



## How to Register & Pay

To Register & Pay, you must first have entered your details into the website if you have not done so already:

1. Go to "Login / Pre-register" page, accessible from the button on the main conference system page (My Event).
2. Fill in your details, select a Password then click the "Submit" button (your email address will be your username).

If you are a student or a sponsor contact [sales@iea-coal.org](mailto:sales@iea-coal.org) so that a discount can be pre-set for you before you register & pay.

After you have pre-registered:

3. Login to the CCT2011 website.
4. On the main conference panel, click on the "Register & Pay" button.

### ***First, you must select the tickets that you require:***

5. Click on "Register to attend meeting and technical visits" to select the conference admission ticket together with any technical visits by clicking in the relevant boxes.
6. At the bottom of the page, click on "Add Ticket".

Now, you can pay for your ticket or select tickets for accompanying person(s) who may attend the conference reception and dinner but not the technical sessions.

### ***To select tickets for an accompanying person:***

7. Click on "Register guest and guest tickets".
8. Click on the drop-down box opposite "Existing User" to check if the accompanying person is already on the system. If they are, then there is no need to re-enter their details. Otherwise, enter the details for the "New User" by completing all fields.
9. Select the required tickets for the accompanying person by clicking in the relevant boxes.
10. At the bottom of the page, click on "Add Ticket".

You will now be taken to the main Register & Pay page where you can see all the tickets that you have selected.

***To purchase the selected tickets:***

11. Click on "Pay for my tickets".
12. If you have been given a discount code, enter it into the box and click on the green "+" to apply the discount
13. Click on "Checkout".
14. Select the method of payment you would like to use:  
    offline payment by cheque or bank transfer, or  
    online payment by credit or debit card.
15. Click on "Continue"

If you have selected online payment, when you click on "Make Payment" you will be taken to another website provided by WorldPay.

If you have selected offline payment:

16. Make sure that you click on "Finish" on the next page, otherwise your order will not be processed. You will receive an "All done!!" message when you click on "Finish" and an order acknowledgement email will be sent to you.

You can pay offline by cheque in Euro but if you wish to pay by bank transfer, please contact [sales@iea-coal.org](mailto:sales@iea-coal.org) and provide the order number that is shown on the "Finish", the "All done!!" page, and the order acknowledgement email.