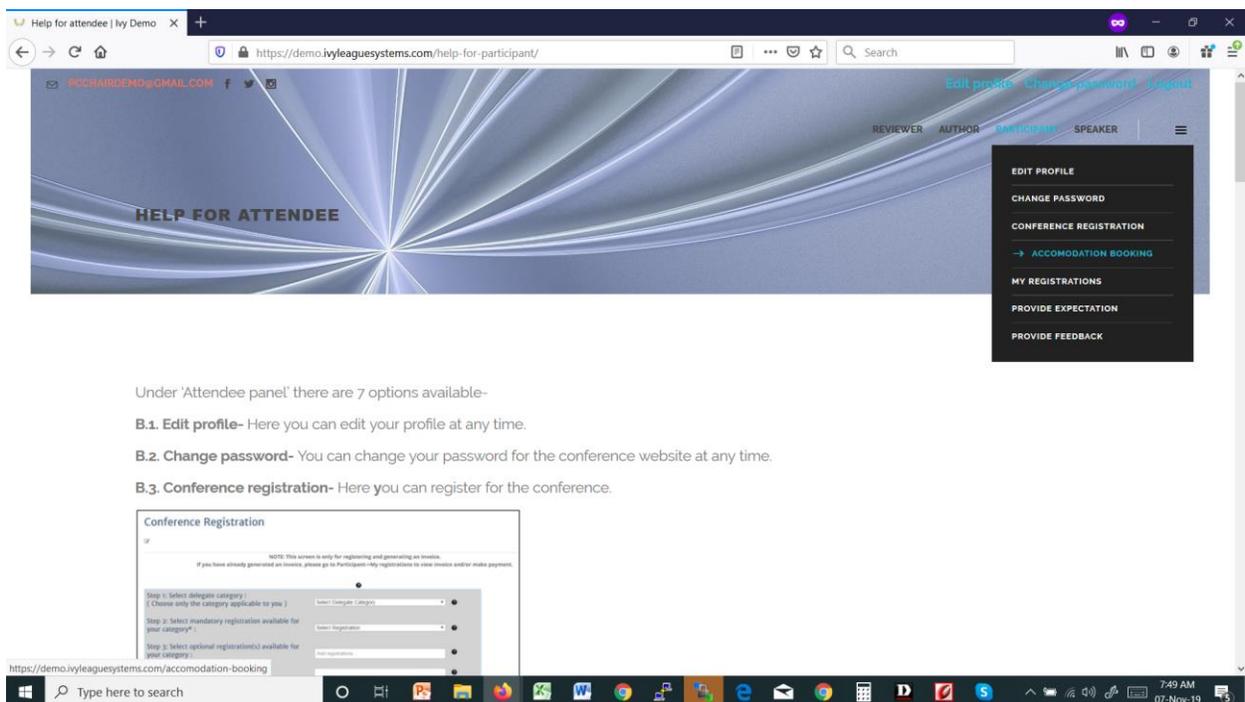


## Instructions for hostel booking

Hostel booking has to be completed through a separate screen for accommodation booking. If you have already completed hostel booking for yourself or an accompanying person, it will be available under Participants->My registrations, each hostel booking will be shown in a separate invoice.

Please follow steps below for making hostel booking.

1. Register for the conference first through menu Participant->Conference registration , follow steps as given in help for registration
2. After registration, you can book accommodation. Go to menu Participant->Accommodation booking as shown below



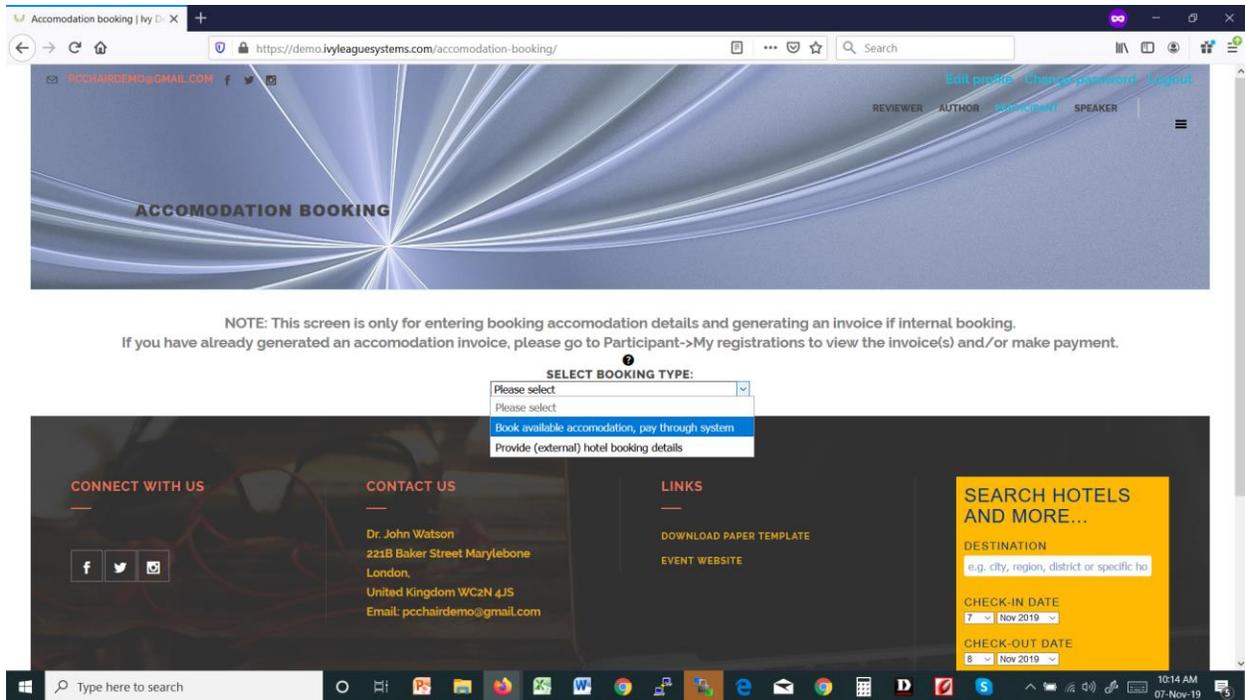
Under 'Attendee panel' there are 7 options available-

- B.1. **Edit profile**- Here you can edit your profile at any time.
- B.2. **Change password**- You can change your password for the conference website at any time.
- B.3. **Conference registration**- Here you can register for the conference.

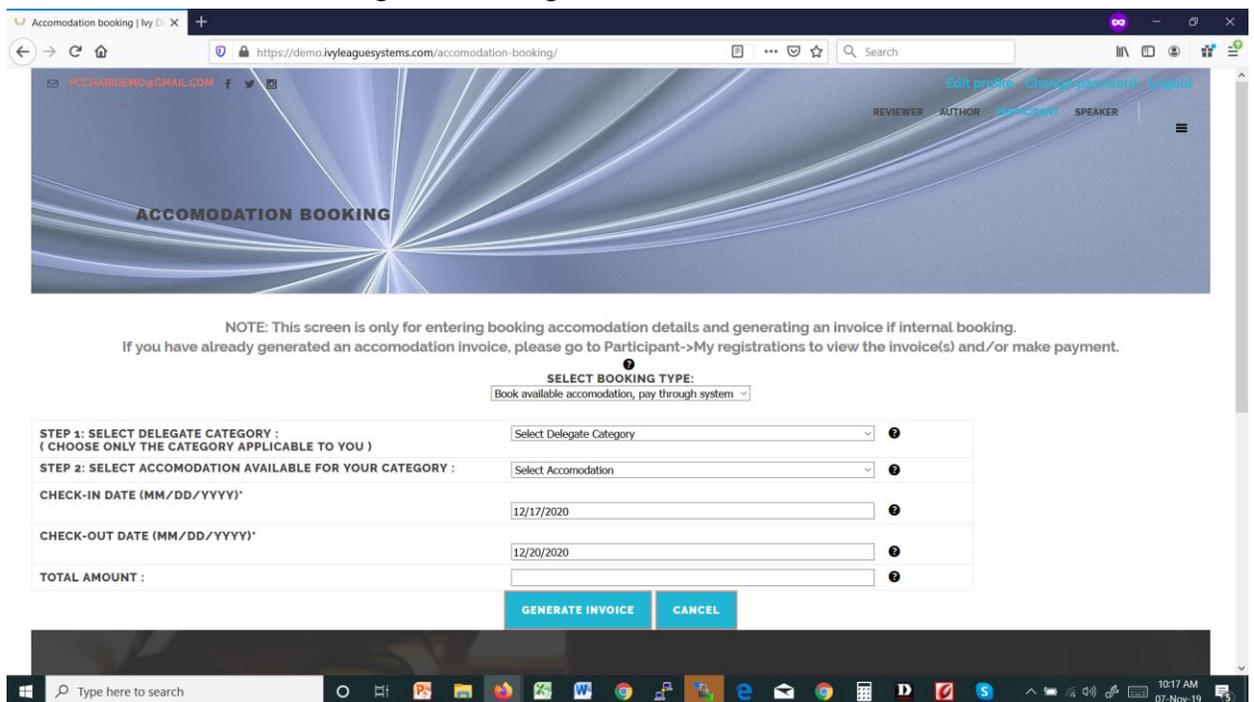
The screenshot shows the 'Conference Registration' form with the following steps:

- Step 1: Select delegate category (Choose only one category applicable to you)
- Step 2: Select mandatory registration available for your category\*
- Step 3: Select optional registration(s) available for your category

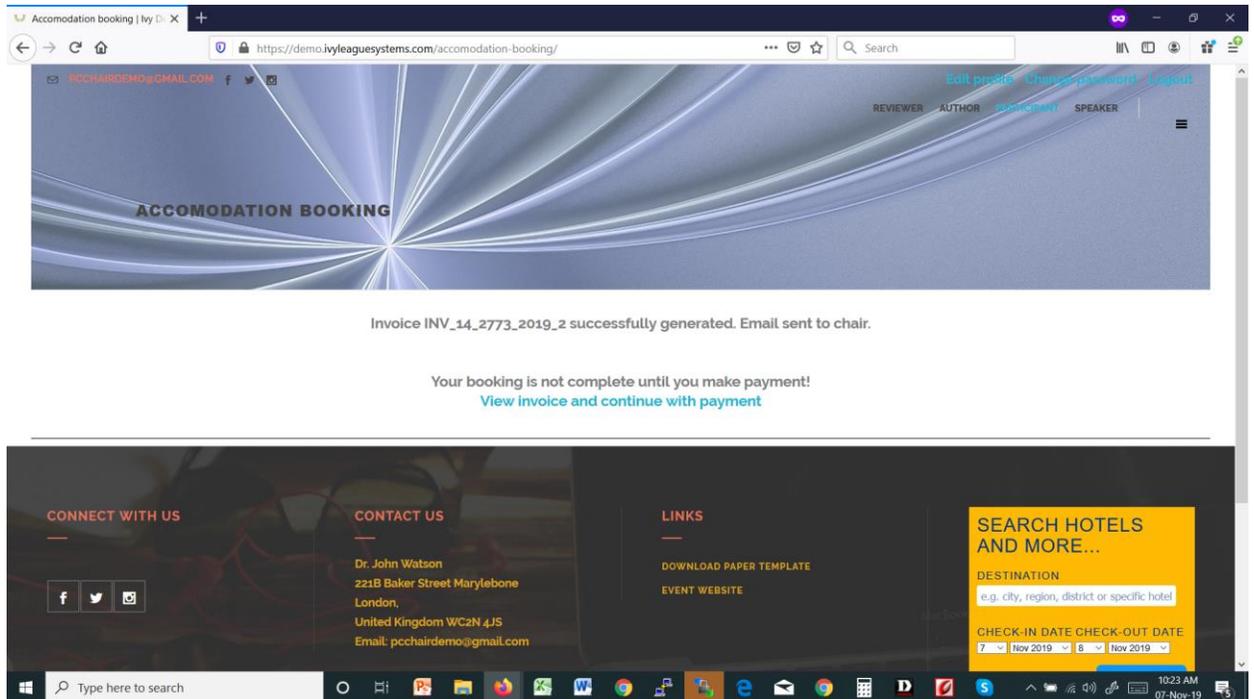
3. Now click the dropdown 'Select booking type' and select 'Book available accommodation, pay through system' for hostel booking



4. If you have booked a hotel on your own, please provide details of your accommodation by selecting option 'Provide (external) hotel booking details'
5. To continue with hostel booking, the following screen will be shown



- Now select the delegate category (one selected during registration will be available and displayed), select accommodation either Boys hostel or Girls hostel, or Boys hostel for accompanying person, or Girls hostel for accompanying person. Check-in and check-out dates are fixed for your conference. Total amount will be displayed. Generate invoice and continue with payment as for registration.



- If you don't make payment at this time, your invoices will be available under Participant->My invoices

My Registrations | Ivy Demo

https://demo.ivyleaguesystems.com/my-registrations/

PCCHAIRDEMO@GMAIL.COM

MY REGISTRATIONS

REVIEWER AUTHOR PARTICIPANT SPEAKER

Show 10 entries

COPY CSV EXCEL PDF PRINT

Invoice number	Registration Details	Amount	Payment Status	Registration Status	Action
<a href="#">INV_14_2773_2019_1</a>	Early bird registration	INR 10.00 Total amount: INR 10	Payment pending	Pending verification	<a href="#">Link registration to paper</a>
<a href="#">INV_14_2773_2019_2</a>	Guesthouse booking Guesthouse booking Guesthouse booking	INR 2000.00 INR 2000.00 INR 2000.00 Total amount: INR 6000	Payment pending	Pending verification Pending verification Pending verification	<a href="#">Link registration to paper</a>

Showing 1 to 2 of 2 entries

ADD REGISTRATION

Invoice | Ivy Demo

https://demo.ivyleaguesystems.com/view-invoice/?invid=INV\_14\_2773\_2019\_2

PCCHAIRDEMO@GMAIL.COM

INVOICE

REVIEWER AUTHOR PARTICIPANT SPEAKER

REGISTRATIONS CART

REGISTERED PARTICIPANT(S):  
MS. PRIYA DANI: NHEL

Registration type	Delegate Category	Quantity	Rate	Tax	Amount
Guesthouse booking	Domestic Delegates	3 From :12/17/2020 To :12/20/2020	INR 1694.92	@18 % : INR 305.08	INR 6000
				Total:	INR 6000
				Subtotal:	INR 5084.75
				IGST:	INR 915.24
				Balance due:	INR 6000

Payment to:  
Sabre Management Solutions Pvt. Ltd.  
Electronics City Phase I, Bangalore 560100  
GSTIN : GSKL674359  
**Please make payment within 7 days to:**  
\* Transaction fee for online payments is applicable.

- You can only select one accommodation at a time and continue with registering. For booking for self as well as accompanying person, you will have to come back to the accommodation booking screen again and make accompanying person booking.