



## online registration instructions

In order to make your online registration, please follow these steps:

- 1) Enter the registration link. Select the amount to pay and click once on the **shopping cart** on the right side of the value.
- 2) On the same page, at the top of the column on the right, you have the following option "**My cart**", where you will see number 1 if it corresponds to an entry. You should **click the cart** to proceed.
- 3) You will find a new page with the final amount to pay. You should click "**Finish**" if everything is correct.
- 4) Next, you will find a new page where you have two options:
  - Access
  - New Record

If you are not already registered at the online store, please fill the fields of the option "**New Record**".

### To register at the store:

First name

Last name

Email

Address

City

Postal Code

Country

Date of birth

Qualifications (Education)

Profession

**VAT or Fiscal Number** – please, fill in with your fiscal number (please, ignore the information "enter a valid VAT number in Portugal"). In alternative, fill in with 0 digits (000)

- 5) Once registered, you can continue your "purchase" in the store.  
Please, go again to the option "**My cart**" (at the top of the column on the right), and click "Finish", after verifying the information.
- 6) Complete the fields for "**Participant's identification**" and click "**Next**".
- 7) Choose your **billing data**:
  - Option 1 - User profile data (for data with your elements)
  - Option 2 - Create new billing data (with your institution data)→ click "**Next**"
- 8) Choose your payment method (Visa/Mastercard, Multibanco, Bank transfer, Paypal).

We hope you can register with these instructions. Please contact us for further questions, at [eventos.porto@ucp.pt](mailto:eventos.porto@ucp.pt)