

ISBER Guide - Checking Your Registration

1. Log into the account you registered for the meeting under. Click on “Manage Profile”



Print Page Contact Us **Manage Profile** Sign Out

isber
INTERNATIONAL SOCIETY FOR BIOLOGICAL
AND ENVIRONMENTAL REPOSITORIES

**Connecting Repositories
Globally through Best Practices**
leading since 1999

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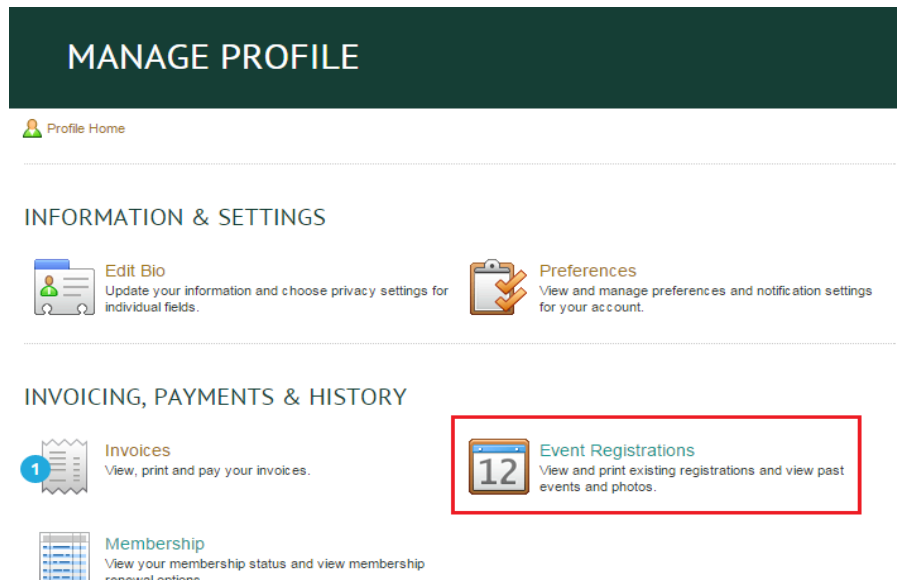
MANAGE PROFILE

Profile Home

MY PROFILE

- PROFILE HOME
- MANAGE PROFILE**
- CREATE RESUME/CV
- GROUPS
- NETWORKS
- FILES & LINKS
- FAVORITES

2. Click on "Event Registrations"



MANAGE PROFILE

Profile Home

INFORMATION & SETTINGS

- Edit Bio**
Update your information and choose privacy settings for individual fields.
- Preferences**
View and manage preferences and notification settings for your account.

INVOICING, PAYMENTS & HISTORY

- 1 Invoices**
View, print and pay your invoices.
- 12 Event Registrations**
View and print existing registrations and view past events and photos.
- Membership**
View your membership status and view membership renewal online.

3. At a glance, you can [view your registration and registrations of all other guests](#). To view each registration, click on the **'print' button**.

MY EVENT REGISTRATIONS

Upcoming Events Event Name

Thursday, May 05, 2016 Exhibitor Registration Portal - ISBER 2016

Attendee Name (Sessions)	Registration ID	Print
Jessica Luu	5152628	
Ellyce Eddy - Guest	5152629	

Past Events Event Name

You did not register for any past events.

4. Clicking on the 'print' button gives you a pop-up, printable version of your registration, which includes all information you have submitted. You can view your **conference ID** for reference, and the number and names of the additional attendees registered.

Event Confirmation/Itinerary - ISBER - Google Chrome
⏏

https://isber.site-ym.com/members/my_event_printable_view.asp?id=17ED3665-B3EC-41DD-84

PRINT
CLOSE

ISBER


Event Confirmation

Event Information	
Name of Event	Exhibitor Registration Portal - ISBER 2016
Date/Time	5/5/2016
Location	Maritim Hotel Berlin Berlin


Attendee/Guest Information			
Name	Jessica Luu	Date Registered	9/9/2015
Registration ID/Badge #	5152628	Number Attending	2
Additional Attendees	Ellyce Eddy		


5. If you would like to check what type of registration (full registration, exhibitor hall badge, one day registration, etc.), return to "Manage Profile" page and click on "Invoices"

MANAGE PROFILE

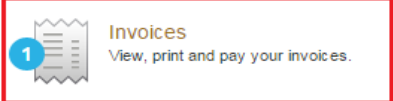
 Profile Home


INFORMATION & SETTINGS

 **Edit Bio**
Update your information and choose privacy settings for individual fields.

 **Preferences**
View and manage preferences and notification settings for your account.

INVOICING, PAYMENTS & HISTORY

 **Invoices**
View, print and pay your invoices.



 **Event Registrations**
View and print existing registrations and view past events and photos.

6. Click on the **button** to view your detailed invoice, and **pay** if your balance is outstanding. Note that the automatic setting for "Filter by status" is "Open". If you would like to view all your registrations including processed registrations, switch to "Any Status".

INVOICES

Filter by status:

Store & Events

<input type="checkbox"/>	Order Date	Status	Name on Invoice	Invoice Type	Total	Balance
<input type="checkbox"/>  	9/9/2015	Open	Jessica Luu	Event Registration	\$1,279.25	\$1,279.25

PAY SELECTED INVOICES