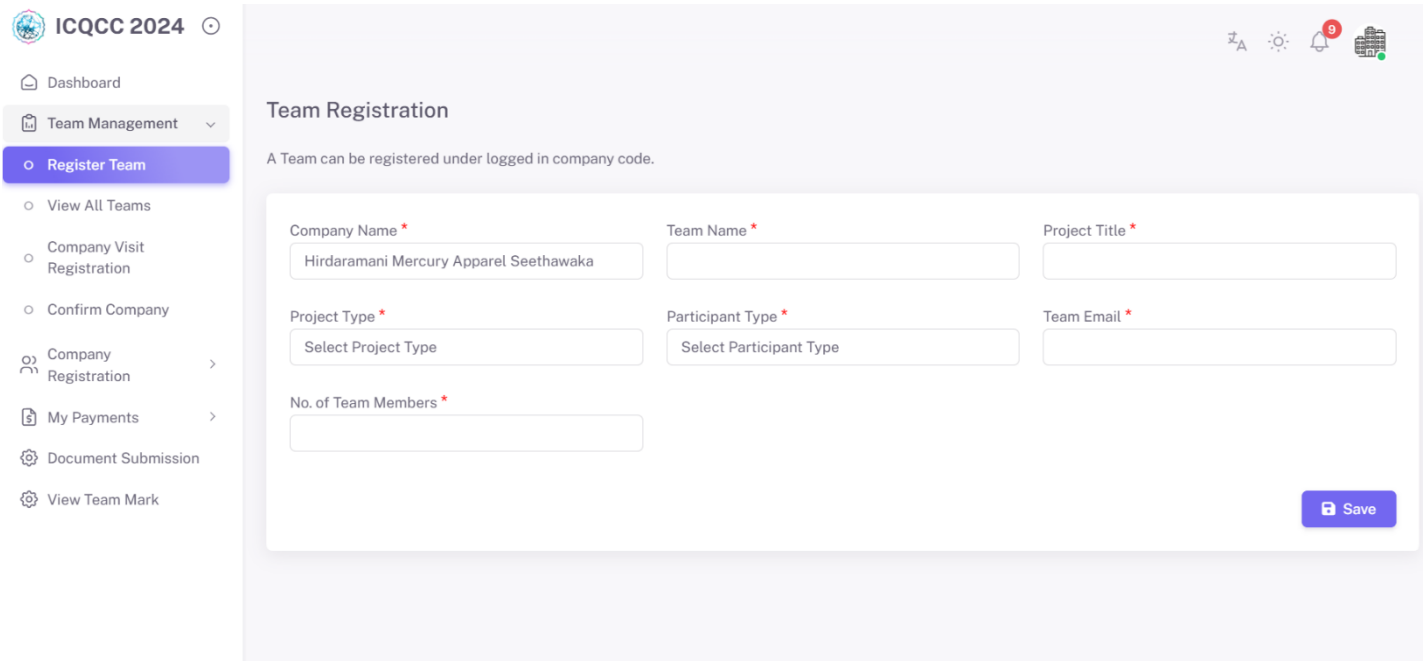
Step 03 – Log into the system

Login into the system with your new password. Then you'll find your account dashboard.



Step 04 – Register Teams

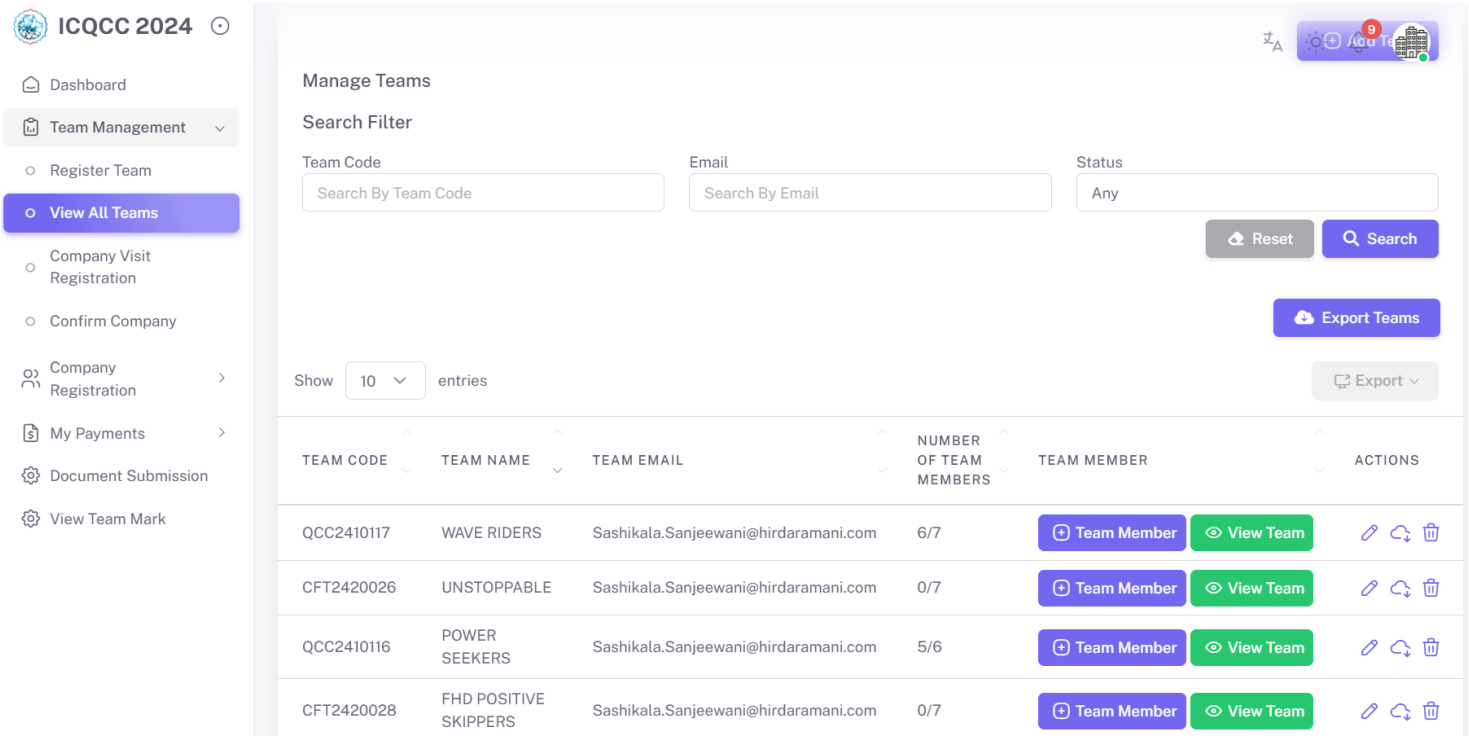
Go to **Team Management** and Select **Register Team.** (Fill the Team Registration Form for each team)



Step 05 – Adding Team Members

Select **View All Team** Section to add the Team Members and Observers to the relevant teams.

Once registered you'll receive an acknowledgement to your email.

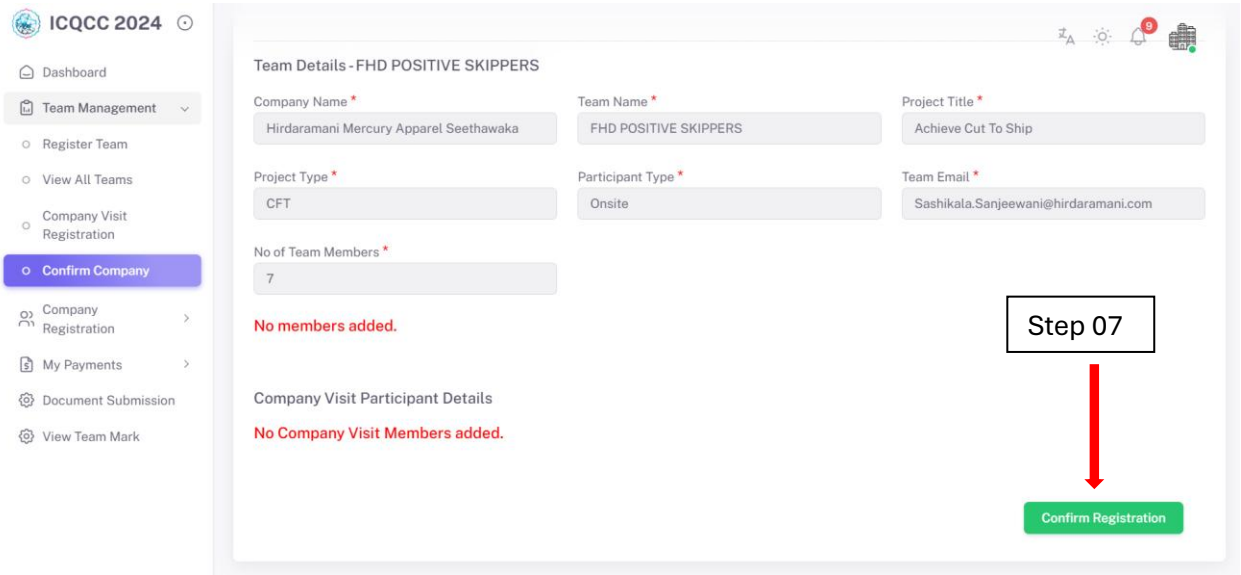


Step 06– Confirm Company

After Adding Team and Team Members you must confirm your company by clicking **Confirm Company** Tab.

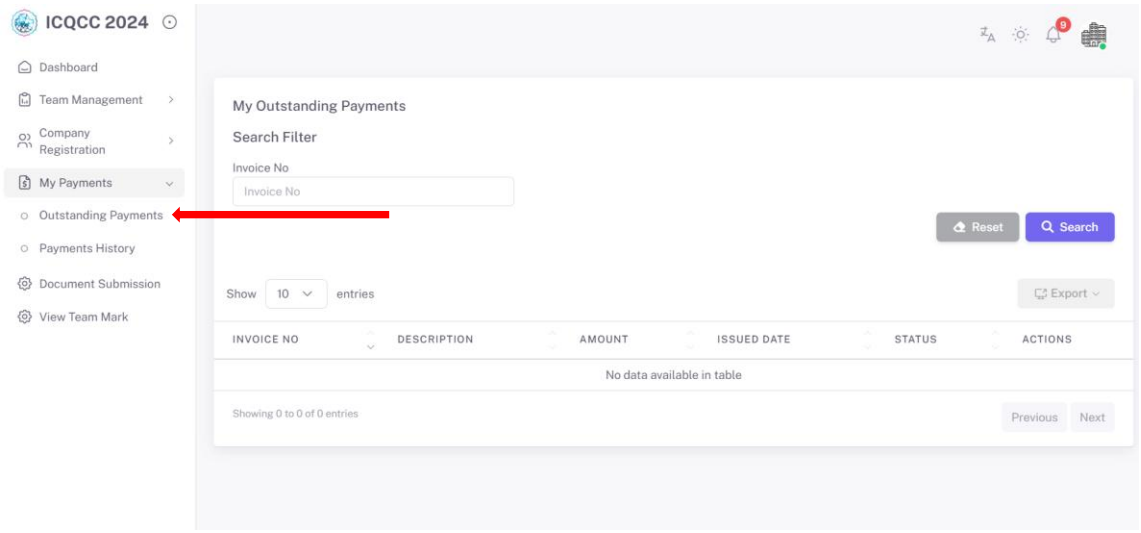
After Clicking **Confirm Company**, All the team details will display and if there are any amendments you have to go **View All Team** to edit your records. After editing team details, you have to confirm company by clicking Confirm Company Button at the Bottom.

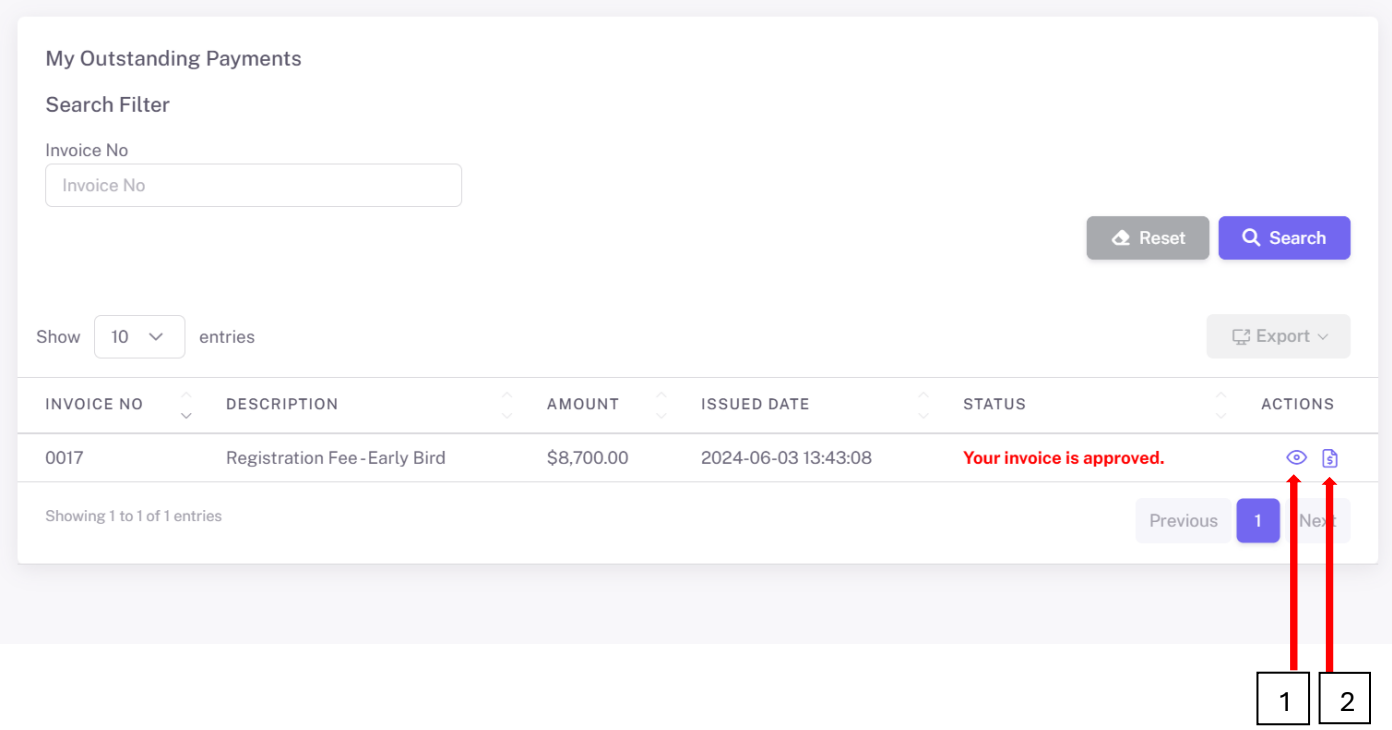
Once you have confirmed your teams, the system will not allow you to make any changes.



Step 07 – Payments

After you confirm your company. We'll review your details and once accepted, you can view your invoice online through the system.



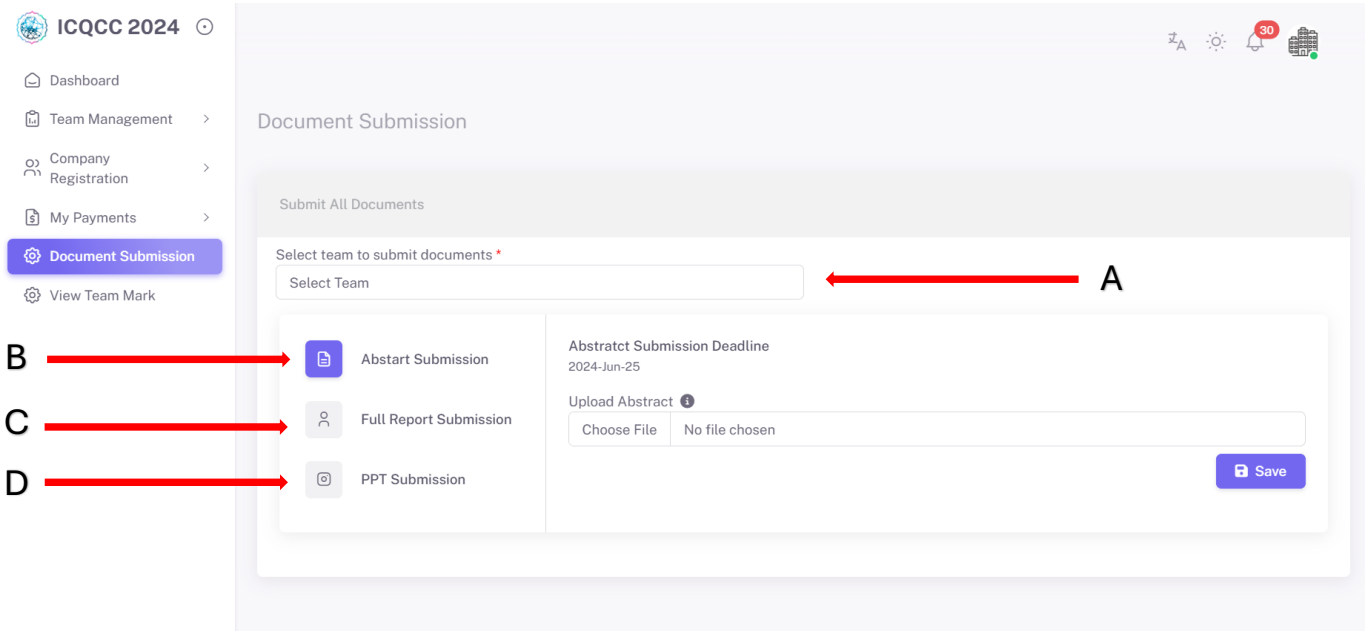


(**Button 01**) You can **View** your invoice.

(**Button 02**) Once your payment is completed, you need to enter payment details and upload your payment proof to the system by clicking **Pay Now** Button.

Uploading Documents

Once we have accepted the Team Registration, you'll be able to upload the abstracts. (Note: This process will take 1 day)



A – Select your Team

B – Upload your Abstract

(After Abstract is uploaded. You'll receive an email notification of the acceptance. You also can view the acceptance through the system)

C – Upload your Full Report

D – PPT Presentation