

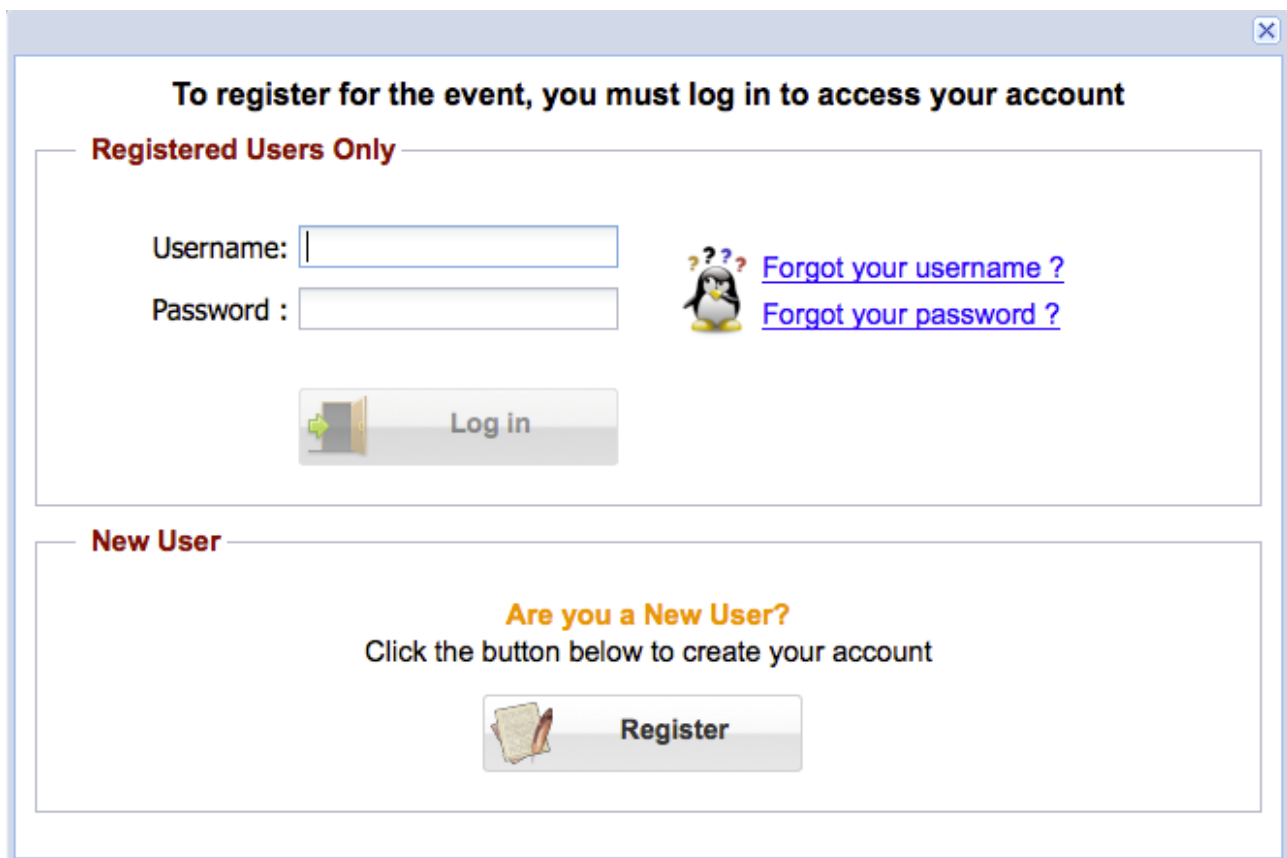
# GUIDE TO APPLY AND REGISTER FOR "THE CHURCH UP CLOSE 2018" (Updated February 2018)

## **PHASE 3: REGISTRATION AND PAYMENT PROCESS**

Once you have created your account (Phase 1), applied for the Seminar (Phase 2) and been accepted, you can effectively register and pay the fees of the seminar. Please follow the steps below:

### **STEP 1: Enter Username and Password and click Log in (Figure 6)**

**Figure 6**





The screenshot shows a web form with a title bar and a close button. The main heading is "To register for the event, you must log in to access your account". Below this, there are two sections: "Registered Users Only" and "New User".

**Registered Users Only**

Username:


Password :

 [Forgot your username ?](#)  
[Forgot your password ?](#)

 **Log in**

**New User**

**Are you a New User?**  
Click the button below to create your account

 **Register**

## STEP 2: COMPLETE THE REGISTRATION PROCESS

Fill out all the registration information and payment type indicated in Figure 7.

Figure 7

The screenshot shows the registration interface for the Pontificia Università della Santa Croce. At the top, the university's logo and name are displayed. Below this, a navigation bar includes 'List of Events', 'History', 'Your Account', and 'Exit'. The main content area features the event title 'A Professional Seminar for journalists' and 'The Church Up Close 2016: Covering the Church in the Age of Francis' in Rome, from September 5-11, 2016. The registration date is noted as Monday, 04/04/2016 15:26. A 'Select the price' section shows a selected fee of € 850. A 'Request for Certificate of Participation' section has 'Send it to my email address' selected. A checkbox for email authorization is checked. The 'Payment Method' is set to 'Bank Transfer'. A summary table shows a registration fee of € 850.00, a commission fee of € 0.00, and a total amount to be paid of € 850.00. An 'Account holder' section provides the university's address, bank details (Monte dei Paschi di Siena spa), IBAN (IT81E0103003241000000070055), and BIC (PASCITM1R41). A note instructs users to include the congress code '16TCUC' in the payment description and provides contact information for receipts. At the bottom, there are buttons for 'Back', 'Modify Registration', and 'Unsubscribe'.

**Pontificia Università della Santa Croce**

List of Events | History | Your Account | Exit

**The Church Up Close**  
Covering Catholicism  
in the Age of Francis  
Roma  
5-11 September 2016

**A Professional Seminar for journalists**  
*The Church Up Close 2016: Covering the Church in the Age of Francis*  
05/09/2016 - 11/09/2016 - Rome

Registration Date: **Monday, 04/04/2016 15:26**

**Select the price**  
 € 850 fee

**Request for Certificate of Participation**  
 Send it to my email address  No thanks, not interested

I authorize that my email be included in the list of participants  
*If you do not check this box, when the list of participants is distributed, your email WILL NOT appear in the list*

**Payment Method** Bank Transfer

<b>Registration Fee</b>	€ 850.00
<b>Commission fee</b>	€ 0.00
<b>Amount to be paid</b>	€ 850.00

**Account holder:**  
Pontificia Università della Santa Croce  
Piazza di Sant'Apollinare n. 49 - 00186 Roma

**Bank:** Monte dei Paschi di Siena spa - Fil. Roma - Ag. 41  
**IBAN :** IT81E0103003241000000070055  
**BIC / SWIFT :** PASCITM1R41

**Note:**  
Please indicate in the payment description the congress code:> **16TCUC**  
Please send the payment receipt by email to: [uam@pusc.it](mailto:uam@pusc.it) or by fax to: +390668164400

Back | Modify Registration | Unsubscribe

The amount of the Seminar Fee will appear automatically (it will depend on the concession or denial of a partial scholarship)

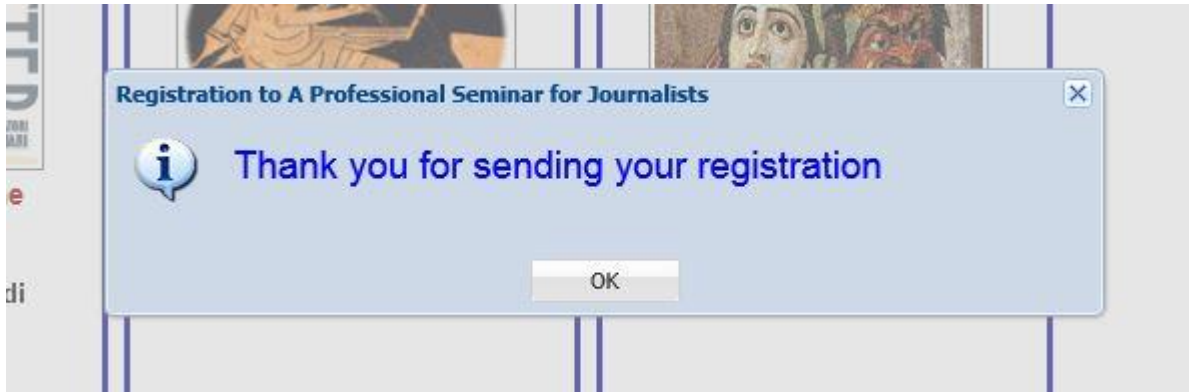
“Payment Method” offers three possibilities: PayPal, Credit Card, or Bank Transfer. Tax costs are applied to the candidate.

Payment through Credit Card or PayPal redirect to a secured process.

**Click** "Complete" or "Modify Registration" to complete registration.

A pop-up will appear on the screen (Figure 8) to confirm that registration has been successfully accomplished. A confirmation email will then be sent to your email account with a pdf version of your registration form.

**Figure 8**



END.