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.
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.

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

Registration

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

Registration Fees
$100 – Standard Student/Staff
$50 – Graduate School Recruiter
Step Three: Once you are on the Registration/Payment System, you will need to first select “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.”
**Step Five:** After adding your order to the cart, you will then input the information based on the fields listed.

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.

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**Outreach and Continuing Education Buyer Information**

- **About Applicant**
  - First Name
  - Middle Name
  - Last Name
  - Title
  - Maiden Name
  - Occupation/Position
  - Institution/Organization

- **Billing Address**
  - Address
  - City
  - State
  - Zip
  - Email

- **Contact Information**
  - Primary Telephone Number
  - Mobile Telephone Number
  - Fax
  - Email Address
  - Social Security Number

- **Employee Number**
  - How many payroll deductions?
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)**

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.
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.”

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.

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

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’**

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

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.

ID # is your Order Number

DO NOT upload a photo.

Ex. McNair_Smith_Jane_MyAbstractTitle.pdf

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

The University of Mississippi | Ronald E. McNair Program