

Step by Step Guide For Online Group Master Account Registration

Online registration for the 20th World Petroleum Congress can be made through its official website www.20wpc.com. The registration page has all the relevant information regarding the different types of registrant categories and payment options.

The group master account registration procedure is the most convenient process for group organizers who are responsible for paying the group account and who will be coordinating and administering all of the individual registrants' information.

The online group master account registration process for the 20th WPC allows you to:

- a. Create a registration order and pre-book the number of your registrants, technical tours, social tours and social events. You can return at a later date to add your registrant details, once you have the final information
- b. Add/Edit your registrant details and/or the number of registrants once an order has been created
- c. You may choose to pay immediately or pay later. Kindly note that the payment terms apply.

Kindly familiarize yourself with the information and to register your group, click on "Group Master Account Registration" and follow the steps below:

The Group Master Account registration process for the 20th WPC consists of two phases:

Phase 1: This is where you as a group organizer will create your group master registration account and select the total number of registrants, tours and social events that you would like to book for.

Phase 2: This is where you return to your group master registration account and add individual registrant details. This can be done all at once or as and when you receive information on your individual group members.

Phase 1:

Create a Group Master Registration Account or Sign In – *Sign In is for returning users*

- You as the group organizer will enter your email address to create the account. This information is used to identify you as the person responsible for the Group Master Account Registration

If registering, Create your 20th WPC Group Organizer Account

- We highly recommend you to use a company group code. It is advisable to use your company name as a group code. **The Group Code can be up to ten characters long and is case sensitive.**

Group Registration

- Here you must indicate the total number of registrants, and book the number of tours and social events for your group.
* Note, if you, the **group organizer, will also be attending the congress then you must include yourself** in the registrant count when indicating the number of registrants selected for your group

Airport/Hotel Transport

This step is optional at the initial stage.

Payment/Verification

Here you can review/edit your registration order details and see your registration order confirmation
This step also allows you to:

- Add Additional Registrants to your group registration order
- Edit your account details, Edit your group registrant categories/numbers, tours and social events.
- You can also add your spouse or partner's details; this is applicable only if you are attending the congress. You may choose to do any of the above tasks at a later stage
- Choose your payment option

Phase 2:

Adding your Registrant Details:

1. Click on Group Master Account Registration tab on the website
2. Sign in as a Returning User
3. On the **Registration Orders** page click on **View Order**
4. On the **View Registration Order** page click on **Split Order** to start inserting your group registrants' profile information
5. On the **Split Group Registration Order** page click on **Change to New Registrant**
6. On **Add Group Registrant(s)** page populate all the fields and upload the registrant's photograph, then click on Add Registrant
7. **Airport/Hotel Transport** page. **Always click on Continue**, even if you wish to add the transport details at a later stage. ****Do not click on SKIP**
8. On the **Split Group Registration Order** page, under "Order Items to Split" input "1" corresponding to the registrant category (mandatory), tours (if applicable) and social events (if applicable), then click on **Split Items**
9. You will now be redirected to the **View Registration Order** page, click on **Split Order** again to insert the next registrant's details by repeating steps 5 to 8
10. Continue until you have filled in all your registrant information

Please note that you may access your registrant details at any time by logging on to your account. You may manage edit/add registrants and manage your group bookings from your account. You will not receive a confirmation each time you add registrant details, however you will receive a confirmation each time you add a new registrant to your order.

Assigning tours to your group registrants:

If you have already completed Phase 2, that is split your entire order, you can select tours and social events for your group registrants by following the steps below:

1. On the **Registration Orders** page click on **Edit Order**
2. On the **Edit Order** page click on **Edit Items** (next to relevant registrant)
3. On the **Group Registration** page assign a tour to the selected registrant by inserting “1” next to the preferred tour and/ social event that the registrant would like to attend then click on “**Update**”
4. Complete this process by following the standard process to reach the Registration Confirmation Page

Adding additional registrants to your registration order:

Addition of registrants to your registration order is very straight forward and it can happen in two scenarios:

Scenario 1:

You have only **completed Phase 1** of your registration order; you have not started entering any of your group registrants’ details. **If you would like to pre-book tours after completing Phase 1 only, the same steps apply.**

1. Here, you will log on to your existing 20th WPC account and you will be directed to the **Registration Orders** Page.
2. On the **Registration Orders** page click on **Edit Order**
3. On the **Edit Order** page click on **Edit Items**
4. On the **Group Registration** page enter the updated number of registrants corresponding to each category. Here you can also book the total number of tours and social events. Then click on **Update**.
5. Complete this process by following the standard process to reach the Registration Confirmation Page

Scenario 2:

You have **completed Phase 2** of your registration order. The below process applies even if you paid the initial order. Note that at this stage, you must have all the details of the additional registrant prior to adding him/her to your order.

Now, you will log on to your existing 20th WPC account and you will be directed to the Registration Orders Page.

1. On the **Registration Orders** page click on **Edit Order**
2. On the **Edit Order** page click on **Add Registrant**
3. On the **Add Group Registrant(s)** page scroll to towards the bottom of the screen and add your registrant’s details, then click on **Add Registrant**
4. On the **Group Registration** page assign a category to your newly added registrant. Here you can also assign tours and social events to this group registrant
5. Complete this process by following the standard process to reach the Registration Confirmation Page

For enquiries please email us at registration20wpc@qp.com.qaa