



17th Congress of the Asia-Pacific Vitreo-Retina Society

22 - 24 November 2024
Suntec Singapore Convention and Exhibition Centre

TRANSFORMING RETINAL
DISEASE MANAGEMENT
WITH TECHNOLOGY



APVRS 2024 Singapore Sponsorship and Group Registration Portal

Guidelines for Group Coordinator

Content Page

Items	Page #
1. Badge Redemption	3 - 12
2. Update Company Profile	13 - 14
3. Submission of Sponsorship Materials	15 - 16

1. Badge Redemption

Badge Redemption Process Overview

1. Review and confirm your available badges

2. Add Members

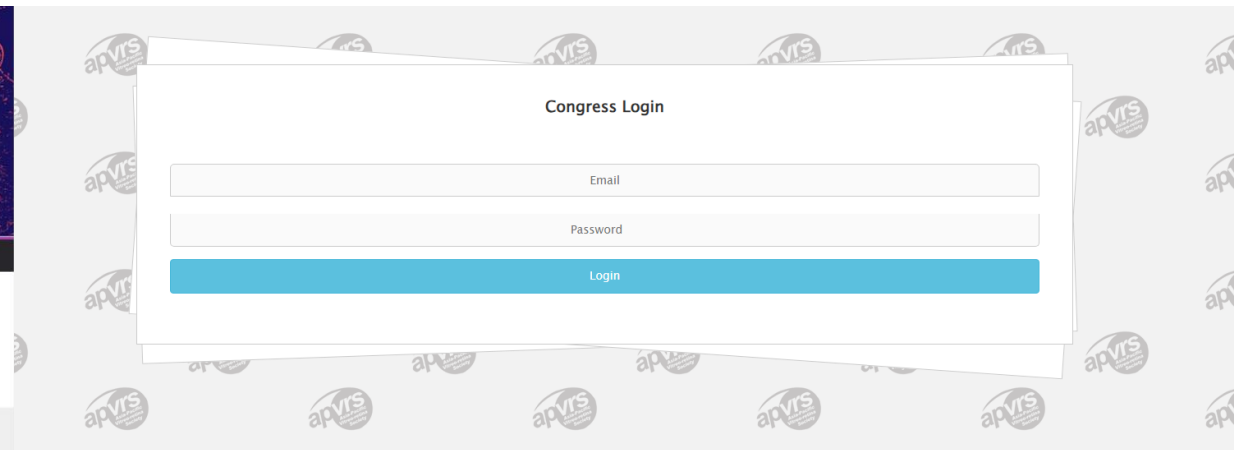
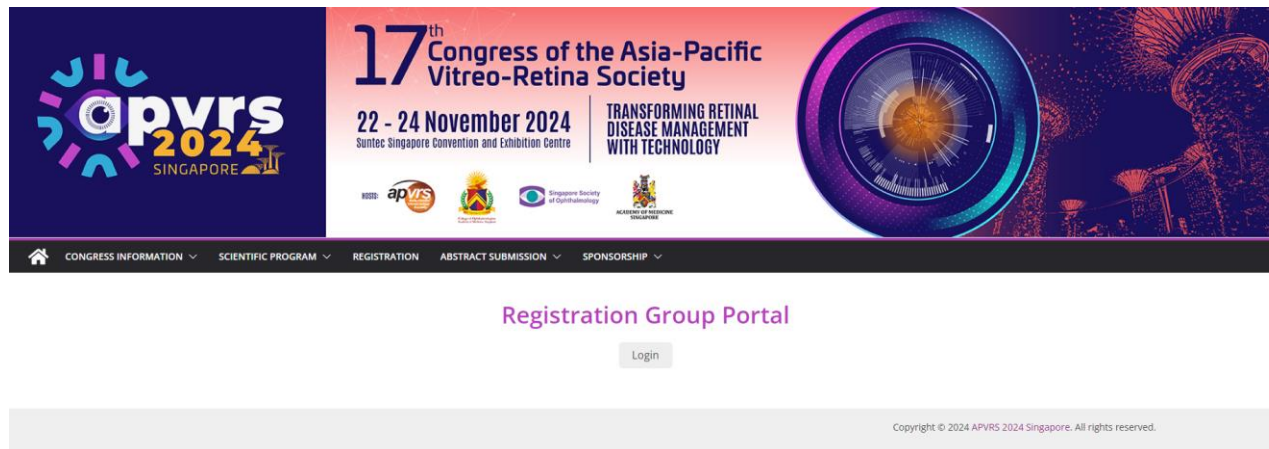
3. Assign badges to your members

4. Reconfirm the completion of the badge assignment process

5. Send out registration confirmation

1. Review and confirm your available badges

- Link: <https://2024.apvrs.org/registration-group/>
Login email: your registered email
Login password: please refer to the email we sent you



- Click "Select" to start managing the group

Registration Group Portal

Logout

Your Groups

Code	Name	Email	Actions
apvrs2024-1009	Example		Select

1. Review and confirm your available badges

- Click "Order" on the menu bar
- There are 3 major components in "Order"
 - (1) Your Items
 - (2) Shopping Cart
 - (3) Your Orders

(1) Your Items

- Shows the badges you have

Owned	Assigned	Available
= Total No. of badges you have	= No. of badges assigned to members already	= No. of badges remaining that are available to be assigned

- "Owned" = "Assigned" + "Available"

(2) Shopping Cart

- For purchasing additional badges
- If you would like to purchase more badges in addition to the no. of badges your owned, select the badge and quantity, then click "Place Order" to proceed with payment

(3) Your Orders

- Record of your orders
- Click "Receipt Download" to download the receipt

Registration Group Portal

Logout

Group name: **Example** Code: **apvrs2024-1009** Coordinator: **Don Lee - group@questwork.com** >

Change Group

Order Member Profile Material

Your Items

Name	Owned	Assigned	Available
Trade Delegates	3	1	2
Exhibitors	1	1	0

Shopping Cart

Name	Price	Quantity
Ophthalmologists	USD500.00	- 0 +
Ophthalmologists (nations ranked 51 - 100)	USD225.00	- 0 +
Ophthalmologists (nations ranked 101 or below*)	USD175.00	- 0 +
Trainees	USD225.00	- 0 +
Healthcare Professionals/Administrators	USD225.00	- 0 +
Exhibitors / Visitors	USD120.00	- 0 +
Trade Delegates	USD300.00	- 0 +
1st Accompanying Person	USD90.00	- 0 +
2nd Accompanying Person	USD120.00	- 0 +

Total Amount USD0.00

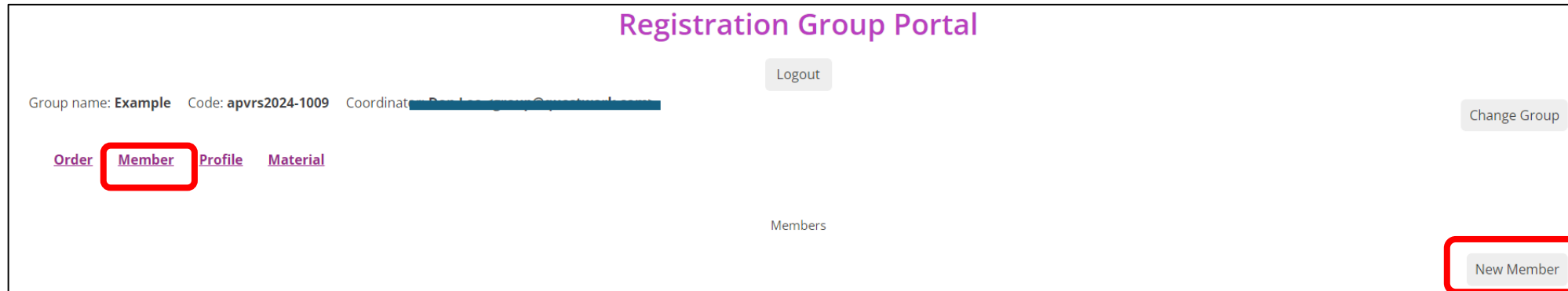
Place Order

Your Orders

Date	Order No.	Items	Amount	Status	Actions
2024-07-08 03:20	100193	Trade Delegates x 1	USD 300.00	completed	Receipt Download

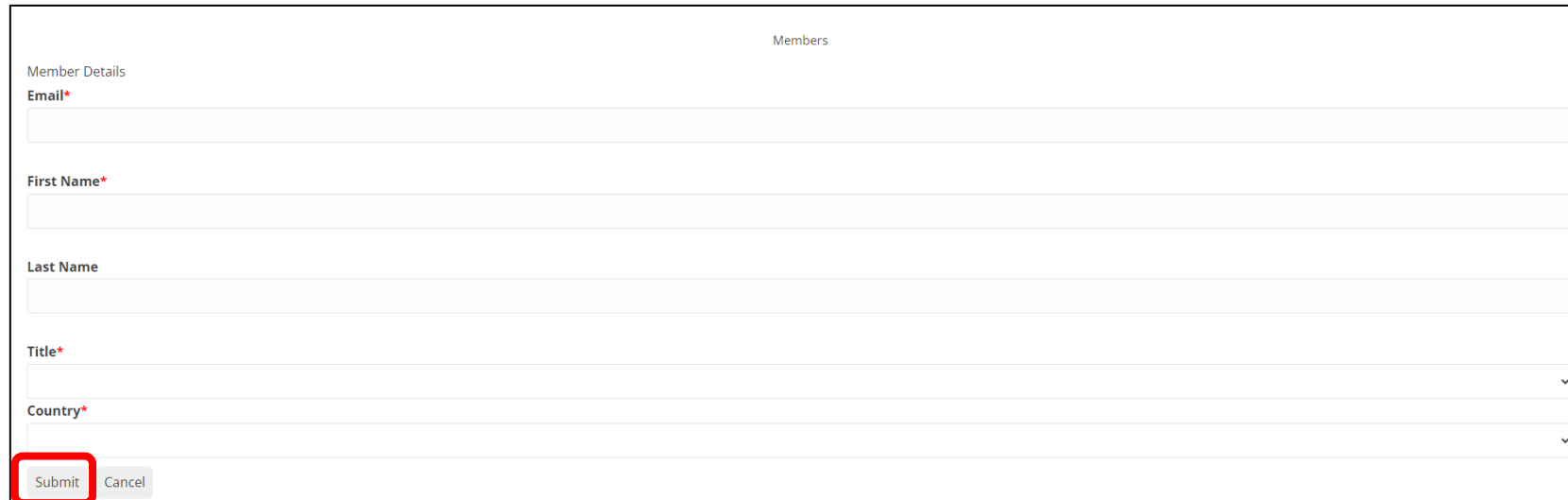
2. Add Members

- Click “Member” on the menu bar to access this page.
- Click “New Member” to add members into the group.



The screenshot shows the "Registration Group Portal" interface. At the top, there is a title "Registration Group Portal" and a "Logout" button. Below the title, the group information is displayed: "Group name: Example", "Code: apvrs2024-1009", and "Coordinator: [redacted]". A "Change Group" button is located on the right. A navigation menu at the bottom left includes "Order", "Member", "Profile", and "Material", with "Member" highlighted by a red box. In the bottom right corner, a "New Member" button is also highlighted with a red box.

- Enter email, first name, last name, title and country of the member. Then click “Submit”.



The screenshot shows the "Member Details" form. The form is titled "Member Details" and "Members". It contains the following fields:

- Email***: A text input field.
- First Name***: A text input field.
- Last Name**: A text input field.
- Title***: A dropdown menu.
- Country***: A dropdown menu.

At the bottom of the form, there are two buttons: "Submit" (highlighted with a red box) and "Cancel".

2. Add Members

- Refresh the page. The new member should be added into the group, and you can see it in the member list.
- If, after refreshing the page, the new member cannot be found in the member list, it means they have already created another account in the congress system. In this case, please email the Secretariat at secretariat@apvrs.org for further assistance.

Registration Group Portal

Logout

Group name: **Example** Code: **apvrs2024-1009** Coordinator: **Don Lee <group@questwork.com>**

Change Group

[Order](#) [Member](#) [Profile](#) [Material](#)

Members

New Member

Code	Display Name	Item(s)	Actions
281002	Winnie Ho <winnieho@apvrs.org>		Edit Manage Item
881902	Dummy Wong <dummy@questwork.com>	Exhibitors x 1	Edit Manage Item Send Confirmation

Newly added members

3. Assign badges to your members

- Click "Manage Item" to manage items of certain members in the group.

Group name: Example Code: apvrs2024-1009 Coordinator: [redacted] >

Change Group

Order Member Profile Material

Members

New Member

Code	Display Name	Item(s)	Actions
281002	Winnie Ho <winnieho@apvrs.org>		Edit Manage Item
881902	Dummy Wong <dummy@questwork.com>	Exhibitors x 1	Edit Manage Item Send Confirmation

- Select the badge and quantity you would like to add to your member, then click "Confirm".

Winnie Ho

Existing Item(s)

This member has no item yet.
Assign new item to member.

Name	Available	Qty
Trade Delegates	2	- 1 +

Confirm Cancel

4. Reconfirm the completion of the badge assignment process

- Refresh the page, and you shall see that the badge has been successfully added to your member.
- Repeat the process for any additional members who require a badge.
- All owned badges must be assigned to your respective members before the deadline of **Oct 11, 2024**. Any remaining available badges that are not assigned by the deadline will be forfeited.

Registration Group Portal

Logout

Group name: **Example** Code: **apvrs2024-1009** Coordinator: **Don Lee** <group@questwork.com>

Change Group

[Order](#) [Member](#) [Profile](#) [Material](#)

Members

New Member

Code	Display Name	Item(s)	Actions
281002	Winnie Ho <winnieho@apvrs.org>	Trade Delegates x 1	Edit Manage Item Send Confirmation
881902	Dummy Wong <dummy@questwork.com>	Exhibitors x 1	Edit Manage Item Send Confirmation

5. Send out registration confirmation

- The system will automatically send out confirmation email to all members in the group after the deadline on **Oct 11, 2024**.
- If you would like to send out confirmation email to certain members earlier, you may click "Send Confirmation".

Registration Group Portal

Logout

Group name: **Example** Code: **apvrs2024-1009** Coordinator: **Don Lee** <group@questwork.com>

Change Group

[Order](#) [Member](#) [Profile](#) [Material](#)

Members

New Member

Code	Display Name	Item(s)	Actions
281002	Winnie Ho <winnieho@apvrs.org>	Trade Delegates x 1	Edit Manage Item Send Confirmation
881902	Dummy Wong <dummy@questwork.com>	Exhibitors x 1	Edit Manage Item Send Confirmation

Appendix: How to remove badge from member

- Click "Manage Item" to manage items of certain members in the group.
- To remove the badge from member, click "Remove" and then click "Confirm".
- If you remove the badge from member after sending confirmation, please send an email to notify him/her.

Dummy Wong X

Existing Item(s)

Name	Action
Exhibitors	<input type="button" value="Remove"/>

Assign new item to member.

Name	Available	Qty
Trade Delegates	2	- 0 +

2. Update Company Profile

2. Update Company Profile

- Click "Profile" on the menu bar to access this page.
- You can edit your group profile in this page.
- Click "Submit" to revise your group profile. Refresh the page to review the revision.

Order Member **Profile** Material

Profile

Group Profile
Category sponsor
Ranking
Code apvrs2024-1009
Group Name*

Example

Display Name (to be printed on badge)*

Example

Company Website

Company Email

Company Tel

Company Fax

Promotion PDF URL

Company Logo
Upload
logo.1x1.png

Company Profile

Submit

3. Submission of Sponsorship Materials

3. Submission of Sponsorship Materials

- Click “Material” on the menu bar to access this page. All required sponsorship materials will be listed out.
- Please kindly read through the list of required sponsorship materials, and adhere to the submission deadline and specification.
- Upload the required sponsorship materials by the deadline. Any submissions after the deadline may NOT be considered.

Group name: **Questwork** Code: **apvrs2024-1009** Coordinator: **[Redacted]** Logout Change Group

[Order](#) [Member](#) [Profile](#) **[Material](#)**

Uploaded materials

Deadline	Item Type	Description	Specification	Uploaded Time	Remark	File	Actions
2024-07-30	Example	Example	Example				Upload

- When you are uploading the sponsorship materials, you may also add your requests in the Remark section (e.g. preferred timeslot of your breaktime ad). The Central Secretariat will try to accommodate whenever possible.

Specification

Example

Remark

Select your file

Upload

Submit Cancel