

Registration Guide for TFP 2011 and FOPARA 2011

The registration and payment process is a bit involved due to the fact that we are using the university facilities for registering for (and payment of) courses, and there are still parts in Spanish. The registration consists of a two-step procedure:

1. **Creating a user of the system.** You give your personal data, and choose a user name and a password. At the end of this step you will receive a confirmation e-mail. Then you can proceed to step 2.
2. **Registering for the conference.** You will complete your personal data and then choose a conference. There are three separate ‘conferences’: TFP only, FOPARA only, and TFP + FOPARA. At the end of this step you will be addressed to a secure bank page (unfortunately in Spanish) where you must give your credit card number and confirm the payment. There is no option for bank transfer payment.

Creating a user of the system

The steps are the following:

1. Go to the given URL. Select the **English flag** at the right upper corner.
2. Select the **sign up** button. In the next page you must fill all the shadowed boxes.
3. Document type. The options are in Spanish. Foreigners must choose **PASAPORTE** (passport).
4. The next boxes are clear. In the gender box, choose **Varon** if you are male, and **Mujer** if you are female.
5. Date of birth: do not use the calendar if you do not want to get into a pain. Just write it in the format **dd/mm/yyyy**. It seems that this does not work sometimes, depending on your country. Try then **mm/dd/yyyy**, and even **yyyy/mm/dd**. One of them will work.
6. Account data. The boxes are clear except that you must choose a password between 8 and 16 characters (the notice is in Spanish)
7. Do not forget the **captcha box**. The sentence in Spanish says: ‘please type the characters you see on the left’.
8. If you press **finish** and do not get errors you will receive a confirmation e-mail from **noreponder@fundacionucm.es** in perfect Spanish. Forget about the text (the only important word there is a self-explaining ‘satisfactoriamente’) and just follow the link.

Registering for the conference

Important: Allow pop-ups in your browser. Otherwise, the communication with the bank will fail. The steps are the following:

1. If the page is in Spanish select the **English flag**.

2. Type your user name and password, then log-in.
3. Go to **Personal Details** in the left menu. You must complete some data there marked in shadowed boxes. In particular your address will be used to send you the LNCS volumes. So, we need accurate information here.
4. In the **Country** box, countries are in Spanish. We are afraid you must guess the Spanish name of your country. Or else you may use a translation facility such as <http://www.foreignword.com/countries/English.htm>.
5. Do not forget to press the **disk icon** at the end, in order to save your data.
6. Go to the left menu and select **Course Catalog > Course List**. Then, select **CONGRESOS > CONGRESOS** in the right menu.
7. Among the available conferences they should appear: TFP 2011, FOPARA 2011, TFP + FOPARA 2011. Choose one of the three.
8. In the next page you must select the available **Registration Mode** which has the amount due written to the right. Select the **Next** button.
9. If you are a Ph.D. student, you can apply for a discount in this page. This discount is only applicable to TFP 2011 and to TFP+FOPARA 2011. If you tick the discount box, you must then select **Finalize Selection**. In the next page you must select **Accredit assistance** in order to upload a document crediting that you are a Ph.D. student. If you do not upload a document, or upload an invalid one, or even a valid one, the system will anyway allow you to go on and to pay. In any case the discount will apply to your bill, but your registration is conditioned to the validity of your document, and also to the availability of grants, as there are a limited number of them. You will receive by e-mail a confirmation in a couple of days. In case the discount cannot be applied, we will ask you either to pay the difference or to ask for a refund.
After uploading your document, press **continue** and in the next page press **next**.
10. If you are not a Ph.D. student, select **Continue without Assistance**.
11. At this stage, your shopping basket will be shown with the total amount due. If you agree, press the **pay** button.
12. Select the only payment method **PAGO POR TARJETA DE CREDITO** (credit card) and confirm payment.
13. You enter now in Banco de Santander's (a Spanish bank) page. Everything here is in Spanish. Select the yellow button **Continuar pago**.
14. In the next page select the central button **Via tarjeta**.
15. In the next page give your credit card numbers as usual. You do not need to be the card holder. Santander Bank will use your card number to re-direct you to the bank responsible of your card. You will need your card keys for secure-business payment.
16. If your bank confirm the card, you will hopefully be charged by the amount said above. You will get a page from Santander Bank (in Spanish) with a green mark and the word **ACEPTADA**. Finally, you will get a message from the University services (in Spanish) confirming the payment, and including a reference number.