

## A simple guide to navigate the new AuPS registration website.

### STEP 1: Have you paid your memberships fees?

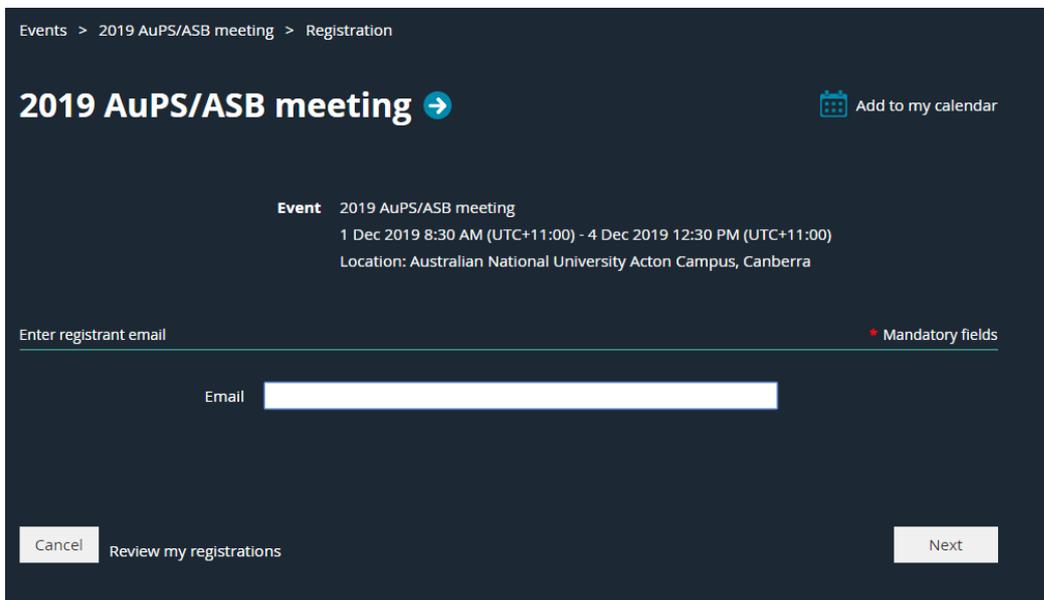
If **no** then first proceed to pay by clicking this link (<http://aups.org.au/Membership/>) where you will be redirected to AuPS membership page.

If **yes**, click register to proceed.



The screenshot shows a dark-themed interface with the heading "Upcoming events" and a "Switch to Calendar View" button. The main event is titled "2019 AuPS/ASB meeting" with a right-pointing arrow. Below the title, there are three columns of information: Start (1 Dec 2019, 8:30 AM UTC+11:00), End (4 Dec 2019, 12:30 PM UTC+11:00), and Location (Australian National University Acton Campus, Canberra). To the right of these details is a paragraph of text: "This is the registration page for the 2019 meeting of The Australian Physiological Society and The Australian Society for Biophysics hosted by the Australian National University at their Acton Campus in Canberra. BEFORE REGISTERING PLEASE MAKE SURE YOU ARE A CURRENT FINANCIAL MEMBER. CLICK LINK BELOW TO BE REDIRECTED TO AuPS MEMBERSHIP PAGE <http://aups.org.au/Membership/> Additional tickets for Welcome Reception, conference dinner, ECR and Student Mixer can be purchased later in the registration process." Below the location information is a "Register" button and the text "Already registered". At the bottom right, there is a "Show details >>" link.

### STEP 2: Enter email and click next.



The screenshot shows a dark-themed registration page. At the top, there is a breadcrumb trail: "Events > 2019 AuPS/ASB meeting > Registration". The main heading is "2019 AuPS/ASB meeting" with a right-pointing arrow and an "Add to my calendar" button. Below this, the event details are listed: "Event: 2019 AuPS/ASB meeting", "1 Dec 2019 8:30 AM (UTC+11:00) - 4 Dec 2019 12:30 PM (UTC+11:00)", and "Location: Australian National University Acton Campus, Canberra". A form field for "Enter registrant email" is present, with a red asterisk and the text "\* Mandatory fields" to its right. Below the form field is a "Next" button. At the bottom left, there are two buttons: "Cancel" and "Review my registrations".

**STEP 3: Choose your registration type.**

*Must be a current financial member to select member option.*

Choose registration type \* Mandatory fields

\* Registration

- **1. AuPS/ASB member – \$550.00**  
Full registration (1st-4th Dec) includes tickets to the Welcome Reception, Conference Dinner and all lunches.  
MUST BE CURRENT FINANCIAL AuPS MEMBER <http://aups.org.au/Membership/>
- **2. Non-member – \$700.00**  
Full registration (1st-4th Dec) includes tickets to the Welcome Reception, Conference Dinner and all lunches.
- **3. Invited speaker (non-member)**  
This option is for non-members who have been invited to speak in a symposium, and includes full registration (1st-4th Dec), as well as tickets to the Welcome Reception, Conference Dinner and all lunches.
- **4. Student (member) – \$295.00**  
Full registration (1st - 4th Dec) includes tickets to the Welcome Reception, Conference Dinner and all lunches.  
MUST BE A CURRENT FINANCIAL STUDENT AuPS MEMBER. <http://aups.org.au/Membership/>
- **5. Student (non-member) – \$450.00**  
Full registration (1st - 4th Dec) includes tickets to the Welcome Reception, Conference Dinner and all lunches
- **6. Education (member) – \$150.00**  
Education Stream (4th Dec) includes attendance at physiology education workshop, symposia and lunch on Wednesday only.  
MAKE SURE THAT YOU ARE A CURRENT FINANCIAL AuPS MEMBER  
<http://aups.org.au/Membership/>
- **7. Education (non-member) – \$200.00**  
Education Stream (4th Dec) includes attendance at physiology education workshop, symposia and lunch on Wednesday only

**STEP 4: Add in personal details, dietary requirements and add in to purchase extra conference dinner and opening reception tickets, and the ECR and students mixer.**

**STEP 5: Upload abstract. Please download abstract guidelines from website by following link.**

**Are you a presenter at the meeting?**

Options  Yes, I am an invited speaker (submit abstract below)  
 Yes, I am submitting an abstract (submit abstract below)  
 No

**Are you submitting an abstract?**

Type of abstract  Symposium presentation (Invited only)  
 Oral presentation (free communication)  
 Poster

Abstract

You can upload up to 20 files. Each file should be less than 20 MB.

*Upload your abstract here. Please follow abstract guidelines which can be found by following link. (<http://aups.org.au/Meetings/201912/abstract.php>)*

**STEP 6: BEFORE clicking confirm, secure payment by clicking link. You will be redirected to the Westpac website to finalise payment.**

Events > 2019 AuPS/ASB meeting > Registration

## 2019 AuPS/ASB meeting →

Add to my calendar

**Review and confirm**

Event 2019 AuPS/ASB meeting  
1 Dec 2019 8:30 AM (UTC+11:00) - 4 Dec 2019 12:30 PM (UTC+11:00)  
Location: Australian National University Acton Campus, Canberra

Registration type 5. Student (non-member) - \$450.00

Total amount **\$450.00 (AUD)**

Payment instructions <https://www.payway.com.au/MakePayment?BillerCode=150417>  
STEP 2: Click confirm. Your registration will be confirmed once payment is received. Please allow 2-3 business days for registration to be confirmed.

Cancel Back Confirm

**STEP 7: Once you this has processed click CONFIRM.**

**Step 8: You will receive this message. Your registration will be confirmed once payment is received. Please allow 2-3 business days to receive an email confirming registration.**

## 2019 AuPS/ASB meeting →

Add to my calendar

Invoice not paid. To change or cancel registration, contact [administrator](#).  
[View / Pay Invoice](#)

**Event** 2019 AuPS/ASB meeting  
1 Dec 2019 8:30 AM (UTC+11:00) - 4 Dec 2019 12:30 PM (UTC+11:00)  
Location: Australian National University Acton Campus, Canberra

**Registration type** 5. Student (non-member) - \$450.00

**Total amount** **\$450.00 (AUD)**

[View / Pay Invoice](#) [New registration](#)