GUIDELINE FOR PME 35 ONLINE BOOKING SYSTEM
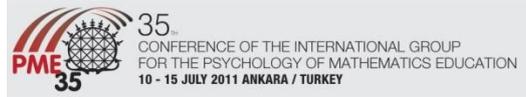
INDEX

VERIFICATION OF REGISTRATION

Dear 35TH CONFERENCE OF THE INTERNATIONAL GROUP FOR THE PSYCHOLOGY OF MATHEMATICS EDUCATION 10 - 15 JULY 2011 ANKARA / TURKEY **Participant,**

First of all we would like to thank you for your interest at
35ᵗʰ Conference of International Group for Psychology of Mathematics Education
Please follow the steps described below to online booking module.

1. Log in to https://www.pme35.metu.edu.tr/index.php/registration to register PME 35 online booking system

Online Registration

Please specify your information for registration.

Title: Prof.

Name: *

Surname: *

E-mail: *

Password: *

Re-type password: *

*: Necessary fields

Already registered? Lo

Login

> If you already registered click to Login button

GODADDY.COM SECURED
CLICK TO VERIFY

Send

> If you registering for the first time please fill the form and click to send button

2. Verification of your ConfTool registration.

Registration

My Account Home \ Registration

Verify your registration situation which on CONFTOOL.

Registration Situation: * Registered at CONFTOOL:

Registered and Confirmed at CONFTOOL:
Registered at CONFTOOL:
Not Registered yet at CONFTOOL:

> Please verify your registration status and click to save and continue

Back *: Necessary fields **Save**

Add Accompany Delete Accompany

> You don't need to verify your Accompanying

NOTE: We are sorry to inform you that all participants who logins the booking system has to verify their ConfTool registration.

PME 35

3. Confirmation

Registration

My Account Home \ Registration

Your registration is successfully updated.

When you click save button you will see confirmation message.

Registration Situation: * [Registered and Confirmed at CONFTOOL: ▾]

Accompany #1 Title: [Mr. ▾]

Accompany #1 Name: [Arber]

Accompany #1 Surname: [Congress 2]

Add Accompany **Delete Accompany**

Back

Now you can click to back button to see the booking home page.

Save

PME
35

4. My Account Home Page

My Account Home

Welcome |

> In **My Account Home** Page You can change your account information, password and booking details.
>
> But also you can do your hotel, transfers, tour and other social activity bookings

Change Personal Information
Change your personal information

⚠ Please fill in your phone

⚠ Please fill in your country

Change Password
Change your password

Registration
Verify your registration situation which on CONFTOOL.

Hotel Reservations
List and edit your hotel reservations and add new hotel reservation

⚠ There are no hotel reservations.

Transfer Reservations
List and edit your transfer reservations and add new transfer reservation

⚠ There are no transfer reservations.

Tour Reservations
List and edit your tour reservations and add new tour reservation

⚠ There are no tour reservations.

Payments
Online credit card payments and instructions for wire transfer and mail order

Messages
Send and receive messages from organization secreteriat.

Logout
Close your session.

5. Booking Login Page

> If you forget your password you can easily reset your password by clicking Reset password button.

Login

Please log in to manage your registration.

E-mail: *

Password: *

*: Necessary fields

Send

Onli   ration

Forgo   assword?

Reset password

GODADDY.COM
SECURED
CLICK TO VERIFY

PME 35

6. Reset your password

Enter your e-mail and then click to send button you will receive an e-mail includes your new password.

Reset password

Change your password

E-mail: * [   ]

*: Necessary fields

Send

Not registered? Sign Up!

Online Registration

Already registered? Log in!

Login

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35

ACCOMMODATION RESERVATION

Dear [PME 35 Conference logo: 35th CONFERENCE OF THE INTERNATIONAL GROUP FOR THE PSYCHOLOGY OF MATHEMATICS EDUCATION 10 - 15 JULY 2011 ANKARA / TURKEY] **Participant,**

First of all we would like to thank you for your interest at
35th Conference of International Group for Psychology of Mathematics Education
Please follow the steps described below to register online module.

1. Log in to https://www.pme35.metu.edu.tr/index.php/registration to register PME 35 online booking module.

Login

Please log in to manage your registration.

E-mail: *

Password: *

*: Necessary fields

Not registered? Sign Up!

Enter your e-mail address and your password to login your account

Send

GODADDY.COM SECURED — CLICK TO VERIFY

2. Hotel Booking Page

My Account Home

Welcome Mr. Tolga KOÇ

Change Personal Information
Change your personal information

⚠ Please fill in your phone

⚠ Please fill in your country

Registration
Verify your registration situation which on CONFTOOL.

Transfer Reservations
List and edit your transfer reservations and add new transfer reservation

⚠ There are no transfer reservations.

Payments
Online credit card payments and instructions for wire transfer and mail order

Logout
Close your session.

Click to "**Hotel Reservations**" link to enter your booking information.

Hotel Reservation
List and edit your hotel reservations and add new hotel reservation

⚠ There are no hotel reservations.

Tour Reservations
List and edit your tour reservations and add new tour reservation

⚠ There are no tour reservations.

Messages
Send and receive messages from organization secreteriat.

[PME 35 logo]

3. Entering booking information

Hotel Reservations

My Account Home \ Hotel Reservations

List and edit your hotel reservations and add new hotel reservation

Add Hotel Reservation

> For add your booking info click to "Add Hotel Reservation"

There are no hotel reservations.

Add Hotel Reservation

Back

4. Hotel Reservation Properties

Hotel Reservation Properties

My Account Home \ Hotel Reservations \ Hotel Reservation Properties

Hotel: * [Hilton Hotel Single Room / Early Booking ▼]

> Firstly select your room and price details.

Quantity: * [1 ▼]

> Enter number of room

Check-In Date: * [_____]

Check-Out Date: * [_____]

> Enter your check-in and check-out dates

Price:

Names and Contact Info: [_____]

> If you share your room with someone please enter his/her name and contact

Reservation Notes: [_____]

> If you have any other request please enter in to this area

Back

*: Necessary fields

Save

> Then click to save to proceed

5. Pre-Confirmation of your booking

Hotel Reservations

My Account Home \ Hotel Reservations

Hotel reservation is successfully updated.

> You will see your details from hotel reservation area you can edit or delete your reservation from this area

Add Hotel Reservation

Hotel Reservation Details	Price	Actions
1 X Hilton Hotel Single Room / Early Booking Check-In: July 10, 2011, Check-Out: July 15, 2011	450 EUR	Edit Delete

Add Hotel Reservation

Back

TRANSFER RESERVATION

Dear [PME 35 Conference of the International Group for the Psychology of Mathematics Education, 10 - 15 JULY 2011 ANKARA / TURKEY] Participant,

First of all we would like to thank you for your interest at
35th Conference of International Group for Psychology of Mathematics Education
Please follow the steps described below to register online module.

1. to https://www.pme35.metu.edu.tr/index.php/registration to register PME 35 online booking module

Login

Please log in to manage your registration.

E-mail: *

Password: *

*: Necessary fields

Not registered? Sign Up!

Enter your e-mail address and your password to login your account

Send

GODADDY.COM SECURED
CLICK TO VERIFY

2. Transfer Reservation Page

My Account Home

Welcome **Mr. Tolga KOÇ**

Change Personal Information
Change your personal information

⚠ Please fill in your phone
⚠ Please fill in your country

Change Password
Change your password

Registration
Verify your registration situation which on CONFTOOL.

Hotel Reservations
List and edit your hotel reservations and add new hotel reservation

To do the transfer reservation click to related link in your account page.

Transfer Reservations
List and edit your transfer reservations and add new transfer reservation

⚠ There are no transfer reservations.

⚠ There are no tour reservations.

Payments
Online credit card payments and instructions for wire transfer and mail order

Messages
Send and receive messages from organization secreteriat.

Logout
Close your session.

3. Entering reservation details

Transfer Reservations

My Account Home \ Transfer Reservations

List and edit your transfer reservations and add new transfer reservation

Add Transfer Reservation

To add your flight info click to "Add Transfer Reservation"

There are no transfer reservations.

Add Transfer Reservation

Back

4. Reservation Properties

Transfer Reservation Properties

My Account Home \ Transfer Reservations \ Transfer Reservation Properties

Transfer: * [Private Transfer On request / Airport Pick Up ▾]

Firstly select your choice of transfer direction

Quantity (Persons): * [1 ▾]

Enter number of person

Transfer Date: * [   ]

Enter transfer date

Transfer Time: * [07 ▾] : [00 ▾]

Enter your Arrival Time

Price:

Airport: * [   ]

Airlines: * [   ]

Enter Airport Airline and Flight Number

Flight Number: * [   ]

Names and Contact Info: [   ]

Accompanying person is free of charge Please enter name and contact info

Reservation Notes: [   ]

Back   *: Necessary fields   **Save**

Then click to proceed

5. Confirmation and Adding another booking

Transfer Reservations

My Account Home \ Transfer Reservations

Transfer reservation is successfully updated.

You will see your details of your booking and you can edit or delete your reservation from this area

Add Transfer Reservation

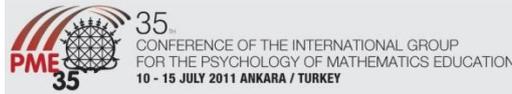| Transfer Reservation Details	Price	Actions
1 X Private Transfer On request / Airport Pick Up Transfer Date: July 11, 2011 07:00 Esenboga, THY, TK1234	50 EUR	Edit Delete

Add Transfer Reservation

Back

You can add other transfer to your account to do this click to "**Add Transfer Reservation**" button and repeat the steps

PRE – POST TOUR RESERVATIONS

Dear [PME 35 logo: 35th CONFERENCE OF THE INTERNATIONAL GROUP FOR THE PSYCHOLOGY OF MATHEMATICS EDUCATION 10 - 15 JULY 2011 ANKARA / TURKEY] **Participant,**

First of all we would like to thank you for your interest at
35th Conference of International Group for Psychology of Mathematics Education
Please follow the steps described below to register online module.

1. Log in to to https://www.pme35.metu.edu.tr/index.php/registration to register PME 35 online booking module

Login

Please log in to manage your registration.

Not registered? Sign Up!

E-mail: *

Password: *

*: Necessary fields

> Enter your e-mail address and your password to login your account

Send

GODADDY.COM **SECURED** CLICK TO VERIFY

2. Post – Pre Tours Reservation Page

My Account Home

Welcome **Mr. Tolga KOÇ**

Change Personal Information
Change your personal information

⚠ Please fill in your phone

⚠ Please fill in your country

Change Password
Change your password

Registration
Verify your registration situation which on CONFTOOL.

Hotel
List a...
new h...

⚠

> If you wish to do reservations to Post or Pre Tour please click to Tour Reservations

Transfer Reservations
List and edit your transfer reservations and add new transfer reservation

⚠ There are no transfer reservations.

Tour Reservations
List and edit your tour reservations and add new tour reservation

⚠ There are no tour reservations.

Payments
Online credit card payments and instructions for wire transfer and mail order

Messages
Send and receive messages from organization secreteriat.

Logout
Close your session.

[PME 35 logo]

3. Entering Booking Details

Tour Reservations

My Account Home \ Tour Reservations

List and edit your tour reservations and add new tour reservation

Add Tour Reservation

To add your booking info click to "Add Tour Reservation"

There are no tour reservations.

Add Tour Reservation

Back

4. Booking Properties

Tour Reservation Properties

My Account Home \ Tour Reservations \ Tour Reservation Properties

Tour: * CAPPADOCIA TOUR (1 NIGHT/2 DAYS)

Firstly select which tour or tours you will attend

Quantity: * 1

Enter number of person

Price: **Available: 225 EUR**

Price details

Names and Contact Info:

Enter names and contact information of participants

Reservation Notes:

If you have any other request please enter in to this area

Back

*: Necessary fields

Save

Then click to proceed

5. Pre-Confirmation and Adding Another Reservation

Tour Reservations

My Account Home \ Tour Reservations

Tour reservation is successfully updated.

You will see your details of your booking and you can edit or delete your reservation from this area

Add Tour Reservation

Tour Reservation Details	Price	Actions
1 X CAPPADOCIA TOUR (1 NIGHT/2 DAYS)	225 EUR	Edit Delete

Add Tour Reservation

Back

You can add other tour to your account to do this click to "**Add Tour Reservation**" button and repeat the steps

GUIDELINE FOR PAYMENTS

Dear **Participant,**

First of all we would like to thank you for your interest at
35th Conference of International Group for Psychology of Mathematics Education
Please follow the steps described below to register online module.

1. Log in to to https://www.pme35.metu.edu.tr/index.php/registration to register PME 35 online booking module.

Enter your e-mail address and your password to login your account

2. Overall Total and Choice of Payment

Payments

My Account Home \ Payments

Online credit card payments and instructions for wire transfer and mail order

> In this area you can see a summary of your account

Service Descriptions	Price	Payments	Payment Details
Registration **Registered at CONFTOOL** 0 X Accompany			Not Paid.
Hotel Reservations **1 X Hilton Hotel Single Room / Early Booking** Check-In: July 10, 2011, Check-Out: July 15, 2011	**450 EUR**		Not Paid.
Transfer Reservations **1 X Private Transfer On request / Airport Pick Up** Transfer Date: July 8, 2011 07:00 Esenboga, THY, TK1234	**40 EUR**		Not Paid.
Tour Reservations **1 X CAPPADOCIA TOUR (1 NIGHT/2 DAYS)**	**225 EUR**		Not Paid.

Credit Card Payment

Wire Transfer

Mail Order

Back

> You can make payments to your account in different amounts, different times, with three different ways. Payments can be done ;
> 1. In different amounts,
> 2. In different dates,
> 3. With 3 different ways including;
>   a. **Online Credit Card Payment** (Using our SSL secure online payment system)
>   *Note : In order to be able to use your credit card online please make sure your credit card is open to online transactions. If not check with your card issuer.*
>   b. **Wire Transfer**
>   c. **Mail Order**

3. Online Credit Card Payment

Payment and Credit Card Details

Hotel Reservations:	☑	**450 EUR**
Transfer Reservations:	☑	**40 EUR**
Tour Reservations:	☑	**225 EUR**

You can select which amount you wish to pay

Payment Amount: * `715`

Name (as it appears): *

Credit Card Number: *

Verification Number: *

Expiration Date: * [▾] / [▾]

Card Type: * [▾]

Credit Card information must be entered in the required areas

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All visitors visiting any website organized and maintained by ARBER declares that he/she have read and agreed to comply with the "Copyright Information", "Confidentiality and Participation Agreement" and "Usage Terms" found on the website.

Copyright Agreement

☐ I have read and accepted the terms of use.

You should check the agreement box in order to continue to online payment system

Invoice Details

☐ I want to use my personal information for the invoice.

If you want the invoice on your name check the box.

Company Name: * [   ]

☐ I want to use my name for the company name.

Invoice Address: * [   ]

☐ I want to use my personal address for the invoice address.

Tax Office: [   ]

Tax Number: [   ]

Invoice Shipping Address: * [   ]

☐ I want to use my personal address for the invoice shipping address.

Check the box to enter your shipping choice

☐ I want to use invoice address for the invoice shipping address.

Back   *: Necessary fields   **Payment**

Please check your Credit Card information and click to Payment.

DOWNLOADING THE PAYMENT DOCUMENTS/ INVOICES AND VOUCHERS

Payments

My Account Home \ Payments

Online credit card payments and instructions for wire transfer and mail order

Service Descriptions	Price	Payments	Payment Details
Registration **Registered and Confirmed at CONFTOOL** 0 X Accompany			**#Test_Payment_PME** April 28, 2011 (Payment Amount: 500) Download Invoice (For Order: Test_Payment_PME)
Hotel Reservations There are no hotel reservations.			**#Test_Payment_PME** April 28, 2011 (Payment Amount: 500) Download Invoice (For Order: Test_Payment_PME)
Transfer Reservations **1 X Private Transfer On request / Airport Pick Up** Transfer Date: July 12, 2011 07:00 Airport, Airport, **Airport**	40 EUR	40 EUR	**#Test_Payment_PME** April 28, 2011 (Payment Amount: 500) Download Invoice (For Order: Test_Payment_PME)
Pre-Post Tour Reservations There are no tour reservations.			Not Paid.

Download Invoice (For All Services)

> After you did your payment success fully you will directed to the Payment Page. You can download the Invoice for your service separately.

> You can also download the entire invoice by clicking the link

My Account Home

Welcome **Mr. Tolga KOÇ**

Change Personal Information
Change your personal information

Change Password
Change your password

Registration
Verify your registration situation which on CONFTOOL.

Download Booking Voucher

Download Voucher (Bookings and Services)

Hotel Reservations
...nd add new

> You can download your vouchers from "My Account Home" page

Transfer Reservations
List and edit your transfer reservations and add new transfer reservation

Pre-Post Tour Reservations
List and edit your tour reservations and add new tour reservation

Payments
Online credit card payments and instructions for wire transfer and mail order

Messages
Send and receive messages from organization secreteriat.

Logout
Close your session.

PME 35