



International Baccalaureate®
Baccalauréat International
Bachillerato Internacional

IB Americas Regis User Guide

IB Americas

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IB AMERICAS REGIS USER GUIDE

WELCOME

The IB has developed an online workshop registration system for use by school coordinators at IB World Schools, IB candidate schools as well as for IB contacts of IB interested schools. Coordinators and interested school contacts will be able to register participants on behalf of their school for workshops taking place in the Americas region from 2010 onward.

This guide contains instructions and information on the following topics:

- Accessing Regis
- Entering registrations
- Printing invoices and certificates of attendance
- Entering and modifying payment information
- Managing existing registrations
- Registration policies

If you need additional information or have any questions regarding Regis and workshop registration, please contact IB Answers at **+1 301-202-3025**, or via email at ibid@ibo.org

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ACCESSING REGIS

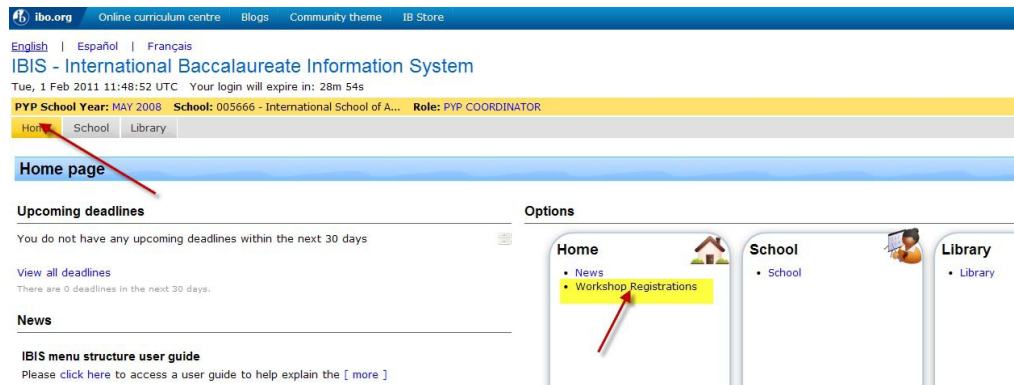
1. Identify the workshop for which you would like to register by browsing our current selection of workshop offerings: <http://www.ibo.org/events/workshops.cfm>
2. Click on the unique “Register: button (Fig. 1) located on the particular event page of the workshop for which you would like to register.

Fig. 1



3. After you select the “Register” button, your browser will redirect you to IBIS. Log into IBIS using your established user ID, password, and PIN.*
4. Select the “Workshop Registrations” link from the menu of the Home tab in IBIS. (Fig. 2)
Please ensure that your browser’s pop-up blocker is turned off to view the Regis registration page.

Fig. 2




*** PLEASE NOTE: Only the designated programme coordinator or interested school contact is able to access the online registration system and register participants. IBIS credentials/login information will be needed in all cases. If you do not have IBIS credentials or if this is your first contact with IB, please write to regis.info@ibo.org for assistance.**

ENTERING A REGISTRATION

1. Before registering, please review the cancellation policy, available on page 20 of this document or on the IB website at: <http://www.ibo.org/iba/workshops/cancellationpolicy.cfm>
2. After logging into the Regis system, you will see a list of scheduled sessions for the workshop you have selected. Click on the appropriate link below the session list to access the registration form. (Fig. 3) If you entered Regis by logging directly into IBIS without first visiting the workshop calendar on www.ibo.org/events, you will first need to select the appropriate event from the Regis calendar page. (Fig. 4)

Fig. 3



IBA - Salt Lake City, UT
 March 26 - March 29, 2010

ibo events
 home
 participants
 billing
 contact us
 events
 logout

IBA - Diploma MYP PYP workshops categories 1,2 and 3, Salt Lake City, 26-29 March 2010
 Registration Dates: 17 August- 5 March 2010

DIPLOMA -
Category 1
 Mathematics SL.
Category 1+ 2 Combined
 Language B.
Category 2
 Mathematics SL.
Category 3
 ITGS.




REGISTER FOR DIPLOMA

Fig. 4



IBA - Salt Lake City, UT
 March 26 - March 29, 2010

ibo events
 home
 participants
 billing
 contact us
 events
 logout

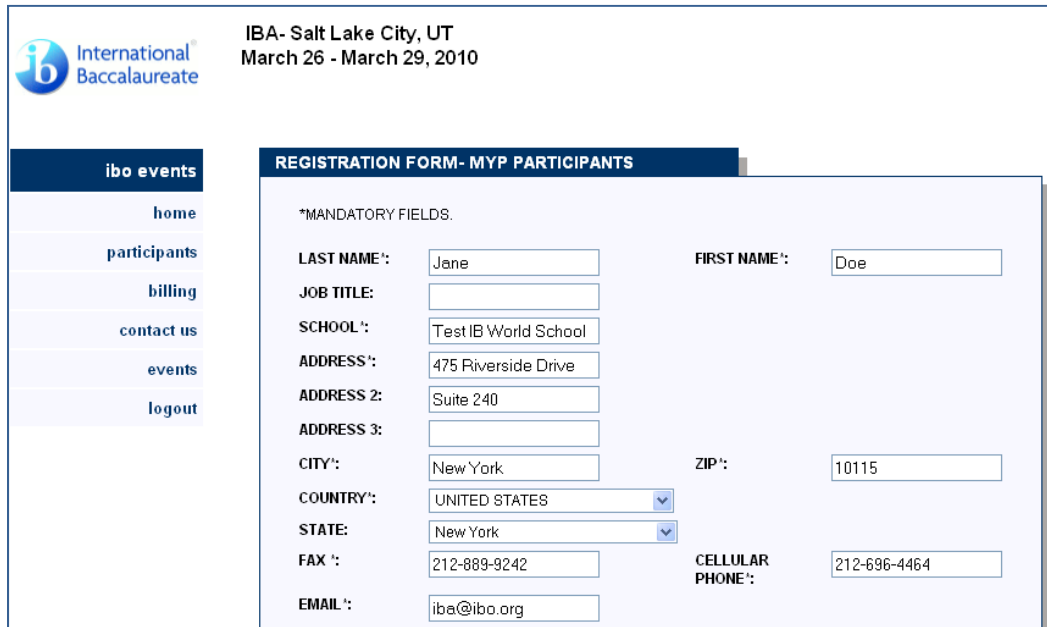
PLEASE SELECT AN EVENT

events type:

Event Name	Start	End	Type	Description
IBA – Diploma talleres categorías 1, 2 y 3, Monterrey	Jan. 12, 2010	Jan. 13, 2010		Talleres de capacitación docente
IB Asia Pacific MYP Category 1 Workshops, Singapore, 15 - 17 January 2010	Jan. 15, 2010	Jan. 17, 2010		MYP Regional Workshops
IB Asia Pacific DP Category 1, 2 and 3 Workshops, Singapore, 15 - 17 January 2010	Jan. 15, 2010	Jan. 17, 2010		DP Regional Workshops
IBA – PEP, PAI y Diploma talleres categorías 1, 2 y 3, México DF	Jan. 15, 2010	Jan. 30, 2010		Talleres de capacitación docente
IB Asia Pacific PYP Category 1 and 2 Workshops, Adelaide, Australia, 16 - 18 January	Jan. 16, 2010	Jan. 18, 2010		PYP Regional Workshops

- Complete the registration form (Fig. 5) for your participant and select the “Register” button at the bottom of the page. Please note that fields marked with an asterisk indicate required information. If a workshop is not available, its name will appear with “FULL” next to the title in the Subject Sessions section of the registration form. If the workshop session that you would like to attend is full, please select another session. n.b. There is no waiting list for workshop registrations.

Fig. 5



IBA- Salt Lake City, UT
March 26 - March 29, 2010

ibo events

- home
- participants
- billing
- contact us
- events
- logout

REGISTRATION FORM- MYP PARTICIPANTS

*MANDATORY FIELDS.

LAST NAME*: Jane FIRST NAME*: Doe

JOB TITLE: []

SCHOOL*: Test IB World School

ADDRESS*: 475 Riverside Drive

ADDRESS 2: Suite 240

ADDRESS 3: []

CITY*: New York ZIP*: 10115

COUNTRY*: UNITED STATES [v]

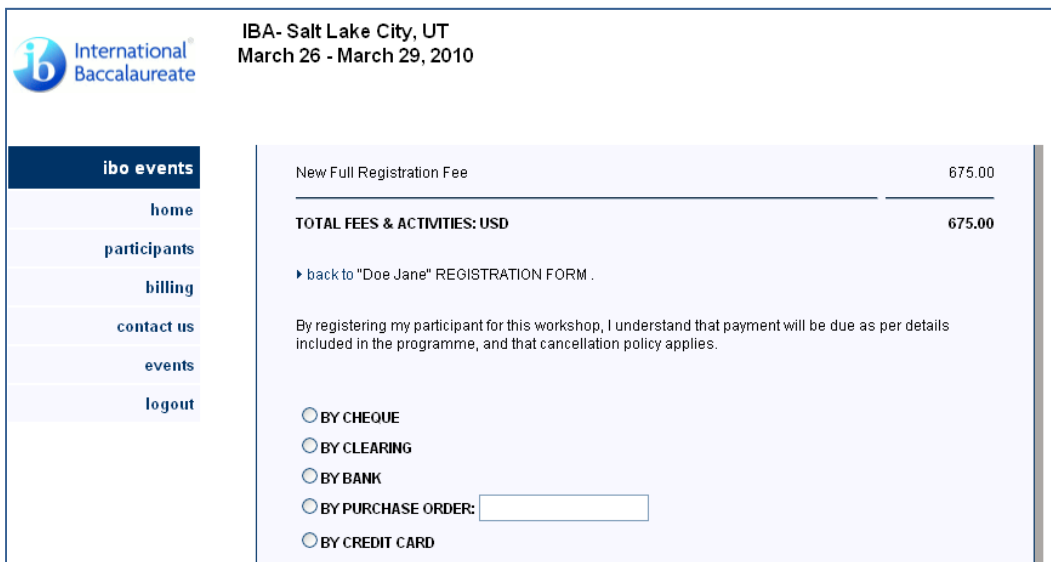
STATE*: New York [v]

FAX *: 212-889-9242 CELLULAR PHONE*: 212-696-4464

EMAIL*: iba@ibo.org

- After submitting the registration form, you can review the total fees charged for the individual entered and select the payment method. (Fig. 6) If you are paying with a purchase order, please enter the PO number in the field provided. Then, click the “Next” button to continue. If you wish to make any changes to the registration at this point, please select the “back to” link to return the participant’s registration form.

Fig. 6



IBA- Salt Lake City, UT
March 26 - March 29, 2010

ibo events

- home
- participants
- billing
- contact us
- events
- logout

New Full Registration Fee	675.00
TOTAL FEES & ACTIVITIES: USD	675.00

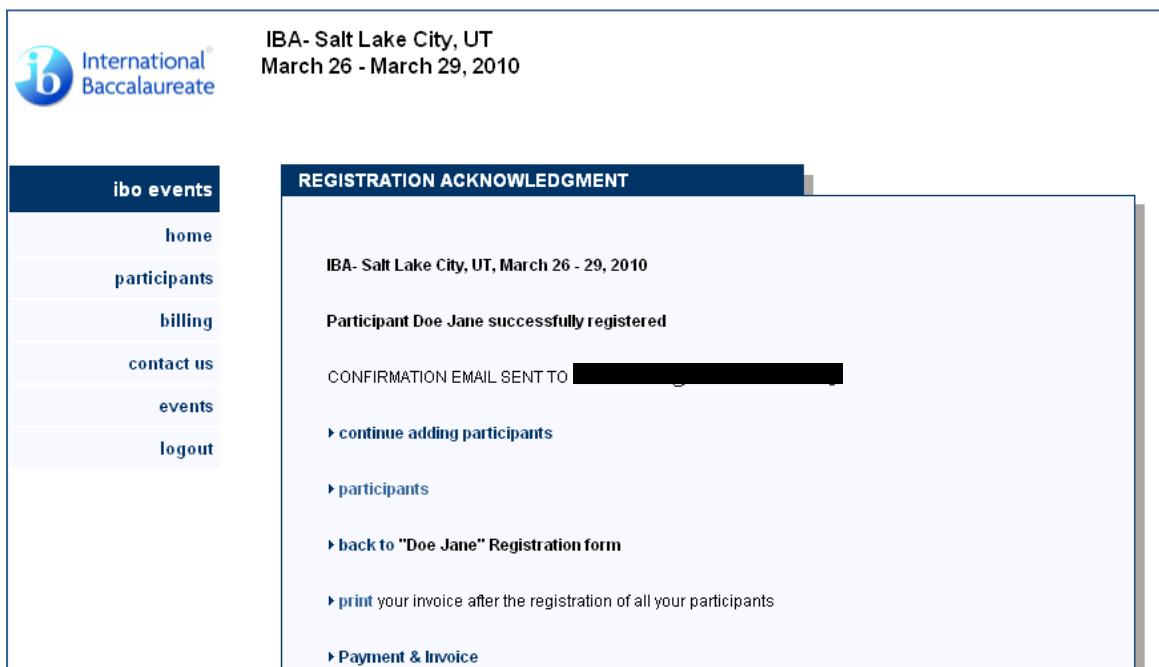
[▶ back to "Doe Jane" REGISTRATION FORM .](#)

By registering my participant for this workshop, I understand that payment will be due as per details included in the programme, and that cancellation policy applies.

BY CHEQUE
 BY CLEARING
 BY BANK
 BY PURCHASE ORDER: []
 BY CREDIT CARD

- On the next screen you should see a registration acknowledgement and a preliminary email will be sent to the indicated email address. If you wish to add more participants for this or other workshops, please select the “continue adding participants” link. From this screen, you can also choose to edit the existing registration form or print the invoice if all registrants have been entered. (Fig. 7) To enter registrants for a workshop in a different location, select the “events” option on the left hand menu to reach the calendar of all IB events.

Fig. 7



The screenshot displays the IBA registration acknowledgement page. At the top left is the IBA logo and the text 'International Baccalaureate'. To the right, it says 'IBA- Salt Lake City, UT' and 'March 26 - March 29, 2010'. A dark blue navigation menu on the left contains the following items: 'ibo events', 'home', 'participants', 'billing', 'contact us', 'events', and 'logout'. The main content area is titled 'REGISTRATION ACKNOWLEDGMENT' and contains the following text: 'IBA- Salt Lake City, UT, March 26 - 29, 2010', 'Participant Doe Jane successfully registered', and 'CONFIRMATION EMAIL SENT TO [REDACTED]'. Below this, there are several blue links with right-pointing arrows: 'continue adding participants', 'participants', 'back to "Doe Jane" Registration form', 'print your invoice after the registration of all your participants', and 'Payment & Invoice'.



- Please wait to make non-refundable travel arrangements until you have received a written or an e-mailed confirmation that your registration has been accepted and your payment has been processed.** Payment has been considered processed when a credit card payment has cleared or a copy of the PO or the check has been received to our offices. Save and bring the confirmation of registration to the workshop.

PRINTING AN INVOICE

1. After you have finished entering registrations for all participants, select the “billing” tab on the left hand menu to access the invoice and payment screen. (Fig 8)

Fig. 8

The screenshot shows the IBA website interface for the event "IBA- Salt Lake City, UT" held from March 26 to March 29, 2010. On the left, a navigation menu under "ibo events" includes links for "home", "participants", "billing" (highlighted with a red arrow), "contact us", "events", and "logout". The main content area is titled "BILLING" and displays the following information:

- total:** USD 675.00
- amount due:** USD 675.00
- OPEN INVOICE**
 - PLEASE NOTE: First register all your participants. Then close your invoice and print the invoice for all your participants.
 - ▶ close invoice for printing: 27013
- CLOSED INVOICES**
 - ▶ invoice 26868  ▶ modify payment method
 - ▶ invoice 27005  ▶ modify payment method
 - ▶ my order

2. Close any open invoices and select the PDF file icon to open the invoice for printing. (Fig. 9) For payments by check, PO, or money order, you must submit a printed invoice with payment to the address below. Please note if you have paid with a credit card, you are **not** required to mail a printed invoice.

International Baccalaureate
7501 Wisconsin Avenue, Suite 200 West
Bethesda, MD 20814

Fig. 9

International Baccalaureate

IBA- Salt Lake City, UT
March 26 - March 29, 2010

ibo events

- home
- participants
- billing**
- contact us
- events
- logout

BILLING

total: USD 675.00
amount due: USD 675.00

OPEN INVOICE

PLEASE NOTE: First register all your participants. Then close your invoice and print the invoice for all your participants.

- ▶ close invoice for printing: 27013

CLOSED INVOICES

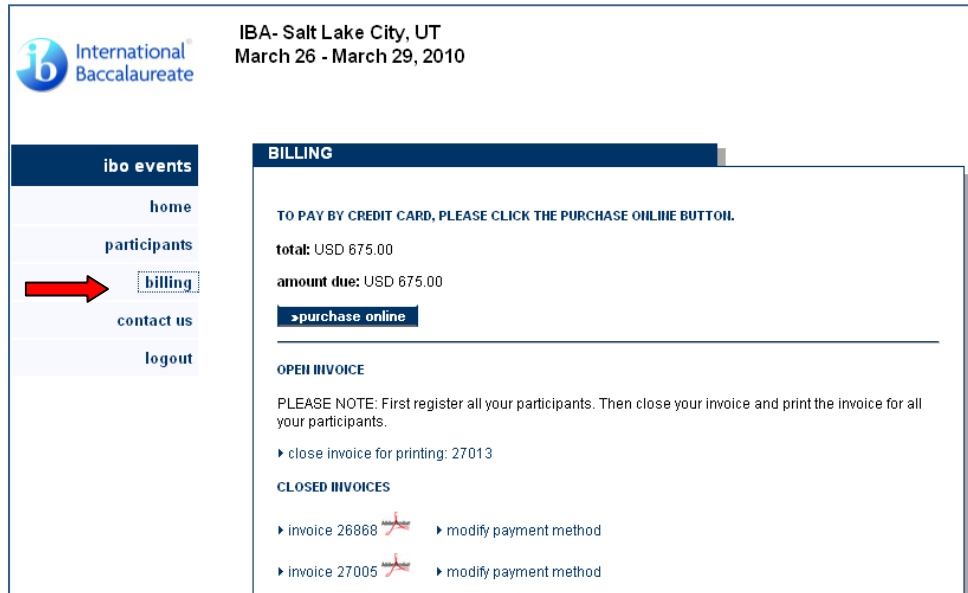
- ▶ invoice 26868 ▶ modify payment method
- ▶ invoice 27005 ▶ modify payment method

- ▶ my order

CREDIT CARD PAYMENTS

1. After you have finished entering registration for all participants, select the “billing” tab on the left hand menu to access the invoice and payment screen. (Fig. 10)

Fig. 10



2. If you have indicated on the registration form that you wish to pay with a credit card, you will see the total amount owed for your registration with a “purchase online” button located beneath the balance summary. (Fig. 11) After you click on this button, you will see a screen that will again verify the amount owed. (Fig. 12) Select the button marked “click here to purchase using secpay” to be redirected to the third party credit card authorization site.

Fig. 11

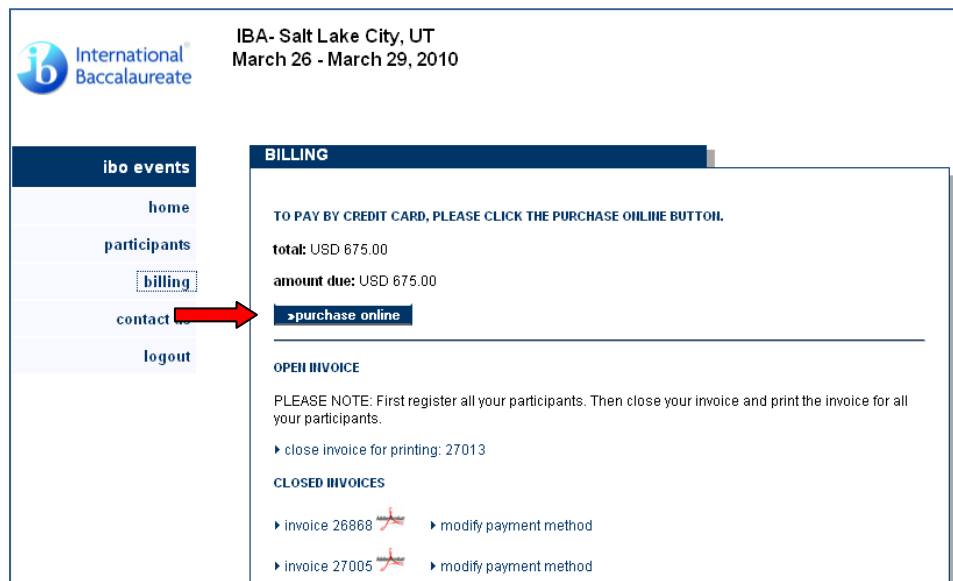
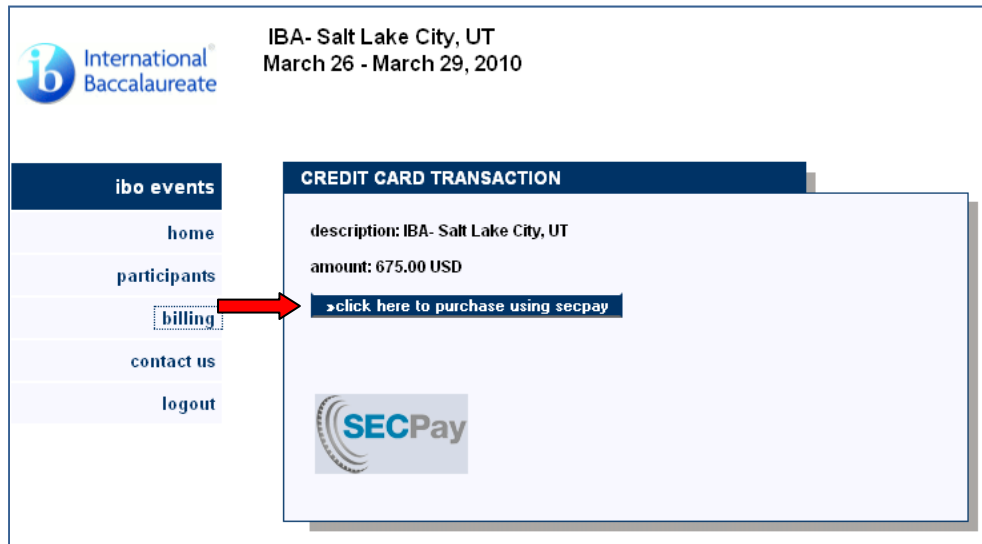


Fig. 12



3. After being redirected to the third party credit card authorization site*, please enter your payment details as instructed and select “Authorise” to receive confirmation of payment. (Fig. 13) Please do not press “Authorise” more than once. Do not exit or press back until a confirmation received.

Fig. 13

***PLEASE NOTE:** The third party credit card authorization site is located in the United Kingdom. As such, some credit card issuers may categorize your registration payment as a foreign transaction and assess fees according to their policies. Please contact your credit card issuer directly for more information.

MODIFYING A PAYMENT METHOD OR REGISTRATION

1. If you need to make changes to a participant's registration information or preferred method of payment, first select the "participants" option from the left hand menu to access the participants list. (Fig. 14)

Fig. 14



2. Under the participants tab, you will be able to view the list of all registrations entered, ordered by registration date. The color of the row indicates the registration status:
 - Grey: unconfirmed
 - Aqua: confirmed
 - Pink: cancelled
3. From the participants list, select the last name of the individual whose registration details or payment method you wish to modify. (Fig. 15) When you do this, you will see a pop-up menu with various options. Select "registration" from this menu. (Fig. 16)

Fig. 15

IBA- Salt Lake City, UT
March 26 - March 29, 2010

ibo events

home

participants

billing

contact us

logout

options
participants

Registration status:	Participant / Partner:	Hotel booking status:	Activity registration status:
pre-registration to be confirmed	👤 participant	🏠 to be confirmed	📌 to be confirmed
pre-registration approved	👤👤 participant with partner	🏠 confirmed	📌 confirmed
pre-registration declined	👤👤 partner	🏠 cancelled	📌 registered to activities at the same time
To Be CFMD = to be Confirmed	👤👤 partner selected / not registered	🏠 modified	📌 not registered to an activities
cfmd = confirmed	👤👤 participant	🏠 no accommodation required	📌 waiting list
CXL = cancelled	👤👤 replaced/replacing		

	Last name	First name	School	Confirmation id	Registration status	Activity list
👤🏠📌📌	Test	Test	IB Test School	211888	To Be CFMD	ITGS (Category 3)
👤🏠📌📌	Jane	Doe	Test IB World School	210787	CXL	

of participants: 2 (1 to be Confirmed, 1 Cancelled)

Fig. 16

IBA- Salt Lake City, UT
March 26 - March 29, 2010

ibo events

home

participants

billing

contact us

logout

options
participants

Registration status:	Participant / Partner:	Hotel booking status:	Activity registration status:
pre-registration to be confirmed	👤 participant	🏠 to be confirmed	📌 to be confirmed
pre-registration approved	👤👤 participant with partner	🏠 confirmed	📌 confirmed
pre-registration declined	👤👤 partner	🏠 cancelled	📌 registered to activities at the same time
To Be CFMD = to be Confirmed	👤👤 partner selected / not registered	🏠 modified	📌 not registered to an activities
cfmd = confirmed	👤👤 participant	🏠 no accommodation required	📌 waiting list
CXL = cancelled	👤👤 replaced/replacing		

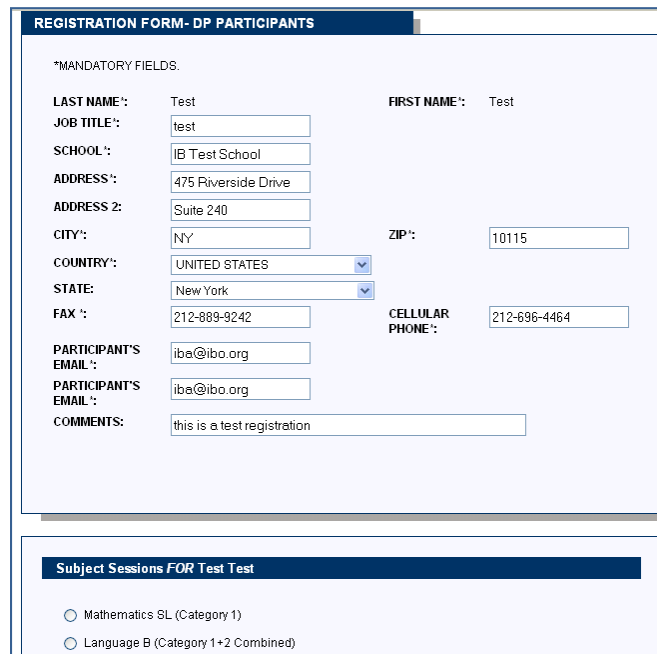
	Last name	First name	School	Confirmation id	Registration status	Activity list
👤🏠📌📌	Registration		IB Test School	211888	To Be CFMD	ITGS (Category 3)
👤🏠📌📌	status		Test IB World School	210787	CXL	

of participants: 2 (1 Cancelled)

number of rows = 2

- After you select “registration” from the pop-up menu, the individual’s registration form will open in a separate window. (Fig. 17) You may then edit any of their contact information or workshop preference, with the exception of their first and last name. If you wish to change the name of the registrant, please send the request in writing to ibaconference@ibo.org.

Fig. 17



REGISTRATION FORM - DP PARTICIPANTS

*MANDATORY FIELDS:

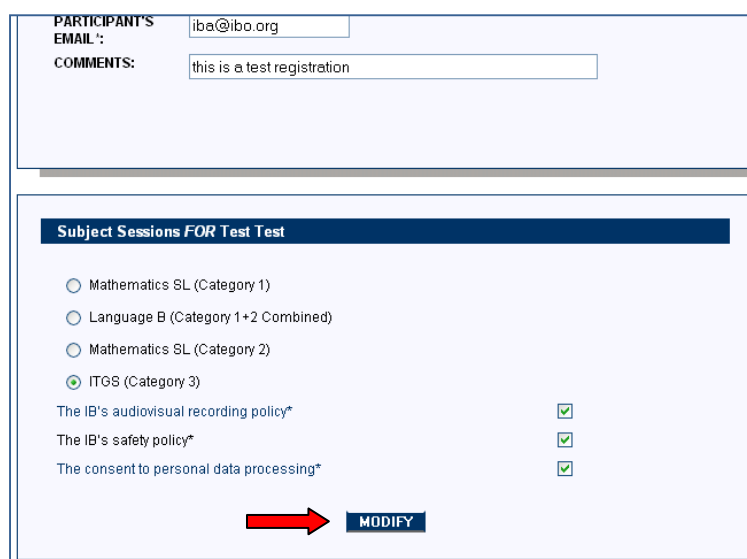
LAST NAME: Test **FIRST NAME:** Test
JOB TITLE:
SCHOOL:
ADDRESS:
ADDRESS 2:
CITY: **ZIP:**
COUNTRY:
STATE:
FAX : **CELLULAR PHONE:**
PARTICIPANT'S EMAIL:
PARTICIPANT'S EMAIL:
COMMENTS:

Subject Sessions FOR Test Test

Mathematics SL (Category 1)
 Language B (Category 1+2 Combined)

- After you have finished your edits, select the “modify” button at the bottom of the window. (Fig. 18) If you only wish to adjust the payment method, you can click “modify” without making any changes to the participant information on the form.

Fig. 18




PARTICIPANT'S EMAIL:
COMMENTS:

Subject Sessions FOR Test Test

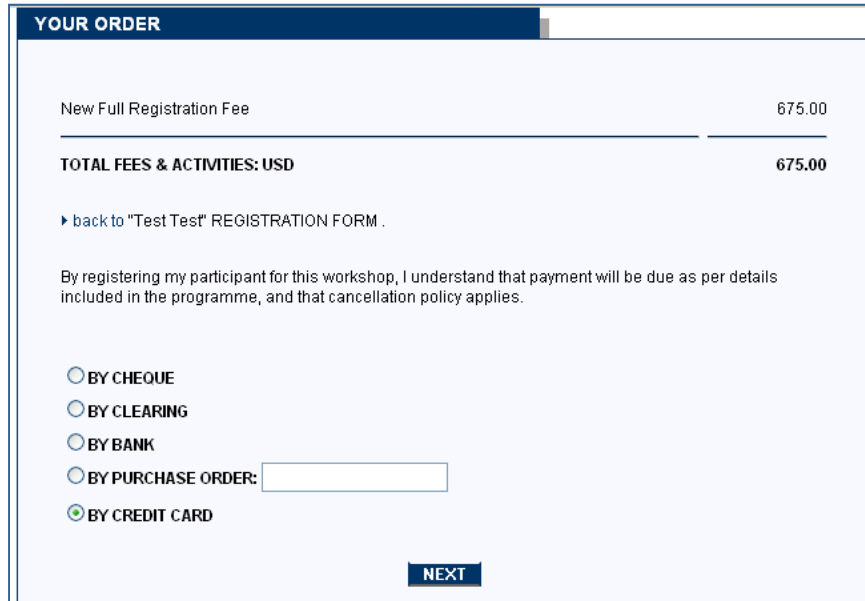
Mathematics SL (Category 1)
 Language B (Category 1+2 Combined)
 Mathematics SL (Category 2)
 ITGS (Category 3)

The IB's audiovisual recording policy*
 The IB's safety policy*
 The consent to personal data processing*

 **MODIFY**

6. After you select modify, a summary of the registration will appear and you will be given the opportunity to change the designated method of payment. (Fig. 19)

Fig. 19



YOUR ORDER

New Full Registration Fee	675.00
<hr/>	
TOTAL FEES & ACTIVITIES: USD	675.00

▶ back to "Test Test" REGISTRATION FORM .

By registering my participant for this workshop, I understand that payment will be due as per details included in the programme, and that cancellation policy applies.

BY CHEQUE

BY CLEARING

BY BANK

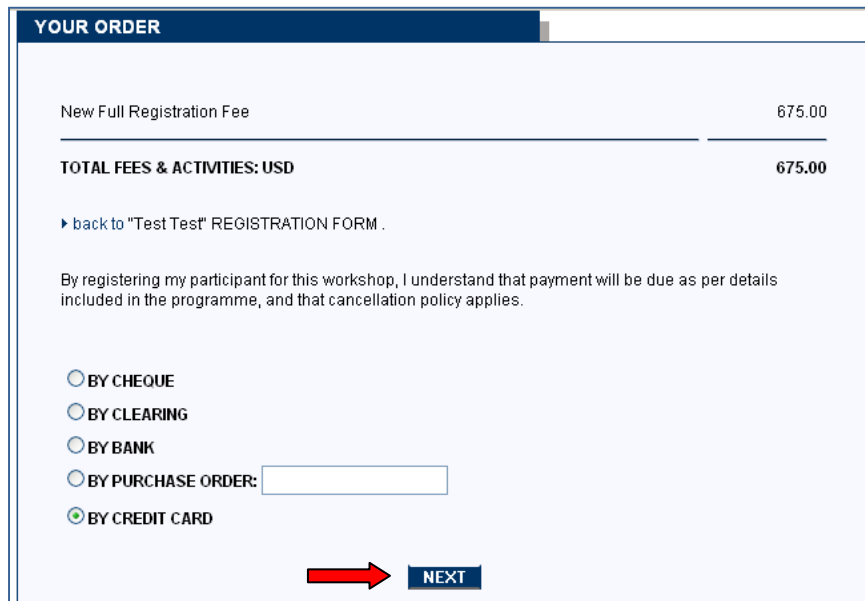
BY PURCHASE ORDER:

BY CREDIT CARD

NEXT

7. Select the “next” button to receive an acknowledgment of the modification. (Figs. 20 and 21)

Fig. 20



YOUR ORDER

New Full Registration Fee	675.00
<hr/>	
TOTAL FEES & ACTIVITIES: USD	675.00

▶ back to "Test Test" REGISTRATION FORM .

By registering my participant for this workshop, I understand that payment will be due as per details included in the programme, and that cancellation policy applies.

BY CHEQUE

BY CLEARING

BY BANK

BY PURCHASE ORDER:

BY CREDIT CARD


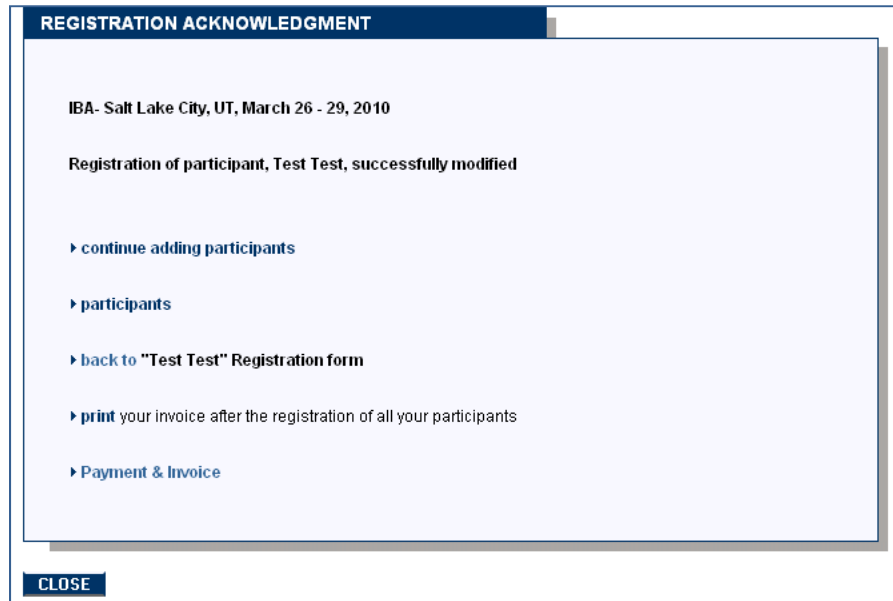
 **NEXT**

Fig. 21



8. Please note – if you are changing the method of payment from a check, PO, or bank transfer to a credit card, you must click on the billing tab from the left hand menu after you close acknowledgment window in order to enter the credit card details. (Figs. 22, 23, and 24)

Fig. 22

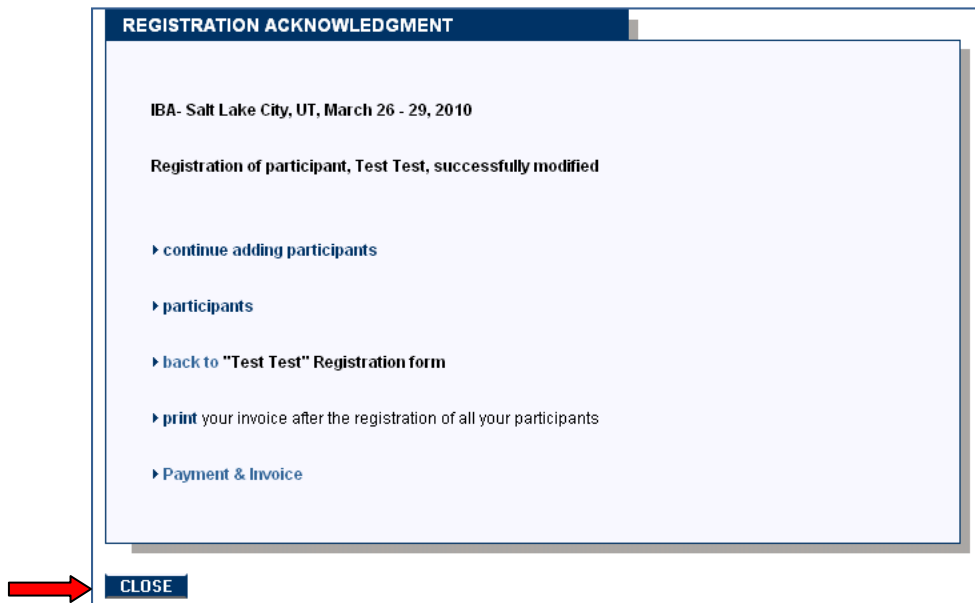


Fig. 23

International Baccalaureate IBA- Salt Lake City, UT
March 26 - March 29, 2010

ibo events

- home
- participants
- billing**
- contact us
- logout

options **participants**

Registration status:	Participant / Partner:	Hotel booking status:	Activity registration status:
pre-registration to be confirmed	participant	to be confirmed	to be confirmed
pre-registration approved	participant with partner	confirmed	confirmed
pre-registration declined	partner	cancelled	registered to activities at the same time
To Be CFMD = to be Confirmed	partner selected / not registered	modified	not registered to an activities
cfmd = confirmed	participant replaced/replacing	no accommodation required	waiting list
CXL = cancelled			

	Last name	First name	School	Confirmation id	Registration status	Activity list
↑	Test	Test	IB Test School	211888	To Be CFMD	ITGS (Category 3)
↑	Jane	Doe	Test IB World School	210787	CXL	

of participants: 2 (1 to be Confirmed, 1 Cancelled)

Fig. 24

International Baccalaureate IBA- Salt Lake City, UT
March 26 - March 29, 2010

ibo events

- home
- participants
- billing
- contact us**
- events
- logout

BILLING

TO PAY BY CREDIT CARD, PLEASE CLICK THE PURCHASE ONLINE BUTTON.

total: USD 675.00
amount due: USD 675.00

[>purchase online](#)

OPEN INVOICE

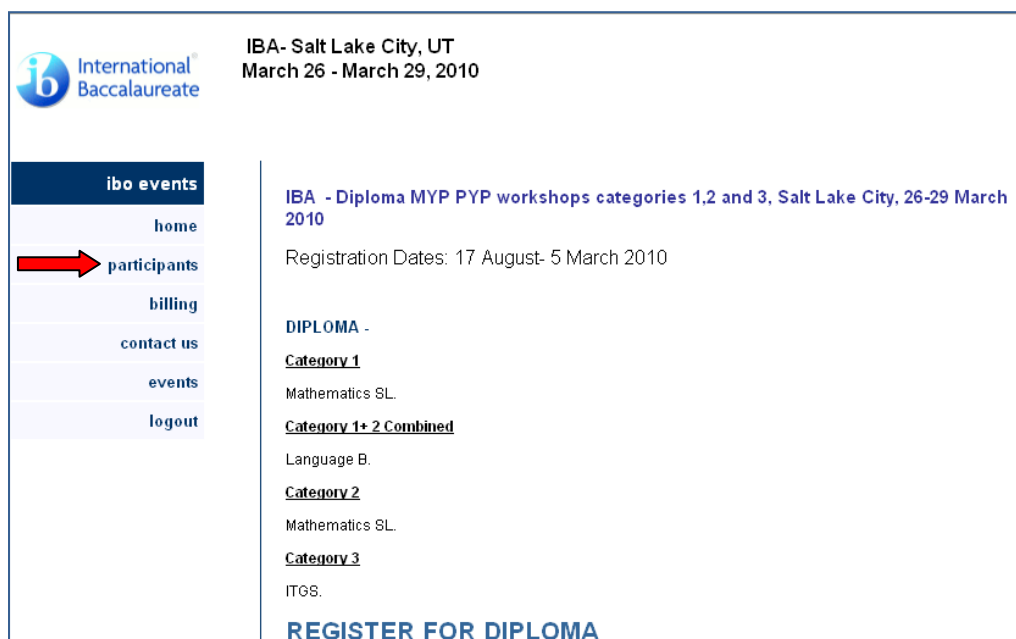
PLEASE NOTE: First register all your participants. Then close your invoice and print the invoice for all your participants.

- ▶ close invoice for printing: 27772
- ▶ my order

CANCELLING A REGISTRATION

1. If you need to cancel a participant's registration, first select the "participants" option from the left hand menu to access the participants list. (Fig. 25)

Fig. 25



2. Under the participants tab, you will be able to view the list of all registrations entered, ordered by registration date. The color of the row indicates the registration status:
 - Grey: unconfirmed
 - Aqua: confirmed
 - Pink: cancelled
3. From the participants list, select the last name of the individual whose registration you wish to cancel. (Fig. 26) When you do this, you will see a pop-up menu with various options. Select "cancel participant" from this menu. (Fig. 27)

Fig. 26

IBA- Salt Lake City, UT
March 26 - March 29, 2010

ibo events: home, participants, billing, contact us, logout

Registration status:	Participant / Partner:	Hotel booking status:	Activity registration status:
pre-registration to be confirmed	participant	to be confirmed	to be confirmed
pre-registration approved	participant with partner	confirmed	confirmed
pre-registration declined	partner	cancelled	registered to activities at the same time
To Be CFMD = to be Confirmed	partner selected / not registered	modified	not registered to an activities
cfmd = confirmed	participant replaced/replacing	no accommodation required	waiting list
CXL = cancelled			

Last name	First name	School	Confirmation id	Registration status	Activity list
Test	Test	IB Test School	211888	To Be CFMD	ITGS (Category 3)
Jane	Doe	Test IB World School	210787	CXL	

of participants: 2 (1 to be Confirmed, 1 Cancelled)

Fig. 27

IBA- Salt Lake City, UT
March 26 - March 29, 2010

ibo events: home, participants, billing, contact us, logout

Registration status:	Participant / Partner:	Hotel booking status:	Activity registration status:
pre-registration to be confirmed	participant	to be confirmed	to be confirmed
pre-registration approved	participant with partner	confirmed	confirmed
pre-registration declined	partner	cancelled	registered to activities at the same time
To Be CFMD = to be Confirmed	partner selected / not registered	modified	not registered to an activities
cfmd = confirmed	participant replaced/replacing	no accommodation required	waiting list
CXL = cancelled			

Last name	First name	School	Confirmation id	Registration status	Activity list
Test	Test	IB Test School	211888	To Be CFMD	ITGS (Category 3)
Jane	Doe	Test IB World School	210787	CXL	

of participants: 2 (1 to be Confirmed, 1 Cancelled)

number of rows = 2

- Registration status
- agenda
- cancel participant

- After you select “cancel participant” from the pop-up menu, an acknowledgment of the cancellation will open in a separate window. (Fig. 28) N.B. You will need to refresh the participant list page in order to view the update to the registration status.

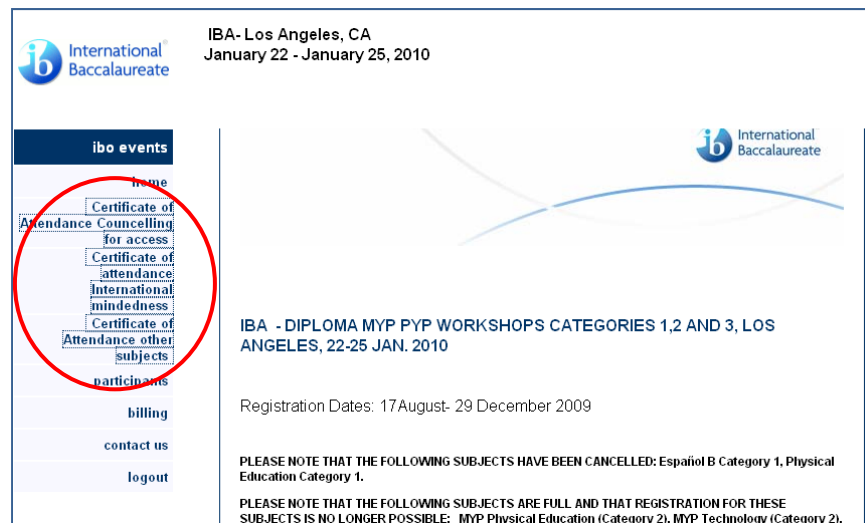
Fig. 28

1 registration(s) cancelled

DOWNLOADING A CERTIFICATE OF ATTENDANCE

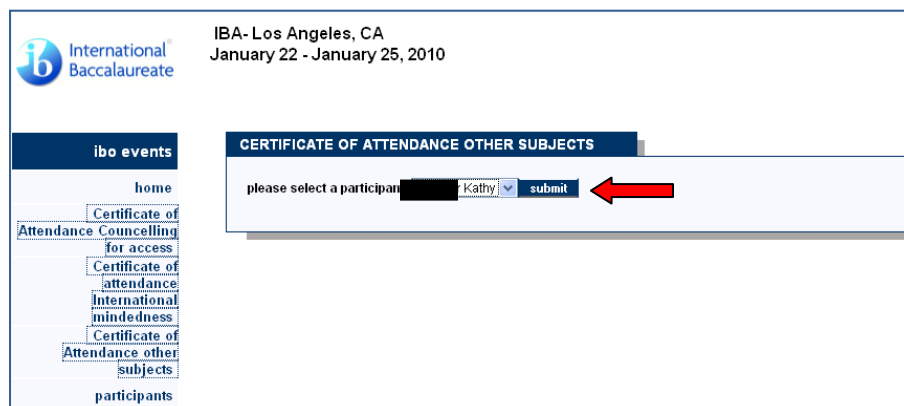
1. Two weeks following the completion of the workshop survey, the school coordinator or IB contact will receive an email notifying them of the availability to download certificates of attendance for all school participants using their workshop registration (REGIS) account. Please note that the REGIS account holder is the only person with access to download the certificates for each school.
2. To access the certificate(s), log into your REGIS account, enter the event you attended (e.g. New York), then select certificate of attendance for the appropriate subject session from the left hand menu. (Fig. 29)

Fig. 29



3. Next, select the name of the participant from the drop down menu and click the “submit” button. (Fig. 30)

Fig. 30



4. After you select the “submit” button, you will be able to download the certificate in pdf format. Print the document and save the pdf file carefully.

IB WORKSHOP CANCELLATION POLICY

Any cancellation occurring 22 days or more prior the first day of the workshop will incur a credit note of the full amount of the registration fee. For cancellations made 21 days or less prior to the first day of the workshop, a penalty of 100% of the fee will apply. In the unlikely event that the IB has to cancel a workshop, the total amount of the registration fee will be refunded or will incur a credit note.

IB WORKSHOP LATE REGISTRATION AND CHANGE POLICY

Registrations received after the workshop registration deadline will be assessed a late fee of US \$50 per registrant for workshops taking place in the United States plus an additional 5% GST for workshops taking place in Canada.

Name changes and corrections can only occur during the conference registration period. Changes made to registrations onsite, including workshop session and/or name changes, and will be assessed a US \$50 administrative fee per change.

All late registrations and onsite change requests are subject to the enrolment of the desired workshop. IB Americas reserves the right to refuse any late registration or onsite change requests.

IB SAFETY POLICY

Neither the IB nor its directors, officers or agents are responsible or liable for the safety and property of participants or their companions, nor for any financial losses incurred if events are cancelled due to reasons beyond the IB's control. Travelling to and from an IB event shall take place under the participants' sole responsibility.

Participants are advised to seek information on potential health and security risks incurred by themselves or their companions and to secure adequate insurance coverage, which includes reimbursement of any costs incurred should the event be cancelled.

Swiss law shall govern any legal issues relating to the enrolment and participation in IB workshops. Any disputes arising with respect to or in connection with the enrolment and participation in this event shall be finally settled by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.

ADDITIONAL PAYMENT INFORMATION

For workshops in **North America**, payment can be made in four ways:

1. Money Order
2. Purchase Order
3. Cheque
 - in US Dollars, issued to the order of International Baccalaureate, preferably from an US bank
 - Cheques should be sent with a copy of the invoice to:
 - International Baccalaureate Americas
7501 Wisconsin Avenue, Suite 200 West
Bethesda, MD 20814
4. Credit Card*

Cash to cover IB fees will not be accepted under any circumstances.

For workshops in **Latin America**, payment can be made in three ways:

1. Bank Transfer
 - Branch: HSBC Bank plc -Cardiff
 - Account name: International Baccalaureate
 - Organization Sort Code: 40-05-15
 - IBAN: GB30MIDL40051568221288
 - Swift code: MIDLGB22
 - Account Number: 400515-68221288
 - Reference: programme, place, month and year (DIPMEX10)
2. Cheque
 - in US Dollars, issued to the order of International Baccalaureate, preferably from an US bank
 - Cheques should be sent with a copy of the registration form to:
 - International Baccalaureate Organization
Attn. Credit Controller
Peterson House, Malthouse Avenue
Cardiff Gate
Cardiff, Wales GB CF23 8GL
UNITED KINGDOM
3. Credit Card*

***PLEASE NOTE: The third party credit card authorization site is located in the United Kingdom. As such, some credit card issuers may categorize your registration payment as a foreign transaction and assess fees according to their policies. Please contact your credit card issuer directly for more information.**