User guide

For participants: My Page

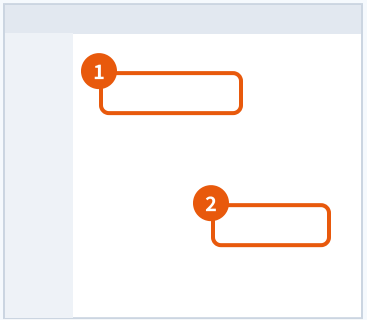
From the My Page home to tickets, receipts, certificates of attendance and registering your organization’s website, step by step with photos of the real screens.

The screenshots were taken with sample data.

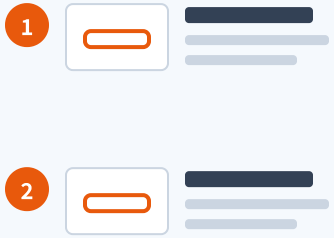
How to read this guide

- The numbered frames in each photo show where to press or look. Read them together with the explanation of the same number in the right column.
- The photos were taken with a sample participant’s data. Ticket rows that are not samples are not shown in the photos.

What a page looks like



A photo of the screen. The numbered boxes show where to press.



The row with the same number shows a close-up of that place and what it does.

What you can do on My Page

- On the home screen, you can check the next conference you are attending and the things you need to do.
- Tickets are grouped into one card per conference. You can see the date, the admission ticket and the amount you paid in one place.
- You can open a receipt after choosing the name on it. After the conference ends, you can get a certificate of attendance.
- When you register your organization’s website, your organization’s information is used for matching with exhibitors.

Who can use it

- Anyone who has registered for a conference or seminar can use it. After you log in, open it from the left menu of My Page.
- Receipts are available for paid tickets when the organizer has set receipts to be shown. Certificates of attendance are also available when the organizer has set them to be shown.

What this guide covers

1 See your next event and your to-dos on the My Page home

Check your next event and what you need to do

2 View tickets

Check the date and admission ticket on each conference’s card
Check the ticket type and the amount you paid
Show your admission 2D code at reception

3 Get receipts and certificates of attendance

Press “Receipt” on the row of a paid ticket
Choose the name on the receipt and open it
Get a certificate of attendance for a conference that has ended

4 Add your organization's website

Press “Choose your organization” under Affiliation in your profile
Choose a candidate or enter the website URL, then press “Register”

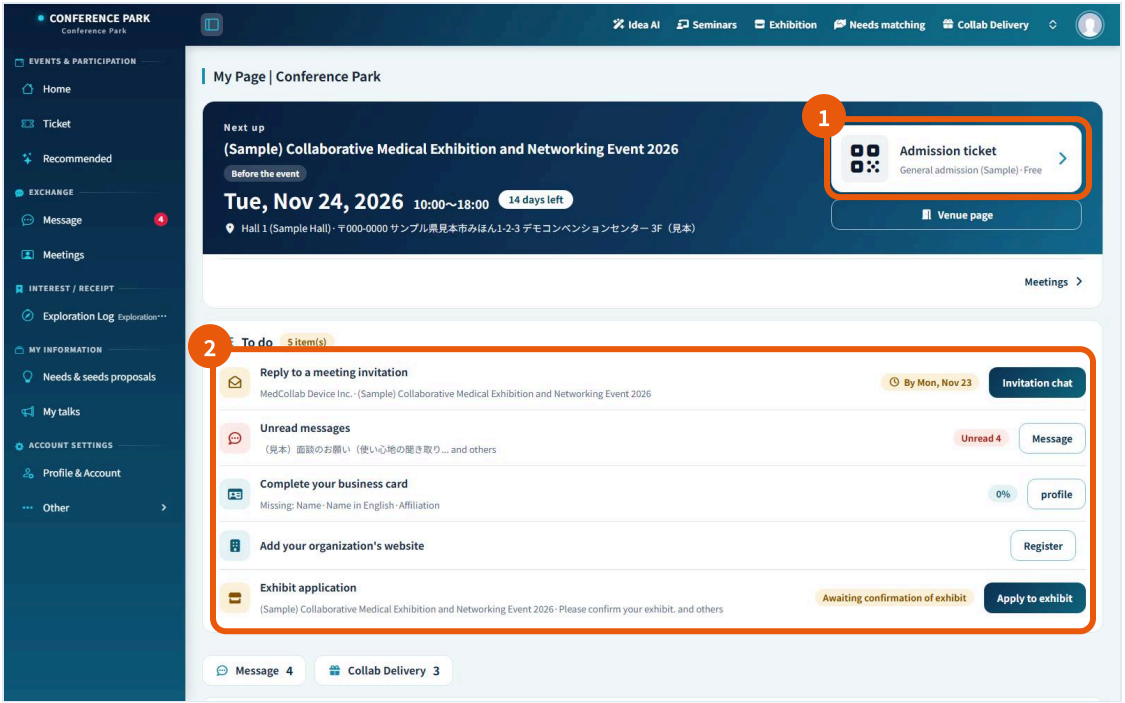
1

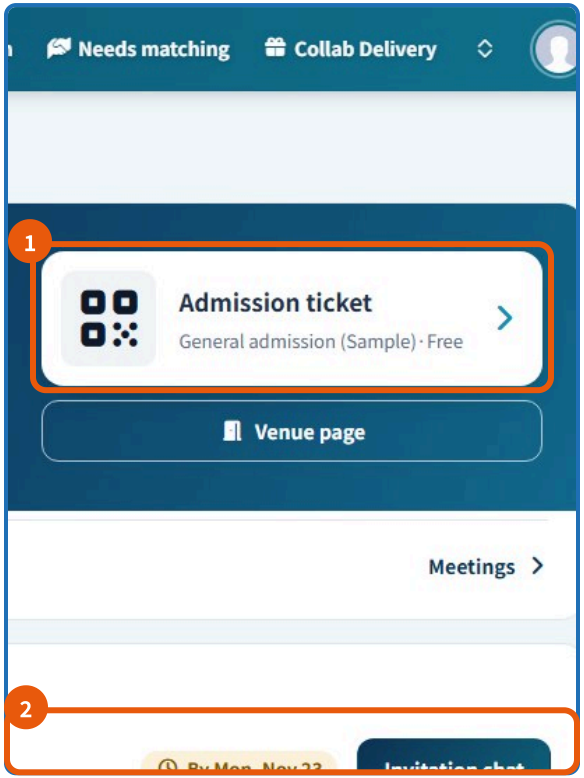
See your next event and your to-dos on the My Page home

1 screens

Check your next event and what you need to do

Press the admission ticket in ① to open the 2D code to show at the venue reception. “To do” in ② lists invitations waiting for your reply and registrations you have not finished.





2

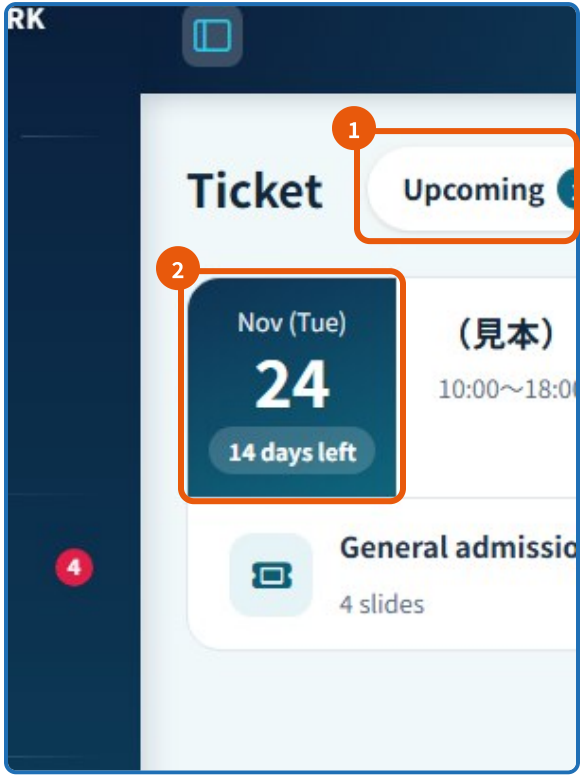
View tickets

3 screens

Check the date and admission ticket on each conference’s card

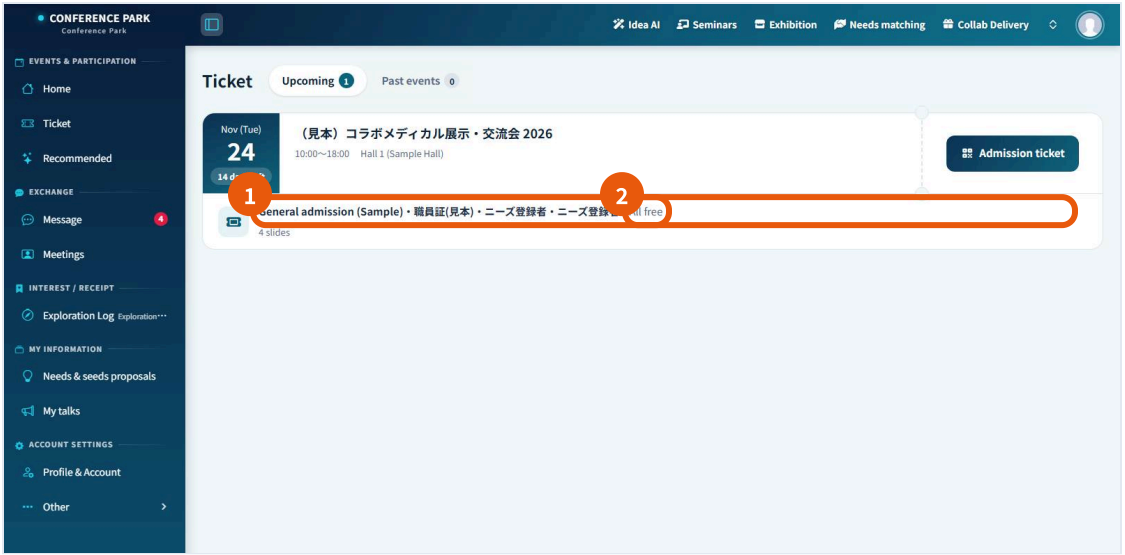
Switch between upcoming and past events in ①. ② shows the date and how many days are left. Press “Admission ticket” in ③ to open the 2D code to show at reception.





Check the ticket type and the amount you paid

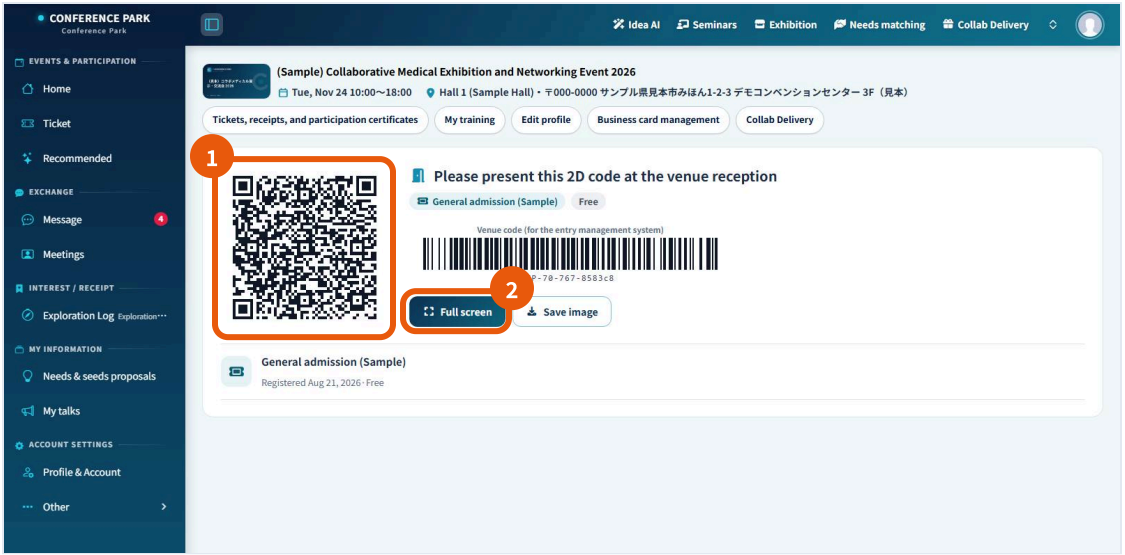
① is the ticket type and ② is the amount you actually paid. Even if the price changes later, the amount you paid stays the same.

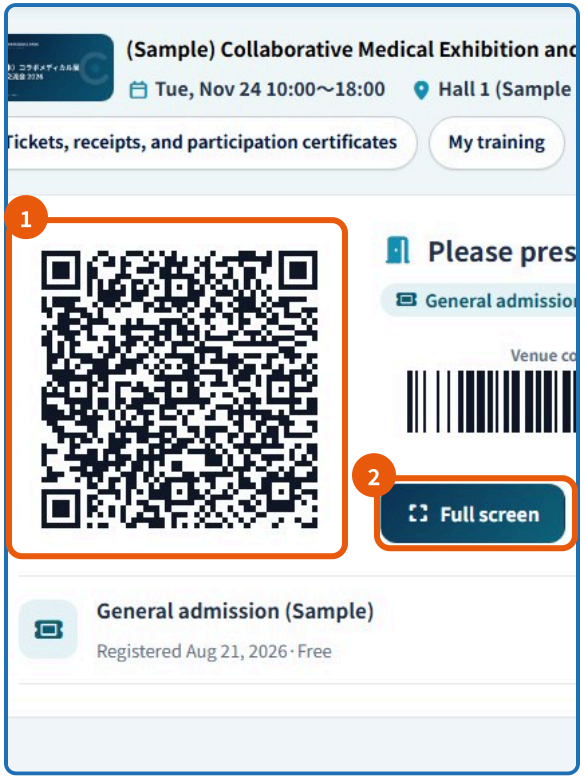




Show your admission 2D code at reception

Pressing “Admission ticket” opens this screen. ① is your admission 2D code. Press “Full screen” in ② to show it large.





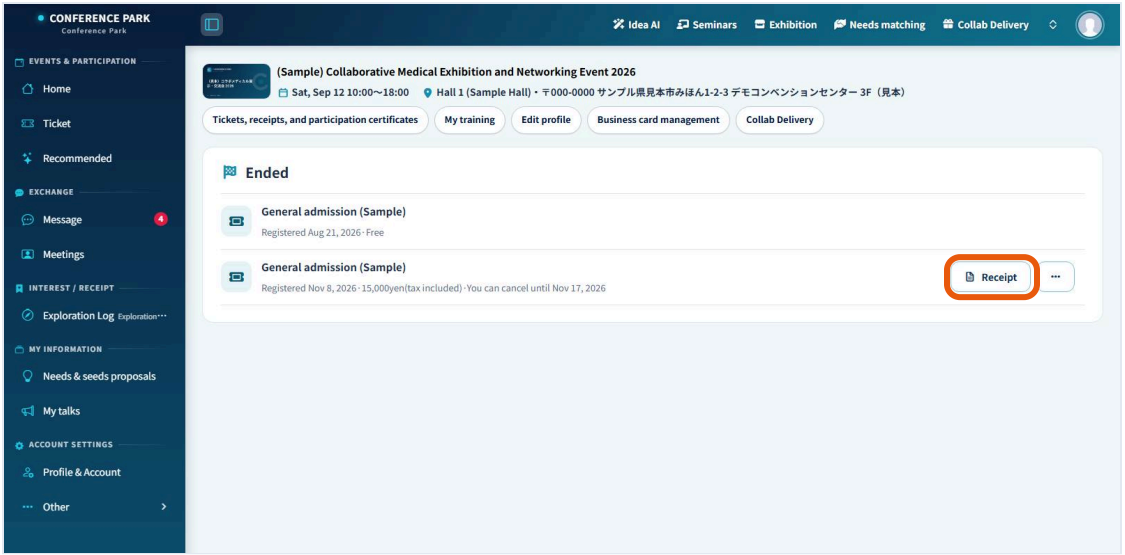
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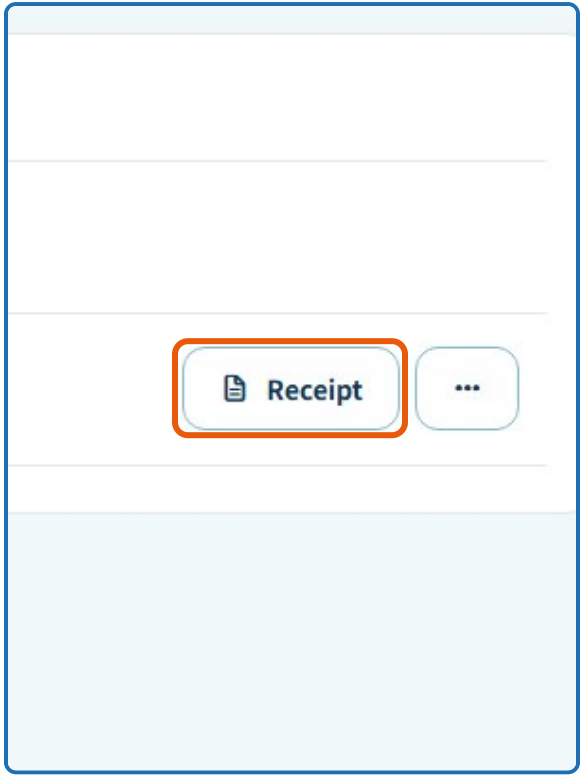
Get receipts and certificates of attendance

3 screens

Press “Receipt” on the row of a paid ticket

This is the conference’s ticket screen. “Receipt” appears on the row of a paid ticket.





Choose the name on the receipt and open it

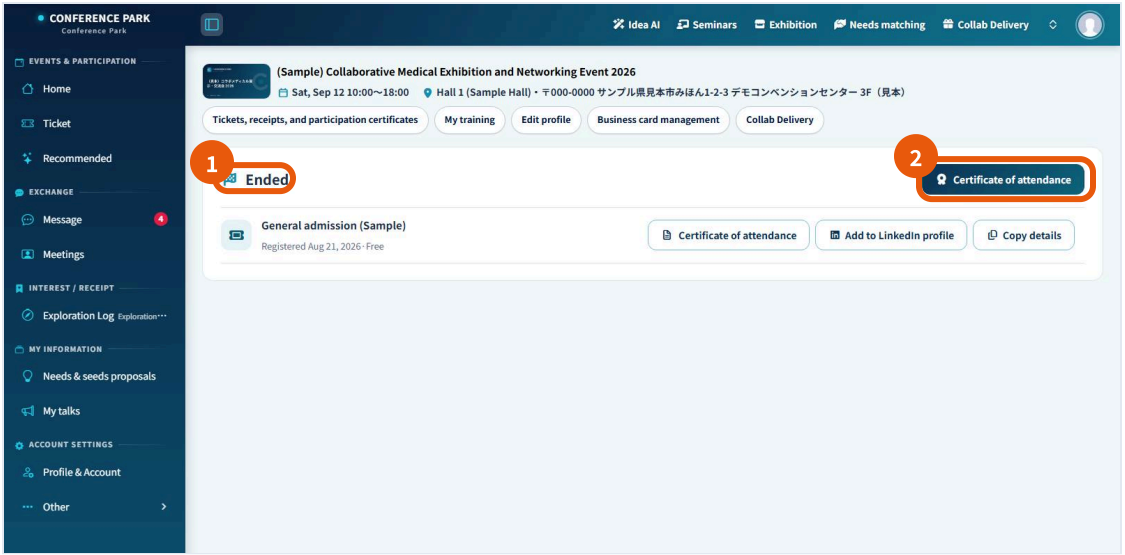
In ①, choose the name on the receipt: your name, your organization's name or a different name. Press "Open PDF" in ② to open the receipt.

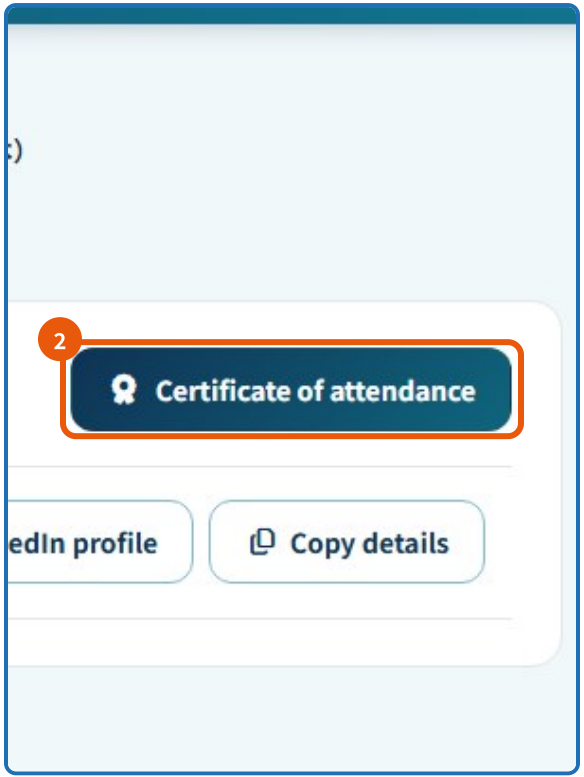




Get a certificate of attendance for a conference that has ended

When the conference ends, “Ended” appears as in ①. Press “Certificate of attendance” in ② to open the certificate.





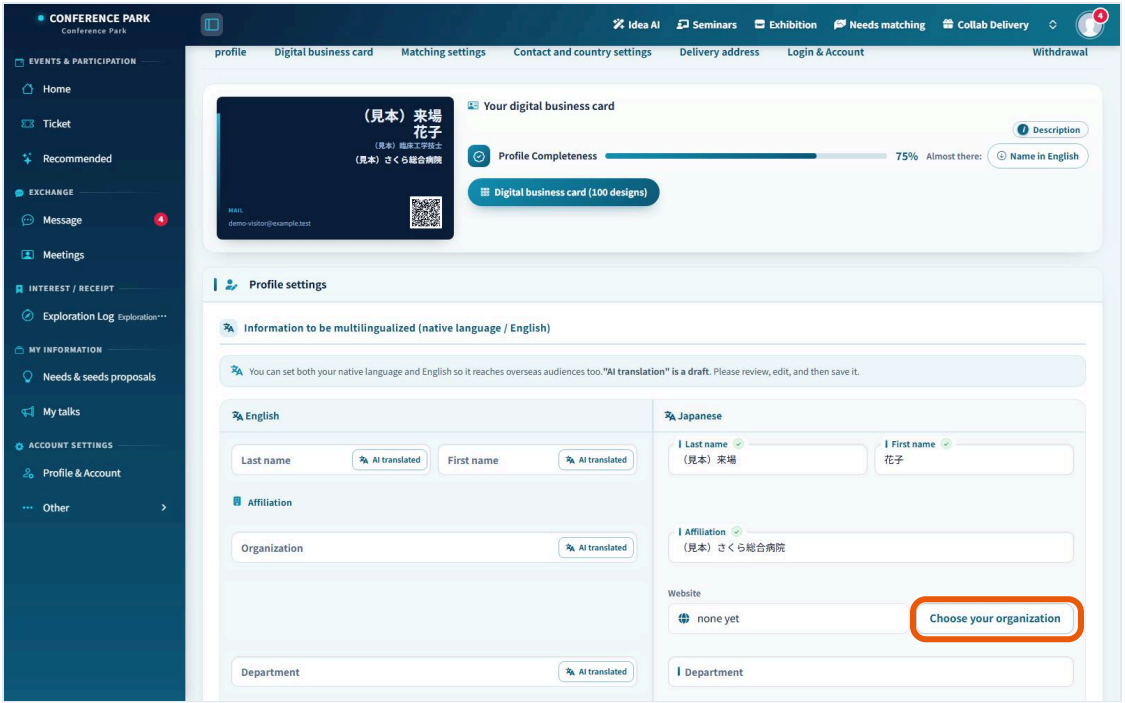
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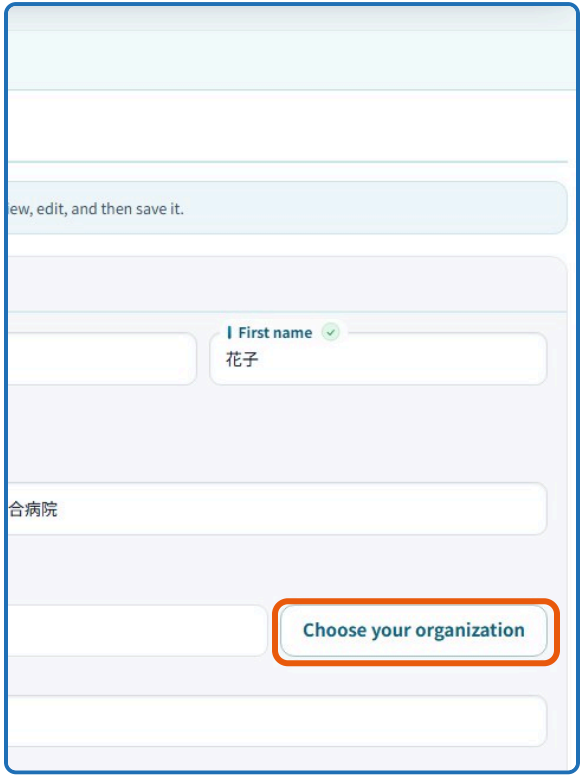
Add your organization's website

2 screens

Press “Choose your organization” under Affiliation in your profile

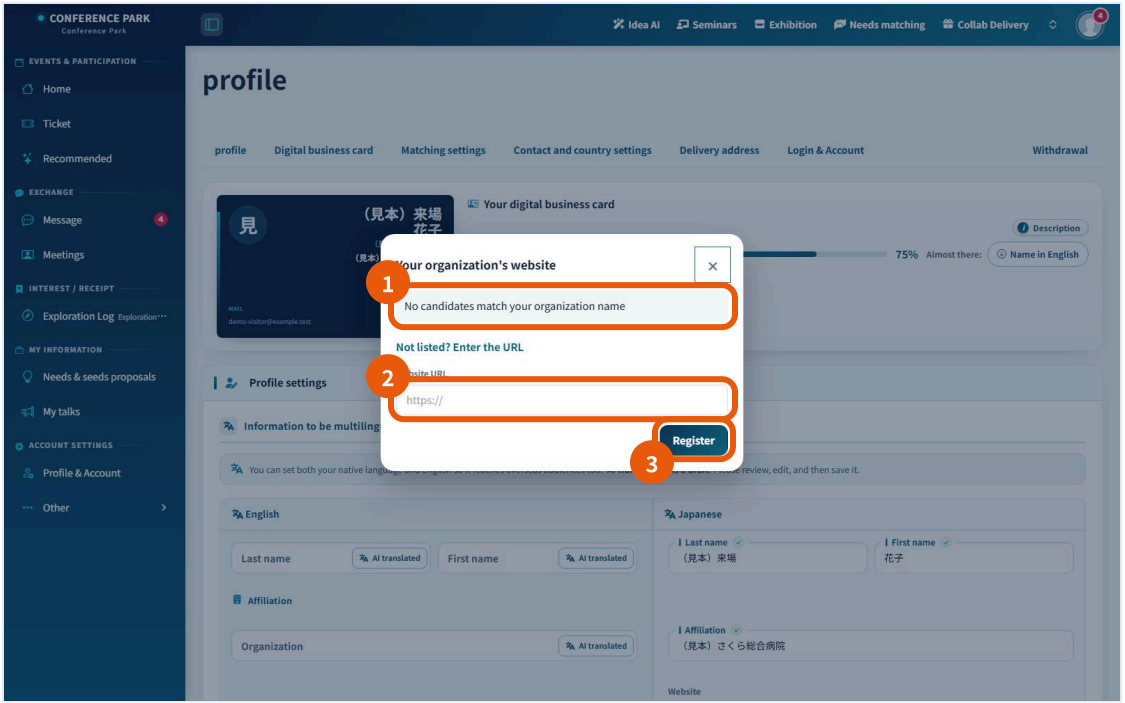
You can also open this screen from “Register” in “To do” on the home screen.

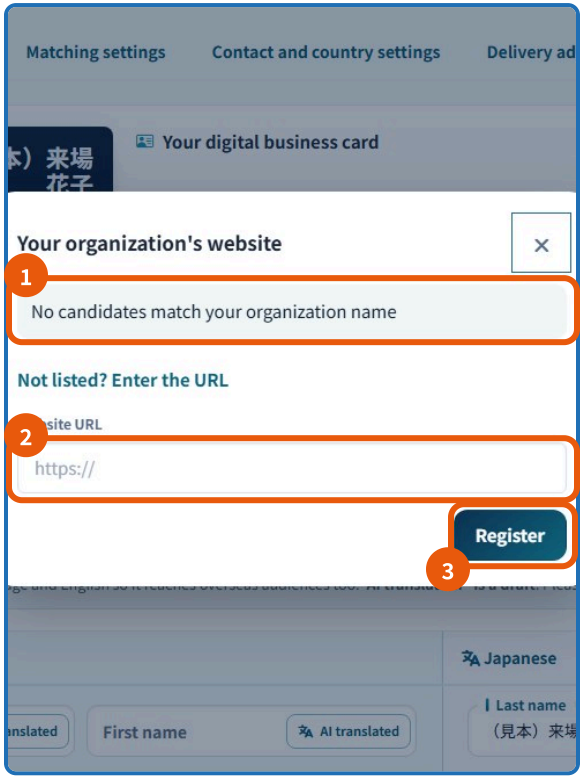




Choose a candidate or enter the website URL, then press “Register”

① lists candidates found by the organization name in your profile. If it is not listed, enter the website URL in ②. Press ③ to register it.





If you need help

- You can contact Conference Park from "Contact" at the very bottom of the screen.
- The latest version of this guide is at https://cpk.jp/manual/participant