



## Registration Process for IB Schools:

### IBスクールによる参加申込

1. Login to IBIS (IB Information System) at <https://ibis.ibo.org/>  
IBIS (IB Information System) at <https://ibis.ibo.org/> にログインしてください。

Use of this resource is granted subject to our [Terms & Conditions](#). All activity on this site is continuously logged and monitored. If you are not authorised to use this site, you may not attempt to login and should [exit this page now](#).

2. Click on 'Home' tab from the main menu and click on 'Workshop Registrations' to see a list of available workshops :  
メインメニューから“Home”のタブをクリックし、“Workshop Registration”をクリックして開催ワークショップ一覧を見てください。

English | Español | Français  
**IBIS - International Baccalaureate Information System**  
Thu, 10 Nov 2011 01:59:18 UTC Your login will expire in: 28m 57s  
Diploma session: MAY 2012 School: 000001 - Test school. Role: DIPLOMA COORDINATOR

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News  
Workshop Registrations  
Handbook of procedures

**Options**

**5** First candidate registration deadline  
DAYS 15 November 2011  
May 2012 session

**5** Group 1: extended essay in special request subject

View all deadlines  
There are 9 deadlines in the next 30 days.

**News**

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- Handbook of procedures

Customize

3. You will see the following list of workshops available for registration :  
 以下のようなワークショップのリストが画面に出ます。

ibo events	new event	events	copy events	invoices	calendar	activities	import	statistic	types	category	groups
events	filter by:		search text:								
administrators	events type:										
participants	filter										
members											
resources											
In-school workshops											
emails											
SMS											
coordinators											
configuration											
files											
billing											
statistic											
logout											
user guide											
issues											


  

Event name	Start	End	Description	Owner	Login	Event id
In-school PYP Ascend International School 2013	Nov. 01, 2013	Jan. 31, 2014	PYP In-School Workshop		login	4741
Hong Xing Hai School, Dalian Econ & Tech Development Area 2013	Jan. 17, 2014	Jan. 18, 2014	PYP In-School Workshop	Ang	login	4565
In-school PYP American School of Bombay 2014	Jan. 17, 2014	Jan. 18, 2014	PYP In-School Workshop		login	4835
In-school MYP Victorious Kids Educares 2014	Jan. 17, 2014	Jan. 18, 2014	MYP In-School Workshop		login	4948
In-school MYP The Malay College Kuala Kangsar 2014	Jan. 17, 2014	Jan. 21, 2014	Template inschool WS		login	5172
In-school MYP Kolej Tunku Kurshiah 2014	Jan. 18, 2014	Jan. 23, 2014	Template inschool WS		login	5184
IB Asia Pacific PYP Categories 1, 2 & 3 Workshops, Adelaide, Australia, 20 - 22 Jan 2014	Jan. 20, 2014	Jan. 22, 2014	PYP Regional Workshop		login	4954
IB Asia Pacific DP Categories 1, 2 & 3 Workshops, Adelaide, Australia, 20-22 Jan 2014	Jan. 20, 2014	Jan. 22, 2014	DP Regional Workshop		login	4965
IB Asia Pacific Continuum Cat 3 Workshops, Adelaide, Australia 20-22 Jan 2014	Jan. 20, 2014	Jan. 22, 2014	Continuum Regional Workshop		login	4966
In-school PYP Auckland Normal Intermediate School 2014	Jan. 22, 2014	Jan. 23, 2014	PYP In-School Workshop		login	5195
In-school PYP Our Saviour Lutheran Primary School 2014	Jan. 23, 2014	Jan. 24, 2014	PYP In-School Workshop		login	5087
In-school PYP St Mark's Church School 2014	Jan. 23, 2014	Jan. 24, 2014	PYP In-School Workshop		login	5342
In-school PYP Hunter Valley Grammar School 2014	Jan. 24, 2014	Apr. 28, 2014	PYP In-School Workshop		login	5085
In-school PYP Eltonhouse School 2014	Jan. 24, 2014	Jan. 25, 2014	PYP In-School Workshop		login	5228
In-school PYP Chinese International School 2014	Jan. 25, 2014	Jan. 26, 2014	PYP In-School Workshop		login	4946
In-school PYP Chinese International School 2014	Jan. 25, 2014	Jan. 26, 2014	PYP In-School Workshop		login	4947
In-school MYP SMK SRI TI LIAI ANG 2014	Jan. 25, 2014	Jan. 30, 2014	Template inschool WS		login	5141


4. Select the workshop of your choice and click on the workshop.  
 希望のワークショップを選択して、クリックしてください。

5. Click 'Registration tab' on the left :  
 左の"Registration" (参加申込) をクリックしてください。

IBAP MYP Cat 1 Workshop, 26-28 March 2014, Japan



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**Location: Japan**

**Registration Opens from 14 Nov 2013 to 6 Mar 2014**

**Early Bird Registration Ends on 26 Jan 2014**

- Heads of School/IB Coordinators : Implementing the Middle Years Programme (MYP) Curriculum

**Note :** Workshop Conducted in Japanese



6. Fill in the 'Online Registration Form'

“Online Registration Form”（参加申込書）を記入してください。



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**PARTICIPANT REGISTRATION**

**WELCOME TO IB ONLINE REGISTRATION**

Please avoid using accents and special characters, as these may not be recognized by our printing system  
\*Mandatory fields.

First name\*:  Last name/surname\*:

Title\*:

School status \*:

Email of participant\*:

Confirm email of participant\*:  Permission to publish email address:

School\*:

Address\*:

Address 2:

City\*:  Postal code\*:

Country\*:

Contact number\*:

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**VISA SUPPORT LETTER**

You will be able to download a visa support letter from the IB online registration system only when this registration has been confirmed. Please ensure that correct passport and nationality details are entered.  
If visa application is not required, you can ignore this section.

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Passport number :  Passport expiration:

Day/month/year,  
e.g. 31/12/2024

7. Select the subject of your choice and indicate the participant's teaching experience :  
希望の科目を選択し、参加者の教職歴を記入してください。



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VISA SUPPORT LETTER

You will be able to download a visa support letter from the IB online registration system only when this registration has been confirmed. Please ensure that correct passport and nationality details are entered.  
If visa application is not required, you can ignore this section.

Passport number :  Passport expiration:    
Day/month/year,  
e.g. 31/12/2024

Nationality:

Issued at:

Dietary preferences:  Vegetarian



Please indicate your subject

Heads of School/IB Coordinators : Implementing the MYP Curriculum (Japanese)

Participant's experience level

How many years of teaching experience do you have?\*

How many years of IB teaching experience do you have in IB Schools?\*

Coordinator's / Participant's confirmation & authorisation

IBAP Terms & Conditions (Policies, Fees and Payment Information)

8. Click on the terms and conditions link :

Terms and conditions (契約条件) のリンクをクリックしてください。

A new tab will open with the detailed Terms and Conditions. Read the Terms and Conditions carefully and close the tab.

新しいタブが開き、Terms and Conditions

の詳細が示されます。契約条件をお読み頂き、タブを閉じてください。

Click on the tickbox “I accept the terms and conditions’ and continue with the registration:

“I accept the terms and conditions’ and continue with the registration”

(契約条件を受け入れます) のタブをクリックして参加申込を続けてください。

International Baccalaureate  
Baccalauréat International  
Bachillerato Internacional

IBAP MYP Cat 1 Workshop, 26-28 March 2014, Japan

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Passport number: [text box] Passport expiration: [text box] Day/month/year, e.g. 31/12/2024

Nationality: [dropdown menu]

Issued at: [text box]

Dietary preferences:  Vegetarian

Please indicate your subject

Heads of School/IB Coordinators : Implementing the MYP Curriculum (Japanese)

Participant's experience level

How many years of teaching experience do you have?\* < 1 ▼

How many years of IB teaching experience do you have in IB Schools?\* < 1 ▼

Coordinator's / Participant's confirmation & authorisation

IBAP Terms & Conditions (Policies, Fees and Payment Information)

I accept the terms and conditions [download the terms and conditions](#)

Submit registration

9. Click on Submit Registration button and proceed with the registration :

“Submit Registration”


(参加申込書を提出する) のボタンをクリックして、申込に進んでください。

How many years of IB teaching experience do you have in IB Schools?\* < 1 ▼

**Coordinator's / Participant's confirmation & authorisation**  
IBAP Terms & Conditions (Policies, Fees and Payment Information)

I accept the terms and conditions : download the terms and conditions

**Submit registration**



10. Select the mode of payment and click next to continue :

支払い方法を選択し、” next ” (次へ) をクリックしてください。



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**YOUR ORDER**

Late registration fee ( Feb. 17 >= Jan. 26)	700.00
<b>Total fees &amp; activities: USD</b>	<b>700.00</b>


▶ back to "Test Jaya TEST JAYA" Registration form .

**Payment**

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 credit note
- By telegraphic transfer
- By bank draft
- By credit card

**Next**



11. Click on 'Payment & Invoice' link and continue with the payment :

“Payment & Invoice”

(支払いと請求書) のリンクをクリックし、支払いに進んでください。



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**REGISTRATION ACKNOWLEDGEMENT**

IBAP MYP Cat 1 Workshop, 26-28 March 2014, Japan, March 26 - 28, 2014

Registration of participant, Test Jaya TEST JAYA, successfully modified

- ▶ continue adding participants
- ▶ participants
- ▶ back to "Test Jaya TEST JAYA" registration form
- ▶ print your invoice after the registration of all your participants
- ▶ Payment & Invoice**



Click 'Submit' button to continue with your credit card payment :

“Submit”ボタンをクリックして、カード支払いを進めてください。



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**MY INVOICE**

**PAYMENT**

total: USD 700.00  
amount due: USD 700.00

By Credit Note:  number:

**By Telegraphic Transfer:**  number:

By Bank Draft:  number:

By Credit Card:

**▶submit**

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**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: 125968
- ▶ my order

## ibo events

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## CREDIT CARD TRANSACTION

description: IBAP MYP Cat 1 Workshop, 26-28 March 2014, Japan

amount: 700.00 USD

[» click here to purchase using PayPoint](#)

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Pay by Card

[Click here for help text](#)

Fields marked with an asterisk \* are mandatory for all card types.

Name of Cardholder\* Card Type\* Card Number\* Expiry Date (MM/YY)\* CV2 (security code) Start Date (MM/YY) 

Amount 700.00 USD

[CONFIRM ORDER](#)

Please do not press Confirm Order more than once.



You have now entered a secure transaction environment. Your personal information will be encrypted before transmission. Please check that the address bar of your browser is visible and that the address begins with <https://>. For your re-assurance, this page is loaded from <https://www.secpay.com>. PayPoint.net incorporates the SECPay service.



Secure Payment

[Click here to see our Privacy Policy](#)

## 12. Registration process completed upon payment.

支払いが完了した時点で参加申込が完了します。

13. The confirmation memo will be sent to you **by email** as soon as the enrolment reaches a minimum of 10 participants.

参加申込みが最少催行人数 11 名に達した時点で確認メモがメールにて送られます。