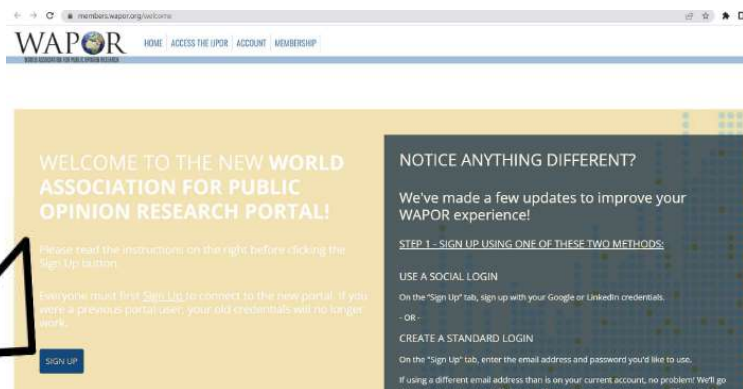


Registration Instructions for the WAPOR Latin America Congress

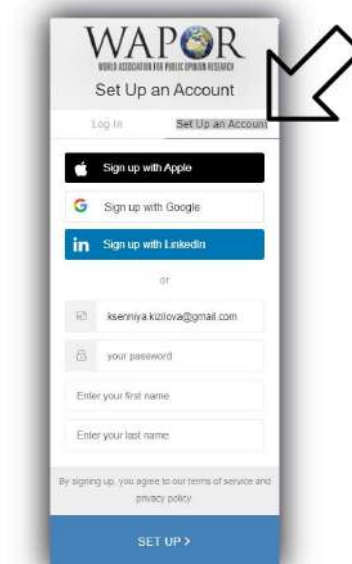
Step 1: Registration for the WAPOR Latin America Congress requires creating / updating a free account at the WAPOR portal. Please, follow the steps below.

To update the account

1) Go to: <http://members.wapor.org/welcome>; click on “Sign Up”



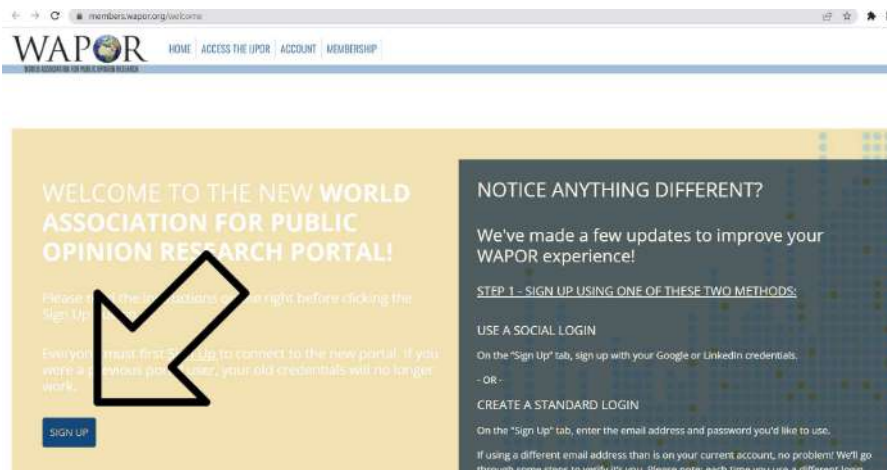
2) A new window will open with the system asking you to log in or create a new account. If you haven't logged into your account since August 1, 2022 – please, make sure to select “Set Up an Account”. Enter your name, email, password. Click “Set Up” and follow the next steps prompted by the system.



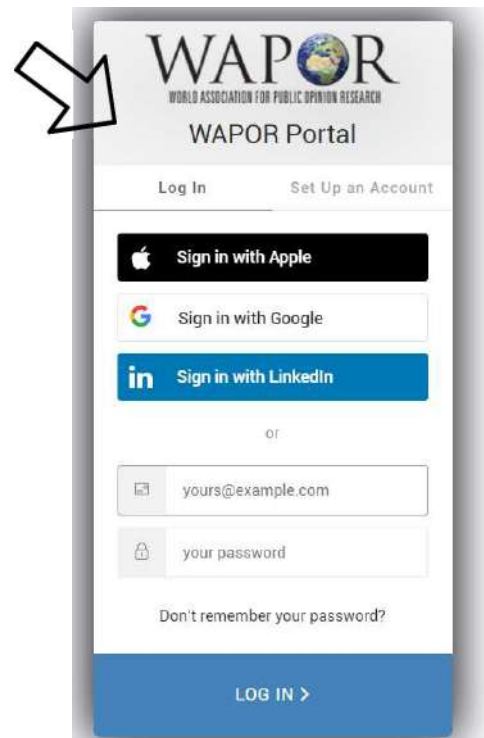
3) If you used to have a WAPOR account in the past, the system will offer you a list of account with the same name as yours. You can then choose one account.

To create the account

1) Go to: <http://members.wapor.org/welcome>; click on “Sign Up”



2) A new window will open with the system asking you to log in or create a new account. Please select “Log in” and choose one way.



- 3) If you have never had a WAPOR account yet, please, make sure to finish the set up and enter all your relevant details.
- 4) A confirmation email will be sent to you upon completing the account set up.
- 5) Kindly note that the old WAPOR membership system at <https://access.wapor.org/> is NO LONGER IN USE!

Step 2: Register for WAPOR Latin America Congress 2023

- 1) Registration for the congress can be done electronically via this page: <https://wapor-la-oaxaca-2023.events.wapor.org/>
- 2) Click on "Register for event" to process your registration: <https://wapor-la-oaxaca-2023.events.wapor.org/registration/register>. You will be requested to enter your log in and password to enter the registration system (same as login and password for your WAPOR account).



Choose between Regular and Student registration. Click on "next".

The screenshot shows the WAPOR website header with navigation links: HOME, REGISTER FOR EVENT, MY REGISTRATION, and MORE INFORMATION ABOUT THE EVENT. A user profile for Kseniya Kizilova is visible in the top right. The main content area is titled 'Registration' and contains a section 'Select Your Registration Type:'. There are two options: 'REGULAR' (with a description: 'Registration includes all conference materials, welcome reception, all coffee breaks, invitation to the awards cocktail and the invitation to the awards dinner.') and 'STUDENT' (with a description: 'Registration includes all conference materials and all coffee breaks. This package does not include social events.'). Each option has a 'Select' button. A 'Next' button is located at the bottom right of the registration options.

- 3) In the next step, confirm / update your personal details, address etc. Click on "Save changes".
- 4) The system will automatically identify your registration package (early-bird registration fees valid till January 15, 2023, are: \$190 for WAPOR Latin America chapter members; \$220 for non-members of the chapter; \$50 for students). If you think the amount is wrong and you should have WAPOR Latin America chapter membership – please, contact waporoffice@gmail.com

The screenshot shows the 'Registration' page with a progress bar at the top indicating four steps: 1. REGISTRATION PACKAGE, 2. ORDER DETAILS, 3. REVIEW ORDER, and 4. COMPLETE. Below the progress bar, it says 'Please, select a registration package:'. The 'Attendee Information' section displays a profile for Kseniya Kizilova, including her photo, name, affiliation (World Values Survey Association), email (kseniya.kizilova@gmail.com), and address (Institute for Comparative Survey Research Paniglgasse 17/7, Vienna 1040, AT, +43 681 81543219). Below this, the 'Select a Registration Package' section shows the 'Regular' package selected for \$220.00, with a green 'Selected' button.

5) Enter your badge details in the next step. Click "next".

6) **Last part of the registration** is payment. Choose if you would like to make a donation (or remove the tick if no donation). Then add a credit or a debit card to your account.

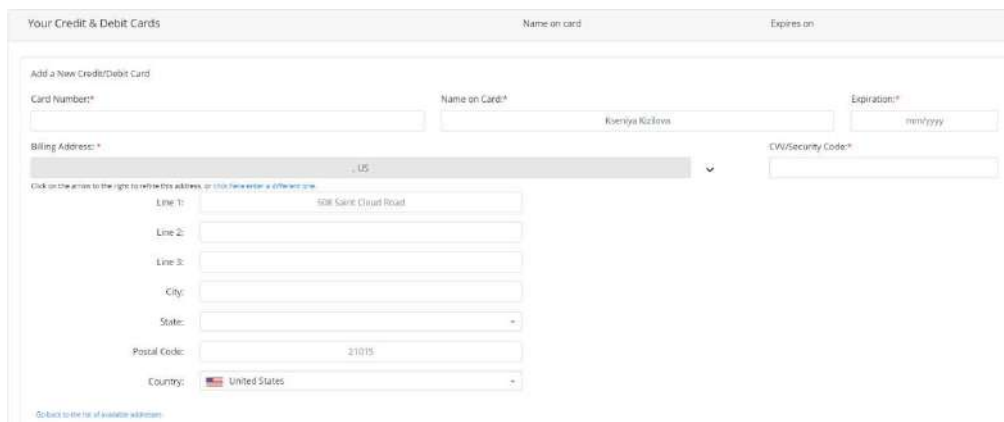
Registration



The registration progress bar shows four steps: 1. REGISTRATION PACKAGE, 2. ORDER DETAILS, 3. REVIEW ORDER, and 4. COMPLETE. Below the progress bar, a question asks: "Would you be interested in making a donation while you're here?". A checkbox labeled "Yes I'd like to make a donation along with this order" is checked. Below this, there are six buttons for donation amounts: "\$5", "\$10" (highlighted in green with a checkmark), "\$25", "\$50", "\$100", and "Other". At the bottom left, it says "Amount Due Now: \$238.00". At the bottom right, there is a button labeled "Apply Coupon Code".

Click on **"add credit or debit card"**. A new tab will open. Please, make sure to enter all your details correctly. Note that year of card expiration must be a 4-digit number (i.e. 2025). Make sure to enter your full billing address, including street, city, postal index. Click on "Add credit card".

Kindly note, please, that WAPOR uses BluePay international payment system. It happens so that certain types of cards or cards issued in selected countries are not accepted by BluePay. In this case you will see an error message in red that "Blue Pay is not defined". As it has to do with the BluePay settings, WAPOR can not solve this issue. If you see this error, please, try entering details of another card.



The form is titled "Your Credit & Debit Cards" and has a sub-header "Add a New Credit/Debit Card". It contains the following fields: "Card Number:" (empty), "Name on Card:" (filled with "Iberriya Rizlova"), "Expiration:" (filled with "mm/yyyy"), "Billing Address:" (with a dropdown menu showing "US"), "CVV/Security Code:" (empty), "Line 1:" (filled with "504 Saint Cloud Road"), "Line 2:" (empty), "Line 3:" (empty), "City:" (empty), "State:" (empty), "Postal Code:" (filled with "21015"), and "Country:" (filled with "United States"). There is a link at the bottom left: "Go back to the list of available addresses".

7) Upon entering your card details and saving your card, make sure to select it as a payment method by clicking on the dot on the left side:

Your Credit & Debit Cards	Name on card	Expires on
<input checked="" type="radio"/> VISA Visa ending in xx0837	Kseniya Kizilova	10/2023
<input type="radio"/> + Add a credit or debit card		

No payment method selected. Please select a payment option to continue.

Now the payment method is selected. Click next to review the order.

Your Credit & Debit Cards	Name on card	Expires on
<input checked="" type="radio"/> VISA Visa ending in xx0837	Kseniya Kizilova	10/2023
<input type="radio"/> + Add a credit or debit card		

8) Click **"Process order"** for the registration to be completed and your payment to be processed.

Heads up! Your order is not yet complete. Review the information below and click the **Process** button at the bottom of the screen to complete your order.

Item	Quantity	Unit Price	Total
Registration for Kseniya Kizilova (Regular) <small>WAFOR LA-DIXALU 2023 REGULAR Regular</small>	1	\$220.00	\$220.00
Allan McCutcheon Student Travel Award	1	\$10.00	\$10.00
		Subtotal:	\$230.00
		Shipping:	\$0.00
		Tax:	\$0.00
		Less Discounts:	\$0.00
		Total:	\$230.00

Payment Method: Visa ending in xxxxx0837 Payment Amount: \$230.00