SPONSORSHIP REGISTRATION

- Go to event listing page and click on “ONLINE DELEGATE/STALL /SPONSORSHIP REGISTRATION” link.
- It will take you to the Delegate Registration page which looks like the form displayed on right side.
- Click on Sponsorship Registration
- Fill up the required fields and click on “Register” button. It will send an email to administrator for approval.
- Admin check the user details and approve the user from back-end, on approval it will send an email to user with login details.
DELEGATE DETAILS

- On successful login it will redirect user to the profile page.
- It will show payment status at the bottom of page, if logged-in user have not yet paid than it will show a link with text “Click here to pay”
- Clicking on this payment link at the bottom it will take user to the “Payment Details” page.

**Note:** Only when the CHT Admin would approve the invoice, **Click here to Pay** option will be available in the action column and you can click on the link to pay for it.
DELEGATE PAYMENT DETAILS

- The payment details page looks like the screenshot displayed below.
- It shows amount need to pay, options to pay amount through and a button to start payment process.
- Select the payment method and click on “Payment” button at the bottom will take user to the third party payment gateway screen and upon successful payment user will be redirected to this website.