

How to Register for the 3rd Annual Mississippi McNair Scholars VIRTUAL Research Symposium

For your convenience, the following slides are step by step instructions on how to register for the 3rd Mississippi McNair Scholars Virtual Research Symposium.



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Step One: Visit the Conference Website
(http://www.outreach.olemiss.edu/mcnair_scholars_conference)

Step Two: Read the webpage for important information and then click Register Now

When you are ready to register, be sure to set aside enough time to register at one sitting because the registration/payment portal has a tendency to timeout without saving your previous input.

Registration

REGISTRATION OPENS ON SEPTEMBER 15, 2020 AND
CLOSES ON SEPTEMBER 30, 2020

Registration Fees

\$100 – Standard Student/Staff

\$50 – Graduate School Recruiter

Register Now

You will be taken to the registration/payment portal after you click “Register Now”.



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Step Three: Once you are on the Registration/Payment System, you will need to first select “View Details”

Professional Development		
Home / Outreach and Continuing Education / Professional Development		
Name	Price	Actions
The University of Mississippi Ronald E. McNair Scholar's VIRTUAL Research Conference	\$50.00 – \$100.00	View Details

Step Four: After clicking “View Details”, you will come to the screen (see below) that you will need to make a selection regarding your registration status. If you are a recruiter, please select **Recruiter** but if you are registering a group of McNair Scholars as well as yourself or any other staff from your institution, you will need to select **Student/Staff Registration**. You will also need to select “Quantity.” Then click “Add to Cart.”

Home / Outreach and Continuing Education / Professional Development / The University of Mississippi Ronald E. McNair Scholar's VIRTUAL Research Conference

The McNair Scholar's Virtual Research Conference is open to all disciplines and will offer a platform for undergraduate students to share their research and participate in professional development opportunities.

Prices range from \$50.00 to \$100.00 (price depends on options selected)

Registration Fees:

Quantity:

✓ Select One

Graduate School Recruiter Registration \$50.00

Student/Staff Registration \$100.00

Home / Outreach and Continuing Education / Professional Development / The University of Mississippi Ronald E. McNair Scholar's VIRTUAL Research Conference

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Prices range from \$50.00 to \$100.00 (price depends on options selected)

Registration Fees:

Select One

Quantity:

1

Add To Cart



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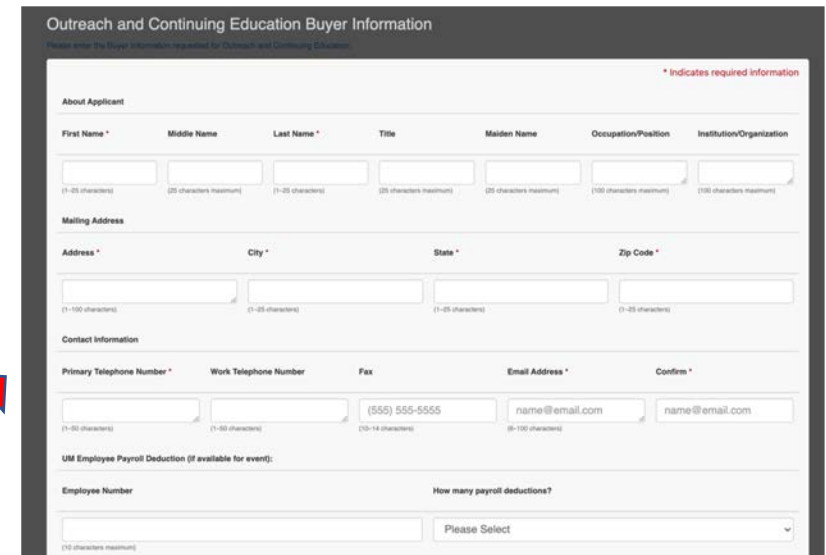
Step Five: After adding your order to the cart, you will then input the information based on the fields listed.

Recruiter's Registration Screen



The Recruiter's Registration Screen is a form with a dark header and a light body. It contains three input fields: 'First Name *' (1-1,000 characters), 'Last Name *' (1-1,000 characters), and 'Email Address' (8-1,000 characters). A red asterisk indicates required information. A 'Continue' button is at the bottom right. A red arrow points from the 'Continue' button to a circled number '1'.

Recruiters: After clicking "Continue" you will be taken to the Buyer Information Page. Some items on this page are not applicable to this conference, so please ignore them. The rest of the process is self-explanatory. Should you have questions or concerns, please contact Demetria Hereford.



The Outreach and Continuing Education Buyer Information form is a multi-section form with a dark header. It includes sections for 'About Applicant' (First Name, Middle Name, Last Name, Title, Maiden Name, Occupation/Position, Institution/Organization), 'Mailing Address' (Address, City, State, Zip Code), 'Contact Information' (Primary Telephone Number, Work Telephone Number, Fax, Email Address, Confirm), and 'UM Employee Payroll Deduction (if available for event)'. A red asterisk indicates required information. A red arrow points from the 'Continue' button in the previous screen to this form.



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Step Six: After adding your order to the cart, you will then input the information based on the fields listed. If you select quantity of 2 or more, be sure to complete all the information for each student based on his or her corresponding number on the registration form. You will also need to make sure to include yourself when registering.

Student/Staff Registration Page (Partial View)

* Indicates required information

Attendee's Information

	First Name *	Last Name *	Email Address *
1	<input type="text"/> <small>(1-1,000 characters)</small>	<input type="text"/> <small>(1-1,000 characters)</small>	<input type="text"/> <small>(8-1,000 characters)</small>
2	<input type="text"/> <small>(1-1,000 characters)</small>	<input type="text"/> <small>(1-1,000 characters)</small>	<input type="text"/> <small>(8-1,000 characters)</small>

Institution Name *

(1-1,000 characters)

Home Mailing Address (City, State, Zip Code) *

1	<input type="text"/> <small>(1-1,000 characters)</small>
2	<input type="text"/> <small>(1-1,000 characters)</small>

Attendee's Major (N/A, if not applicable) *

1	<input type="text"/> <small>(1-1,000 characters)</small>
2	<input type="text"/> <small>(1-1,000 characters)</small>

1 Complete all the information in the fields listed on the registration page.

2 After clicking "Continue", review the items in your cart and make any necessary changes before proceeding to "Checkout."

3 After clicking "Checkout", you will be taken to the **Buyer Information Page** where you will have to input more information, keep in mind that some information on this page is not relevant to this conference so just ignore it.



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Step Seven: The **Buyer information Page** is self-explanatory. There are some fields that are not relevant to this conference (i.e. payroll deduction, dietary restrictions, etc.) so please ignore them or put "Not Applicable."

Outreach and Continuing Education Buyer Information

Please enter the Buyer Information requested for Outreach and Continuing Education.

* Indicates required information

About Applicant

First Name *	Middle Name	Last Name *	Title	Maiden Name	Occupation/Position	Institution/Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(1-25 characters)	(25 characters maximum)	(1-25 characters)	(25 characters maximum)	(25 characters maximum)	(100 characters maximum)	(100 characters maximum)

Mailing Address

Address *	City *	State *	Zip Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(1-100 characters)	(1-25 characters)	(1-25 characters)	(1-25 characters)

Contact Information

Primary Telephone Number *	Work Telephone Number	Fax	Email Address *	Confirm *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(1-50 characters)	(1-50 characters)	(10-14 characters)	(8-100 characters)	

UM Employee Payroll Deduction (if available for event):

Employee Number	How many payroll deductions?
<input type="text"/>	<input type="text"/>
(10 characters maximum)	Please Select

My Cart Delivery Payment Confirmation Receipt

Login

Username:

Password:

New User? [Register Now](#) [Login](#)

Contact Information

Email: *

name@email.com

Back [Continue Shopping](#) [Checkout as Guest](#)

After completing the Buyer Information, click "Continue". You will then proceed to the next screen, input your email address again, and then "Checkout as Guest."



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Step Eight: After clicking “Checkout as Guest”, you will then select your payment method. The University of Mississippi only accepts Visa and Mastercard. Credit Card payments are preferred. If requesting to pay with another form of payment, select “Invoice Me/Bill Me Later” and our Business Office will email you an invoice that will have to be paid within 30 days of receipt.

Payment Method

Payment Method: *

Available Payment Methods

* Indicates required information

✓ Select a Payment Method

Credit Card

Invoice Me/Bill Me Later

Billing Address

Name: *

Address Line 1: *

Address Line 2:

Country: * United States

City: *

State/Province: * Mississippi

* Indicates required information

Before proceeding to the next screen, you will need to complete the billing information.

Click “Continue” to go to the next screen to Review Your Order.



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Step Nine: The **Review Order Page** allows you to make any changes before your submit your registration.

Be sure to check your information carefully. You will notice that the Return Policy Agreement is not listed. This is a system error. Keep in mind that the Return (Refund) Policy is listed on the Conference Webpage.

Review Order

Payment Information

Payment	Details	Billing Information	Summary
Invoice Me/Bill Me Later	Jane Doe University of Your Town USA 1234 XYZ Street Your Town, MS 38655 United States	The University of Mississippi Ronald E. McNair Scholar's VIRTUAL Research Conference : Graduate School Recruiter Registration \$50.00:	\$50.00
		Tax:	\$0.00
		Total:	\$50.00

Change Payment Information

Return Policy Agreement

⚠ By clicking Submit Order, I agree to the above Return Policy

Back

Print Agreement

Continue Shopping

Submit Order



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Step Ten: YES....you are now finished with the registration process. After submitting your order, you will receive a “Thank You” for your Order. Your Order # will be listed here.

Thank You!

This is your Order summary.

An Order confirmation email was sent to the following address: mleach@olemiss.edu

[Print](#)[Continue Shopping](#)

Order #387691 - Outreach and Continuing Education

Payment	Details	Billing Information
Invoice Me/Bill Me Later		Jane Doe University of Your Town USA 1234 XYZ Street Your Town, MS 38655 United States



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HOW TO UPLOAD YOUR ABSTRACT | Website: <https://web6.olemiss.edu/outreach/events/uploads/upload.php>

Instructions for uploading your Document or Image

To begin, enter the **identification number** you were sent when you submitted your application.

→ ID # is your Order Number

Formatting your uploads

You will need to title your photo(s), 'LastName_FirstName.jpg', and/or your abstract as a pdf file(s) titled, 'LastName_FirstName_Abstract.pdf'.**

→ DO NOT upload a photo.

**Note that *only* *.pdf and *.jpg file types are allowed.

→ Ex. McNair_Smith_Jane_MyAbstractTitle.pdf

Upload materials

Now choose one of the following two methods to upload your *.pdf or *.jpg file.

1. Choose the file you wish to upload from your local machine and drag the file into the box below.
2. Click the button marked 'Select File' to choose the file from your system.

→ Abstracts should be saved as a pdf not a jpg file.

Drop file here

or

Select File



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