OCS Conference Event Self-Registration: User Guide

Abstract

A brief guide to using OCS Conference Event Self-Registration

Delegates

In order to self-register for available events, members must have access to OCS and be registered as a delegate to the conference in question.
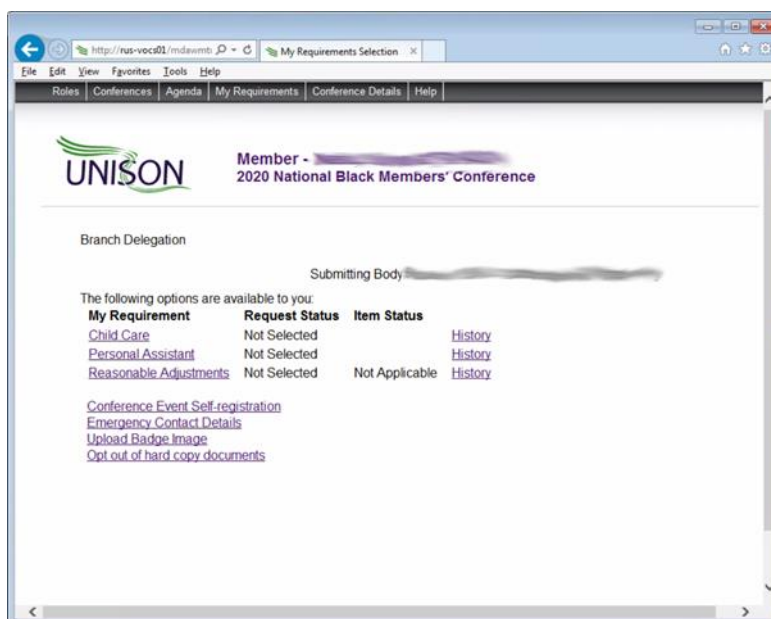
Delegates should initially access OCS, select the "Login as a Member" link and then select a conference from the list shown for which they wish to manage event registrations.
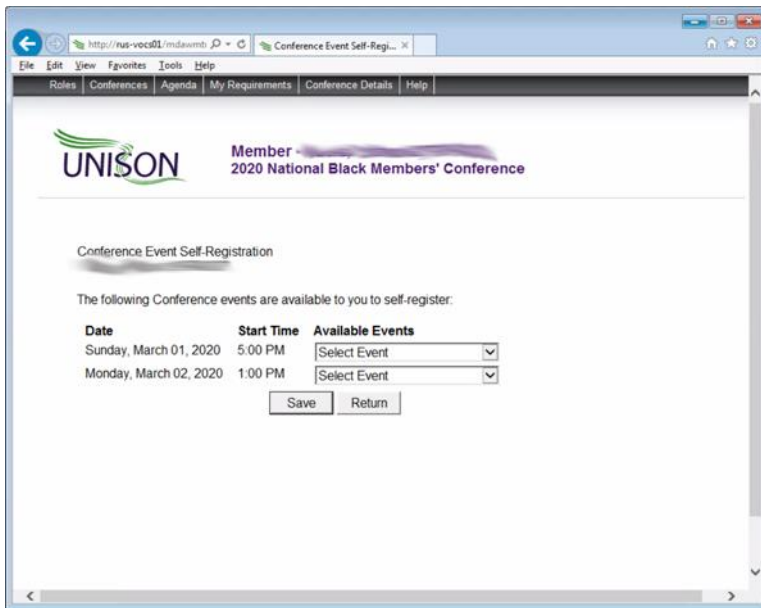
The following screen should then be shown:
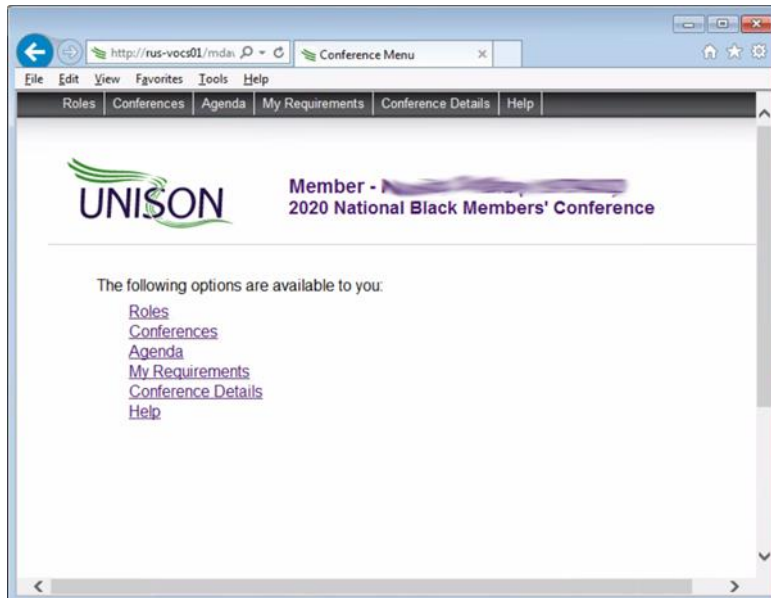
D1 – Delegate Conference Menu

Delegates should next click the "My Requirements" link and the "My Requirements Selection" screen is shown as below:

D2 – My Requirements Selection

Delegates should now click the "Conference Event Self-Registration" link and the Conference Event Self Registration screen is shown as below:
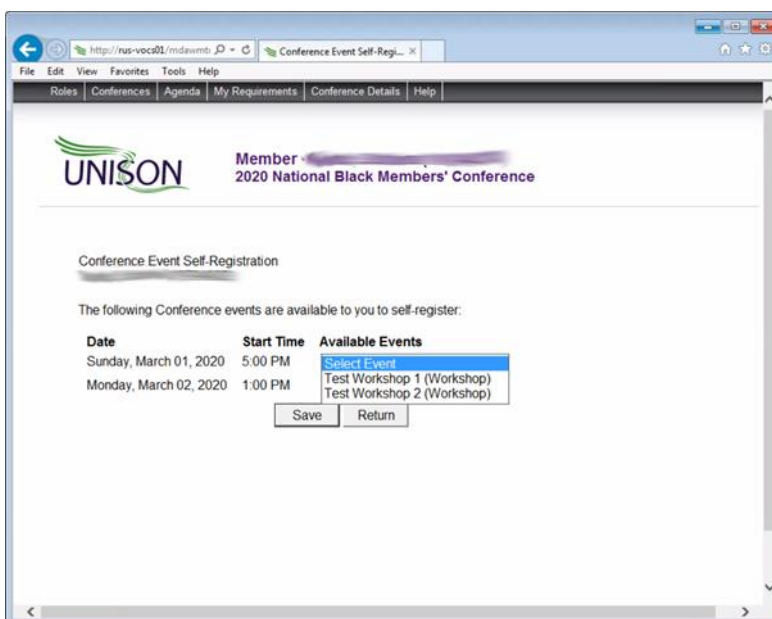

D3 – Conference Event Self-Registration

This screen shows the Dates/Time slots for which in which there are available self-registerable events along with a dropdown list for each slot showing the available events for that slot.

Note that on entry to this screen "Select Event" for any slot indicates that this delegate is not registered for any event in that slot.

As noted above, the dropdown list shows available events for each slot (available meaning that the event is not full, and that self-registration has not yet closed) as shown below:

D4 – Conference Event Self Registration dropdown list

Note that the text in brackets indicates the event type for each event.

Delegates should simply select events from each date/time slot that they wish to attend and click the "Save" button.

This will:

- Register the delegate as an attendee as the events just added
- Send an email notification to the delegate detailing the date/time, event name, event type and venue for each event just added
- Return the delegate to the "My Requirements Selection" screen (D2 above).

From screen D2, delegates can access the "Conference Event Self-Registration" screen again, and at any time, using the link to view their current self-registrable event registrations.

The screen below shows the delegate is registered as an attendee for "Test Workshop 1" and "Test Workshop 4":
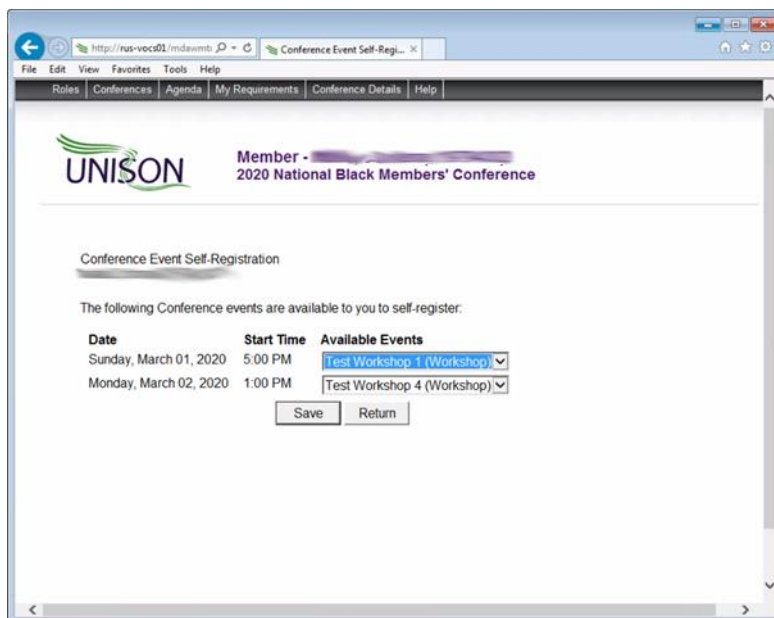
D5 – Existing event registrations

Should a delegate be unable to attend an event for which they are registered, they simply need to de-select that event by selecting "Select Event" from the dropdown list for the appropriate slot.

For example, if the delegate does not now wish to attend "Test Workshop 1", "Select Event" can be selected from the March 01/5:00pm slot dropdown as below:
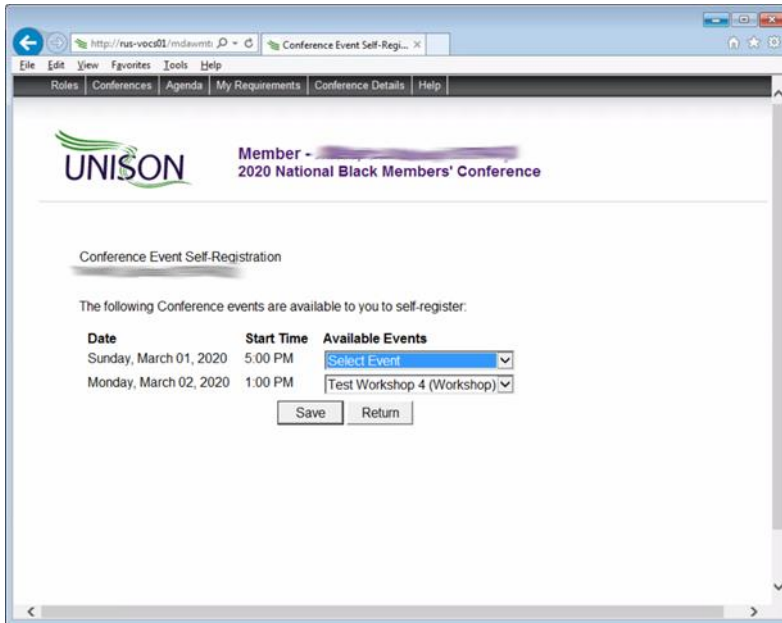
D6 – De-select event

…before clicking the "Save" button.

The "Save " button will cause:

- The delegate to be deregistered as an attendee from the events just removed
- An email notification to be sent to the delegate detailing the date/time, event name, event type for each event just removed
- OCS to return the delegate to the "<My Requirements Selection" screen (D2 above).

Note that using the "Return" button on the "Conference Event Self-Registration" screen (D3, D4, D5, D6) will discard any changes and simply return to the "My Requirements Selection" screen (D2).

Email Reminders for delegates registered as attendees at events occurring in 2 days time appear as below:
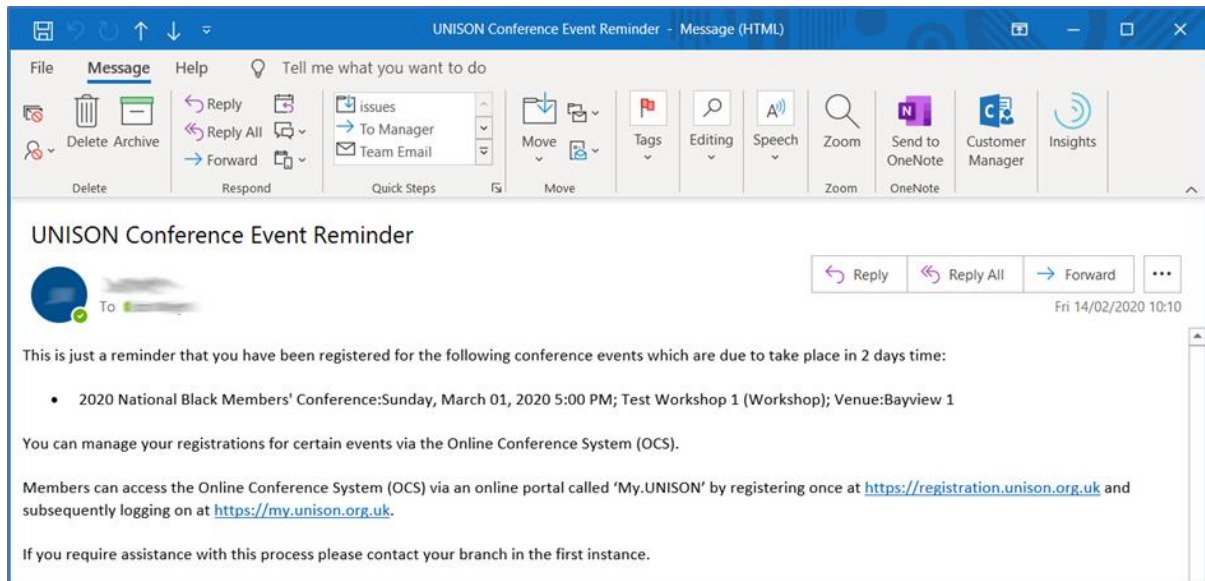
E3 – Event Reminder Notification