



INFORMATION AND INSTRUCTIONS TO REGISTER FOR THE 23RD ANNUAL PVATN CONFERENCE, 7- 8 MARCH 2024, WINDHOEK

Registration for Conference 2024 is managed by



A. Before going online to register

Before registering online, make sure of the following:

1. Ensure that you have the following particulars of each conference participant:
 - a. Name and surname
 - b. Name of the school/institution
 - c. Email address
 - d. Cellphone number
 - e. Teaching phase
2. Make sure you have decided/have permission with regard to method of payment to be used . The methods of payment are outlined at point 9.

B. How to register and pay

Steps:

1. Go to the website of *Webtickets Namibia*: www.webtickets.com.na
2. Should you have a *Webtickets Namibia*-account, sign in by clicking on “Log in”. If you do not have a *Webtickets Namibia* Account, create one by clicking on “ Register” and follow the instructions. You can also sign in using your Facebook account by clicking on the Facebook-logo.
3. Click on *Webtickets Namibia* logo at the top of the website page. This will take you to *Webtickets-Namibia*’s events.
4. One of the events is "PVATN: 23ste JAARLIKSE NASIONALE KONGRES". The PVATN logo (as at the top of this document) also appears at the event. Click on this block.
5. You are now on the webpage of the PVATN Conference. Click on "BOOK NOW".
6. Step 1 "SELECT QTY" appears at the top of the next page and to the right of the price. You should now select the number of people you wish to register by clicking on “+” to add a person and “-“ to reduce the number of persons. You can also click on the “0” and a dropdown list of numbers will appear. Click on the number of people you wish to register: 1,2,3, etc. No payments are made yet. Once you have selected the number of people, click on “Next”.

7. Now you are on the page of Step 2 “TICKET DETAILS”. Complete the particulars of each person you wish to register. Provision is made only for the number of people you indicated you wish to register. All fields must be completed, if not, you will not be able to continue with the process. Once all fields for each individual to be registered has been filled out, click on ”Next”.
8. The total amount payable and “CHECKOUT” will appear on the next screen. If the information is correct, click on “CHECKOUT”, otherwise click on another relevant option.
9. Now you are on the checkout page, Step 1 “PAYMENT”. Select the method of payment you are going to use. Once you have clicked on the relevant option, click on” Buy tickets: The following methods are available.
 - a. **Pay with Card:** Complete the particulars of your credit card. You would be able to download your tickets directly after payment.
 - b. **Pay instore at Pick n Pay:** If you click “SUBMIT” at this option, you will receive a reference number. Take this number to a Pick n Pay supermarket where you can pay for your tickets using a credit card or cash.
 - c. **EFT, PayToday or Direct Deposit:** Select this option if you prefer to make a direct payment or an electronic funds transfer (EFT). If you click on “SUBMIT”, you will receive an email providing you with Webtickets Namibia’s payment details. **Use the given REFERENCE NUMBER when doing the payment.**

NB: Use this reference number as reference and **not** the school’s name, etc.

NB: No payments should be made into the PVATN bank account. All funds must be paid into the indicated Webtickets-Namibia’s bank account. **Send proof payment (with the reference number) to the given email address of Webtickets Namibia.**

NB: Do **not** send proof of payment to PVATN. Once you have sent proof of payment with the reference number to Webtickets Namibia, you will receive the relevant number of conference tickets.
 - d. **PayPulse:** Scan the provided QR code and follow the instructions.

C. After registration and payment

It is possible to change the particulars of persons who have been registered to attend the conference. This can be done online as long as the online registration is open. It may, for example, be necessary to change the details in cases where a colleague is no longer able to attend and his/her place will be filled by another colleague.

To edit the information, sign in on *Webtickets Namibia* and click on ”My tickets”. Navigate to where you can edit the particulars. There are no extra costs involved to edit the attendees’ particulars.

D. Cancellation

As long as the online registration is open, cancellation of registrations may be done, in which case 90% of the conference fee will be refunded. Once online registration has closed, no cancellations will be accepted.

Should the PVATN Board decide to cancel the Conference for, 90% of the Conference fee will be refunded to all registered and paid-up participants. 10% will be retained to cover the bank charges and service costs.

E. Contact Webtickets Namibia

Should you encounter any problems or need assistance, contact Webtickets Namibia-helpline +264 811272725 (Monday to Friday 08:30-17:00)

See you at the Conference!