

Document version: 1.1 updated 27.11.2014

Registration for an event – User Guide

In order to register for an event you need to have an account on the bpcc portal <http://www.bpcc.org.pl>. If you do not have an account yet, you can create one yourself.

The procedure for creating an account on the portal BPCC is as follows:

1. Click on the link "Subscribe" below the login window at the top of the page. (<http://www.bpcc.org.pl/en/registration-form.html>)
2. The next step is to fill out the registration form consisting of three fields:
 - a. E-mail
 - b. Password
 - c. Confirm password
 - d. ... and click "Save".
3. A link to activate your account will be sent to the specified e-mail address. When you click on the link you will be transferred to the portal with information that your account is already set up and activated.
4. After logging into the portal you will be asked to edit your profile. Please fill in the blanks with your details (personal data, invoice details, etc.).

WARNING! Accounts set up in accordance with the above procedure will have a default status of BPCC non-member person / company. Membership can be purchased by selecting "Account Settings" then choosing the "Pay for membership" tab. On paying the subscription charge you will automatically become a member of BPCC.

The procedure for registering for an event:

1. Once you have an account, and you are logged into the portal, go to the event which interests you.
2. At the end of the description of the events you have a new option to choose: "Participants List". Select the number of people you would like to register for the event and then click "Save".
3. At this point, the registration form used to date will appear. Fill in all fields and click "Save" again.
4. When you click the "Save" button, you will see the payment window. Select the desired payment method and click on the "dotpay" banner. You will be redirected to the page www.dotpay.pl where you can finish the payment procedure. The system will then send a confirmation e-mail to you and to the BPCC.

WARNING! The system automatically checks to see who is registering for the event. If the registration procedure is followed by a person who is not a member of BPCC, a price assigned to persons not affiliated with the Chamber will be displayed. If registration is made by a person who already is a member, you can see the member price will appear.