

# How to Register for the 3<sup>rd</sup> Annual Mississippi McNair Scholars VIRTUAL Research Symposium

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



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**Step One:** Visit the Conference Website  
([http://www.outreach.olemiss.edu/mcnair\\_scholars\\_conference](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 | <a href="#">View Details</a> |



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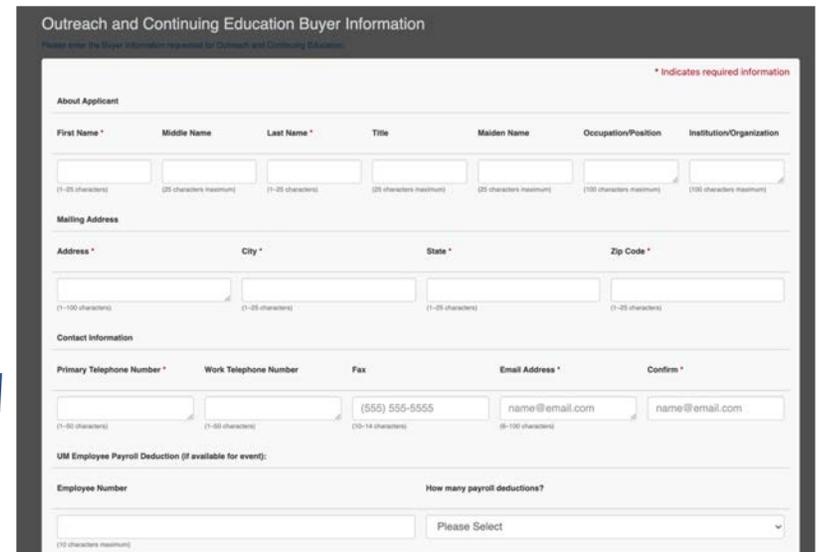
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**Step Five:** After adding your order to the cart, you will then input the information based on the fields listed.

### Recruiter's Registration Screen



The Recruiter's Registration Screen is a form with three input fields: First Name (1-1,000 characters), Last Name (1-1,000 characters), and Email Address (8-1,000 characters). A red circle with the number '1' is positioned above the Continue button, which is located at the bottom right of the form.



The Outreach and Continuing Education Buyer Information form is a multi-sectioned form. 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 UH Employee Payroll Deduction (Employee Number, How many payroll deductions?).

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.

**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"/><br><small>(1-1,000 characters)</small> | <input type="text"/><br><small>(1-1,000 characters)</small> | <input type="text"/><br><small>(8-1,000 characters)</small> |
| 2 | <input type="text"/><br><small>(1-1,000 characters)</small> | <input type="text"/><br><small>(1-1,000 characters)</small> | <input type="text"/><br><small>(8-1,000 characters)</small> |

Institution Name \*

(1-1,000 characters)

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

1   
(1-1,000 characters)

2   
(1-1,000 characters)

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

1   
(1-1,000 characters)

2   
(1-1,000 characters)

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."

The image shows two parts of a web interface. On the left is a form titled "Outreach and Continuing Education Buyer Information" with a sub-header "Please enter the Buyer Information requested for Outreach and Continuing Education." and a red asterisk indicating required information. The form is divided into sections: "About Applicant" with fields for First Name, Middle Name, Last Name, Title, Maiden Name, Occupation/Position, and Institution/Organization; "Mailing Address" with fields for Address, City, State, and Zip Code; "Contact Information" with fields for Primary Telephone Number, Work Telephone Number, Fax, Email Address, and Confirm; and "UM Employee Payroll Deduction (if available for event)" with fields for Employee Number and a dropdown for "How many payroll deductions?". On the right is a navigation bar with icons for "My Cart", "Delivery", "Payment", "Confirmation", and "Receipt". Below the navigation bar is a "Login" section with fields for Username and Password, and buttons for "New User? Register Now" and "Login". Below the login section is a "Contact Information" section with an "Email" field and a "Back" button. At the bottom of the navigation bar are buttons for "Continue Shopping" and "Checkout as Guest". A red arrow points from the "Checkout as Guest" button to a text box on the right.

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

Mailing Address

Address \* City \* State \* Zip Code \*

Contact Information

Primary Telephone Number \* Work Telephone Number Fax Email Address \* Confirm \*

UM Employee Payroll Deduction (if available for event):

Employee Number How many payroll deductions?

My Cart Delivery Payment Confirmation Receipt

Login

Username: Password:

New User? Register Now Login

Contact Information

Email: \*

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."

**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: \* \* Indicates required information

Available Payment Methods

✓ Select a Payment Method  
Credit Card  
Invoice Me/Bill Me Later

Billing Address

Name: \*

Address Line 1: \*

Address Line 2:

Country: \*

City: \*

State/Province: \*

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<br>University of Your Town USA<br>1234 XYZ Street<br>Your Town,MS 38655<br>United States | The University of Mississippi Ronald E.<br>McNair Scholar's VIRTUAL Research<br>Conference : Graduate School Recruiter<br>Registration \$50.00: \$50.00<br><br>Tax: \$0.00<br><br>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<br>University of Your Town USA<br>1234 XYZ Street<br>Your Town, MS 38655<br>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.

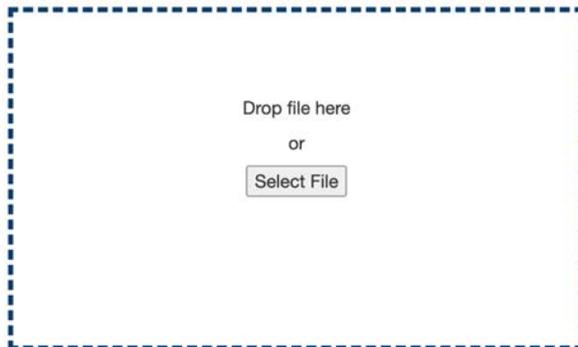
→ Ex. McNair\_Smith\_Jane\_MyAbstractTitle.pdf

### 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



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