




Online Registration System User Guide

EZreg ONLINE REGISTRATION SYSTEM - USER GUIDE

1. Enter address **<https://ezreg.usm.my>** into your internet browser.
2. Create an account. Klik **Sign Up**.



Online Registration System

Create Account

FULL NAME*

EMAIL ADDRESS*

You'll use this when you log in.

PASSWORD*

Must contain at least one number and one uppercase and lowercase letter, and at least 6 or more characters

RETYPE PASSWORD*

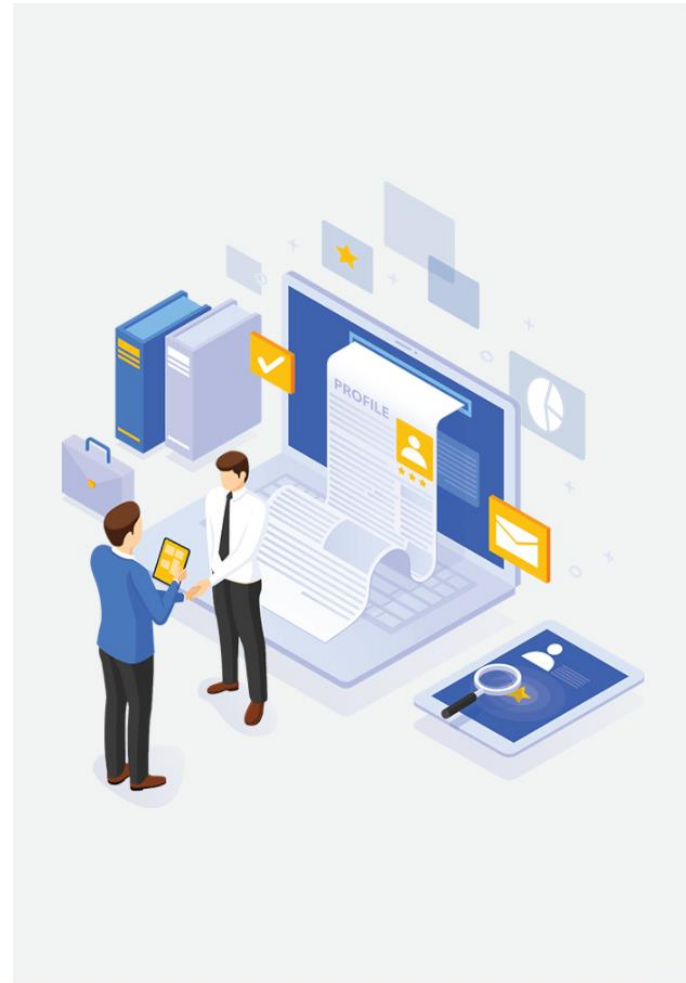
Must contain at least one number and one uppercase and lowercase letter, and at least 6 or more characters

*DENOTES REQUIRED FIELD. LETTERS ARE NOT CASE-SENSITIVE

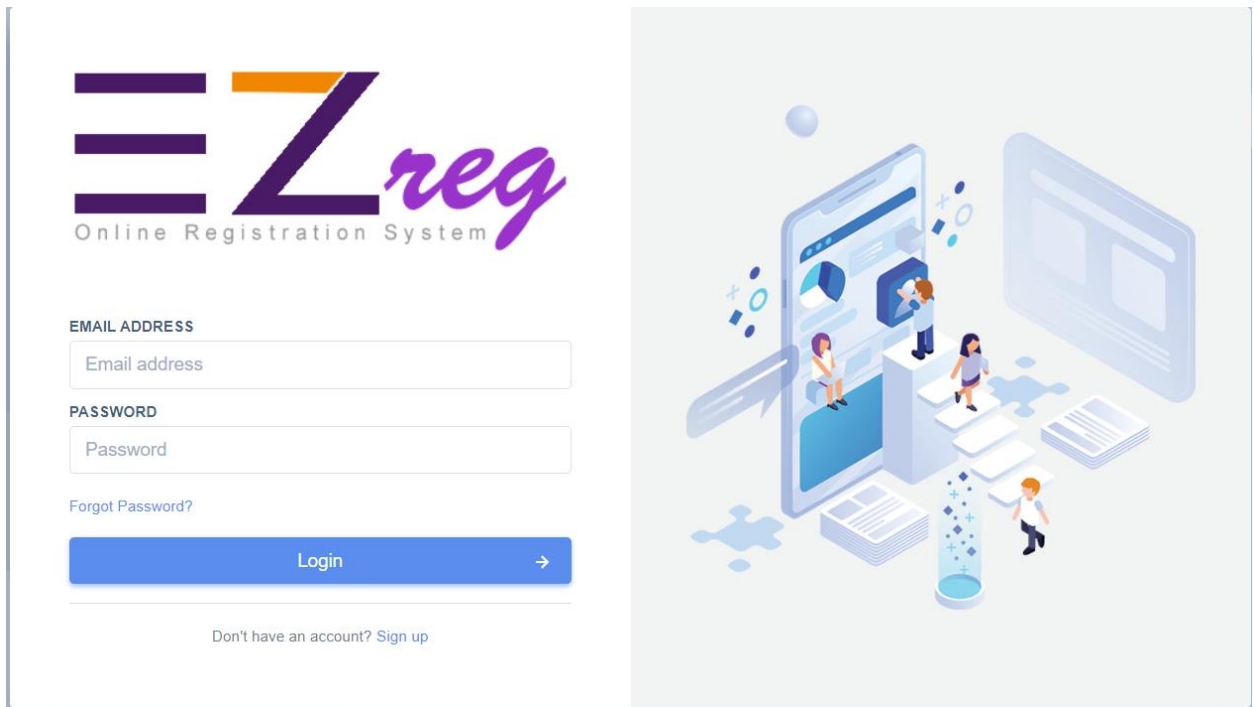
4db77

SIGN UP

Already have an account? [Sign in](#)

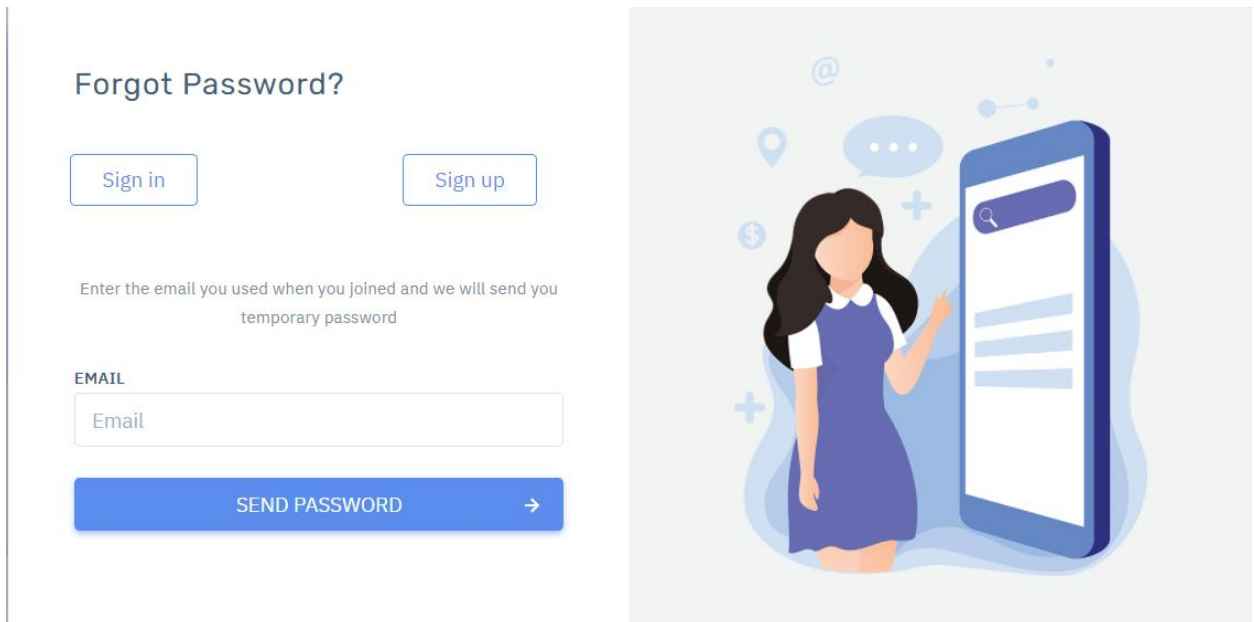


3. Then, sign in into EZreg system.



The image shows the login page of the EZreg Online Registration System. At the top left is the EZreg logo, consisting of three horizontal bars on the left, a large 'Z' in the middle, and 'reg' in a purple script font on the right, with 'Online Registration System' written below. Below the logo are two input fields: 'EMAIL ADDRESS' with a placeholder 'Email address' and 'PASSWORD' with a placeholder 'Password'. A link 'Forgot Password?' is positioned below the password field. A blue 'Login' button with a right-pointing arrow is centered below the fields. At the bottom, there is a link: 'Don't have an account? Sign up'. To the right of the form is an illustration of a person interacting with a large smartphone, with various icons like a plus sign, a location pin, and a document floating around, symbolizing digital registration.

4. You can reset your password if you forget it. Enter the email you used when you joined and we will send you temporary password. If you don't get an email, check your Spam or Bulk Mail folders.



The image shows the 'Forgot Password?' page of the EZreg system. The title 'Forgot Password?' is at the top. Below it are two buttons: 'Sign in' and 'Sign up'. A text instruction reads: 'Enter the email you used when you joined and we will send you temporary password'. Below this is an 'EMAIL' input field with a placeholder 'Email'. A blue 'SEND PASSWORD' button with a right-pointing arrow is at the bottom. To the right is an illustration of a woman in a blue dress pointing at a large smartphone. The phone screen shows a search bar and some text. Surrounding the phone are icons for an email address, a location pin, a speech bubble, and a plus sign, representing digital communication and user interaction.

5. After sign in, the **Edit Profile** page will appear and you need to fill all the information required and click **Save changes** button.

Edit Profile

- General
- Change Password

SALUTATION: Ms.

NAME: NURZALINA BINTI NORDIN

E-MAIL (USERNAME): nurzalina@usm.my

CELL PHONE: 1233654789

COUNTRY: Malaysia

STATES: Penang

CITY: Nibong Tebal

POST CODE: 14300

ADDRESS: PPKT USM
House Number/Lot Number/Floor and Building Name

INSTITUTIONS: Universiti Sains Malaysia

* Required Fields

Save changes

6. Click **Dashboard** menu. System will display your team registration and the payment status.


EZreg

Participant

- Dashboard
- My Profile
- My Registration
- My Payment
- Logout

DASHBOARD

Welcome



Robocon Malaysia 2022

For any inquiries please email to: secretariat@roboconmalaysia.com


Payment Status

NO DATA

My Registration

0

Team registration



NURZALINA BINTI NORDIN
nurzalina@usm.my

7. Click **My Registration > Register Team** to register your team. Please fill in the required information.

7.1 Team Information

Participant
 Dashboard
 My Profile
 My Registration
 Register Team
 Registration List
 My Payment
 Logout

My Registration Form
 NURZALINA BINTI NORDIN
 nurzalina@usm.my

Progress: TEAM INFORMATION (Active), TEAM MEMBER & CREW, SUPPORT TEAM

TEAM INFORMATION

TEAM NAME: Enter Your Team Name

INSTITUTION NAME: Select value

FULL NAME OF TEAM MANAGER (TM): Enter Full name of Team Manager

IC / PASSPORT (TEAM MANAGER): Enter IC/Passport (Team Manager)

EMAIL (TEAM MANAGER): Enter Email (Team Manager)

MOBILE NO. (TEAM MANAGER): Enter Mobile No. (Team Manager)

FULL NAME OF TEAM LEADER: Enter Full name of Team Leader

IC / PASSPORT (TEAM LEADER): Enter IC/Passport (Team Leader)

EMAIL (TEAM LEADER): Enter Email (Team Leader)

MOBILE NO. (TEAM LEADER): Enter Mobile No. (Team Leader)

All communication will be made with the team manager using all the required information provided above

Next

7.2 Team Member & Crew

Progress: TEAM INFORMATION, TEAM MEMBER & CREW (Active), SUPPORT TEAM

Team Member

FULL NAME TEAM MEMBER 1: Enter team member full name

IC/PASSPORT NO.: Enter team member IC/Passport N

EMAIL: Enter Email team member

MOBILE NO.: Enter Mobile team member

FULL NAME TEAM MEMBER 2: Enter team member full name

IC/PASSPORT NO.: Enter team member IC/Passport N

EMAIL: Enter Email team member

MOBILE NO.: Enter Mobile team member

FULL NAME TEAM MEMBER 3: Enter team member full name

IC/PASSPORT NO.: Enter team member IC/Passport N

EMAIL: Enter Email team member

MOBILE NO.: Enter Mobile team member

Team Crew

FULL NAME TEAM CREW 1: Enter team crew full name

IC/PASSPORT NO.: Enter team crew IC/Passport No

EMAIL: Enter Email team crew

MOBILE NO.: Enter Mobile team crew

FULL NAME TEAM CREW 2: Enter team crew full name

IC/PASSPORT NO.: Enter team crew IC/Passport No

EMAIL: Enter Email team crew

MOBILE NO.: Enter Mobile team crew

FULL NAME TEAM CREW 3: Enter team member full name

IC/PASSPORT NO.: Enter team member IC/Passport N

EMAIL: Enter Email team member

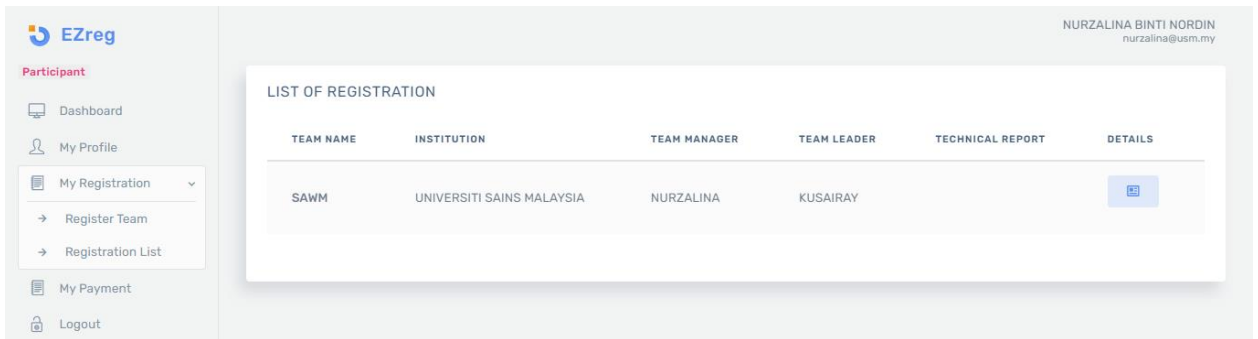
MOBILE NO.: Enter Mobile team member

Previous **Next**

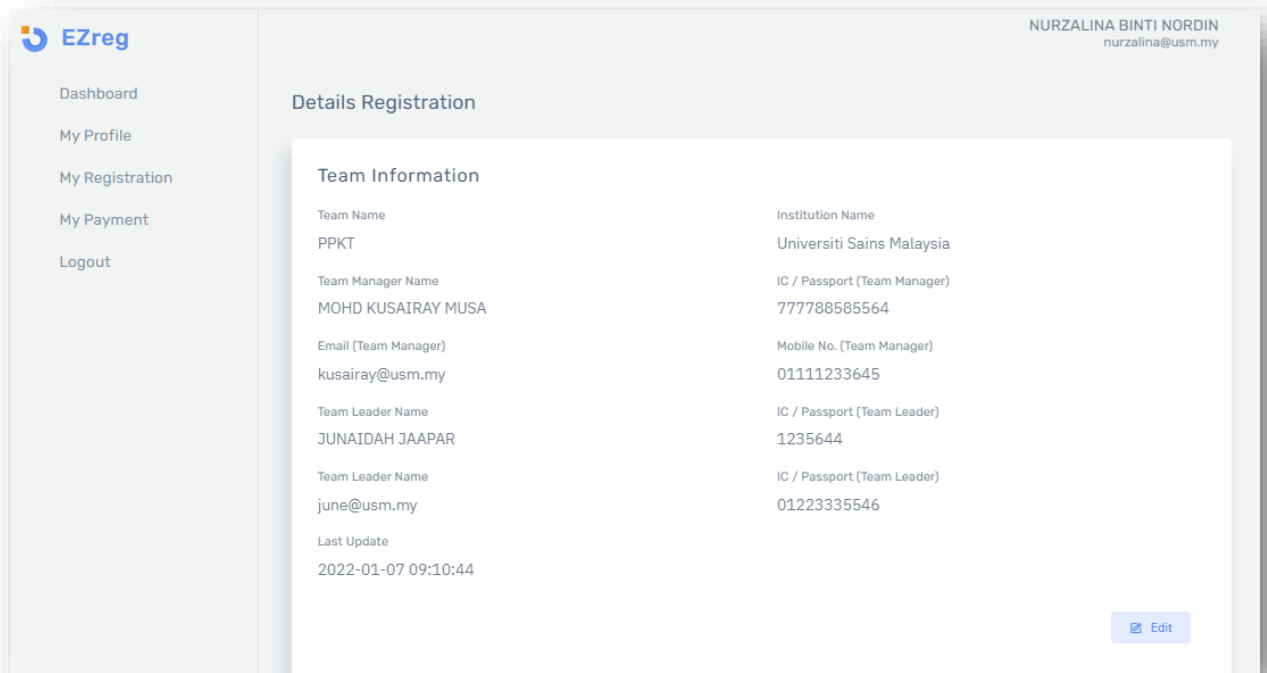
7.3 Support Team

TEAM INFORMATION	TEAM MEMBER & CREW	SUPPORT TEAM
FULL NAME OF SUPPORT TEAM <input type="text" value="Enter fullname"/>	IC/PASSPORT NO <input type="text" value="Enter IC/Passport no"/>	<input type="button" value="X Delete"/>
FULLNAME <input type="text" value="Enter fullname"/>	IC/PASSPORT NO <input type="text" value="Enter IC/pasport no"/>	<input type="button" value="X Delete"/>
FULLNAME <input type="text" value="Enter fullname"/>	IC/PASSPORT NO <input type="text" value="Enter IC/pasport no"/>	<input type="button" value="X Delete"/>
FULLNAME <input type="text" value="Enter fullname"/>	IC/PASSPORT NO <input type="text" value="Enter IC/pasport no"/>	<input type="button" value="X Delete"/>
FULLNAME <input type="text" value="Enter fullname"/>	IC/PASSPORT NO <input type="text" value="Enter IC/pasport no"/>	<input type="button" value="X Delete"/>
<input type="button" value="+ Add"/>		
<input type="button" value="Previous"/>		<input type="button" value="Submit"/>

8. After clicked on **Submit** button, system will display **Registration List** page where all the team registered appear here.




8.1 Click on **Details** button to view or update your team information. Click on **Edit** button.



8.2 Click on **Upload** button to upload technical report (**MS WORD(doc/docx)** files only) and team abstract (**MS POWERPOINT(ppt/pptx)** files only).

Technical Report

[UPLoad](#)







NO	FILENAME	DATE UPLoAD	ACTION
1	TEKNIKAL 1_20220114_151650.pdf	14 Jan 2022 03:16:50 PM	


8.3 Click on **New** button at Team List section to add Member/Crew/Support Team. You can also edit or delete the team information.

Team List

[New](#)

SHOW ENTRIES SEARCH:

NO	TEAM NAME	IC/PASSPORT NO	EMAIL	MOBILE NO	TEAM	EDIT	DELETE
1	SHAZ	123654	shaz@usm.my	1233	CREW		
2	WAN	1233	wasarbini@usm.my	123	MEMBER		
3	SUZI	123654			SUPPORT		

Showing 1 to 3 of 3 entries Previous **1** Next 

- 9 Click on **My Payment** menu for online payment. Deposit for registration is RM500/team. Click on **Pay Now** button.

The screenshot shows the 'My Payment' section of the EZreg interface. On the left is a navigation menu with options: Dashboard, My Profile, My Registration, My Payment, and Logout. The main content area displays a table titled 'Transaction Fee' with the following data:

ORDERID	AMOUNT (MYR)	STATUS	STATUS	RECEIPT	PAYMENT DATE	ACTION
RS1642124607	500.00	UNPAID				PAY NOW

- 9.1 System will display **Payer Information** page. Please check your billing address information. Click on **Place Order** button.

The 'Payer Information' form contains the following fields and values:

- Payer Name: NURZALINA BINTI NORDIN
- Payer Contact Information: 123456789
- Payer Email: nurzalina@usm.my
- Billing Address: ppkt usm
- 14300
- Nibong Tebal
- Pulau Pinang
- Malaysia

A blue **Place Order** button is located at the bottom right of the form.

9.2 Click on **Pay Now** button to continue make online payment.

Place Order

Payer Information
NURZALINA BINTI NORDIN
123456789
nurzalina@usm.my
PPKT USM
14300 NIBONG TEBAL
PULAU PINANG, MALAYSIA

OrderID
RS1642124607

Deposit
MYR 500.00


PAY NOW

9.3 Please select your preferred online payment method - Credit Card (VISA/MasterCard) or Online Banking(FPX) and then click **Proceed** button.

USM Payment Gateway



Pembayaran untuk : PERTANDINGAN ROBOCON 2022 PERINGKAT KEBANGSAAN
Nombor transaksi : EP504784
Nilai : MYR 500.00
Atas Nama : UNIVERSITI SAINS MALAYSIA (KAMPUS KEJURUTERAAN)


Credit Card 

Online Banking

Proceed →

9.4 The system will then proceed to the electronic payment page.

IMPORTANT : Please wait while your payment is processed. **DO NOT CLICK** on the Back button or Refresh button until the process is complete.



Merchant name: XXXXXXXXXX

Please wait while your payment is processed

Please wait...

The server is processing your payment using MasterCard for the value of MYR

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9.5 IMPORTANT : Please wait until the payment confirmation screen is displayed. The system will only be able to capture payment information after this **Transaction Status** screen is displayed.

TRANSACTION STATUS

Status
SUCCESSFUL

Transaction ID
2201141554300033

OrderID
RS1642124607

Receipt
EP504793

[Go Back MyPayment](#)

9.6 Click on **Go Back MyPayment** button to view your payment status and then click the receipt number to view your official payment receipt.

My Payment

Transaction Fee

ORDERID	AMOUNT (MYR)	STATUS	STATUS	RECEIPT	PAYMENT DATE	ACTION
RS1642124607	500.00	PAID	Successful	EP504793	3:55 PM	



OFFICIAL RECEIPT

Received From:
NURZALINA BINTI NORDIN
PPKT USM

14300 GEORGETOWN
PULAU PINANG
MALAYSIA

ACTIVITY : PERTANDINGAN ROBOCON 2022 PERINGKAT KEJANGSAAN

Receipt No. : EP504793
Date : 14/01/2022
Total (RM) : 1.00

No.	Description	Ref. No	Tax	Rate (%)	Amount (MYR)
1	DEPOSIT	RS1642124607	NA	-	1.00
Total amount excl. tax					1.00
Add : tax					0.00
Total amount incl. tax					1.00

Payment Mode : FPX
Malaysia Ringgit : One Only

For any inquiries please email: secretariat@roboconmalaysia.com