


# 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. Click **Sign Up** button.



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\***

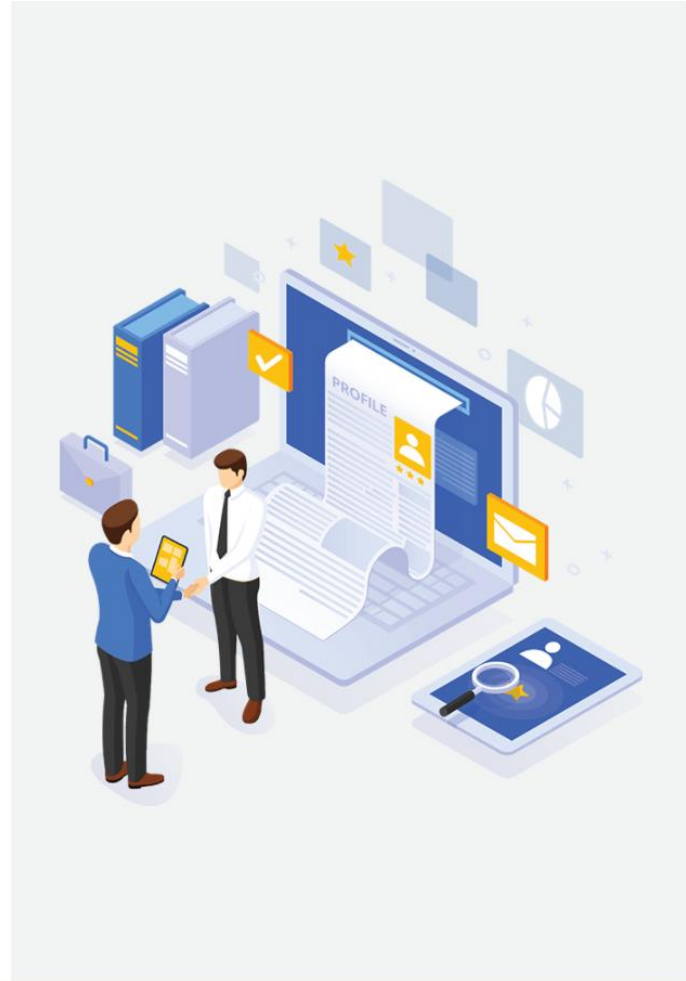
Must contain at least one number and one uppercase and lowercase letter, and at least 6 or more characters

\*DENOTES REQUIRED FIELD. LETTERS ARE NOT CASE-SENSITIVE

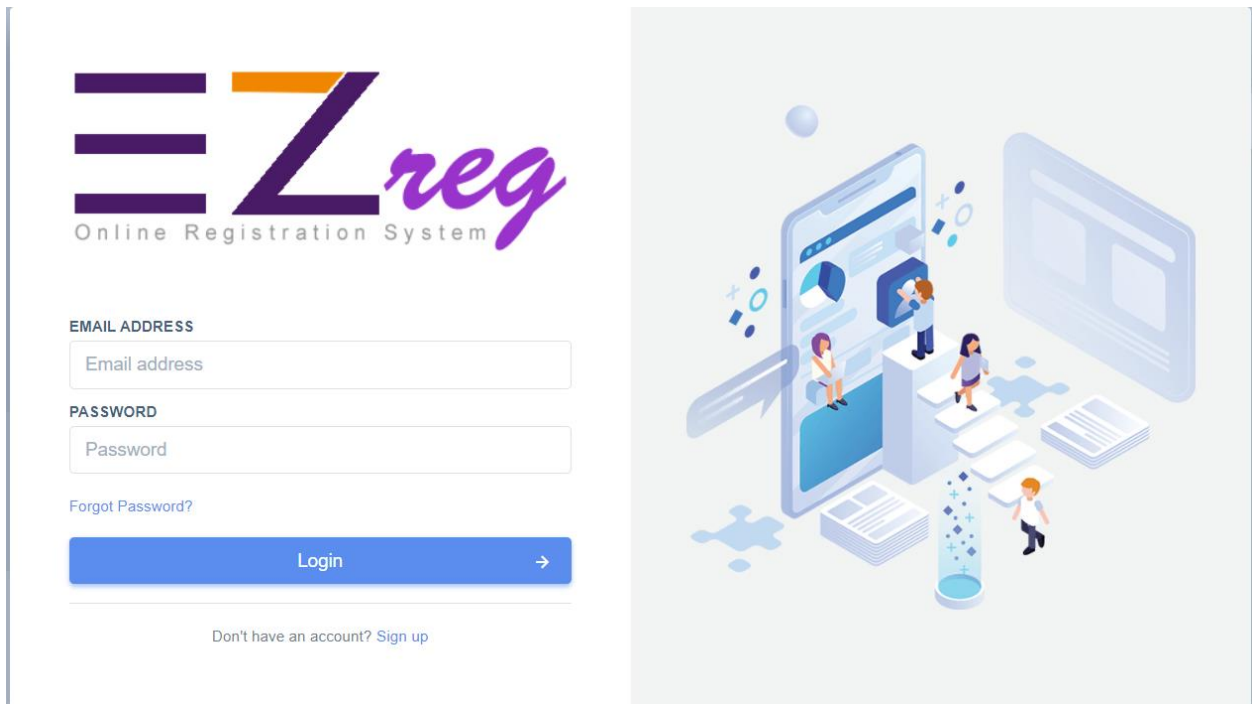
4db77

**SIGN UP**

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

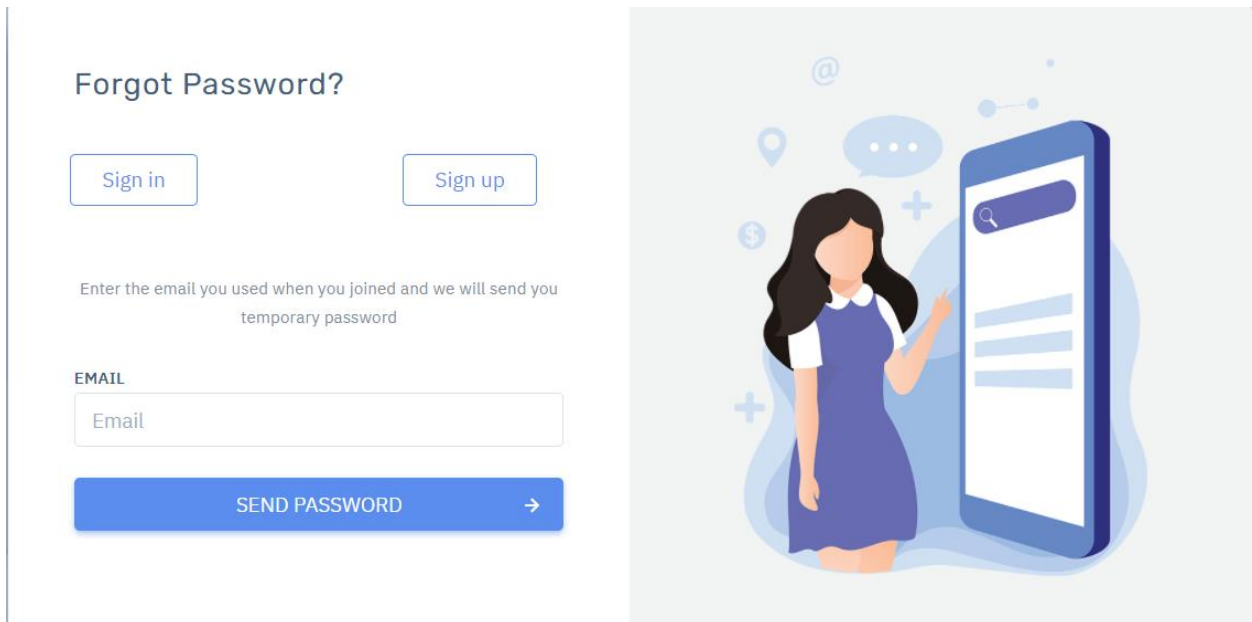


3. Then, sign in into EZreg system.



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 message 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 displaying a search bar and list, with various icons like an '@' symbol, a location pin, and a plus sign floating around, representing the password reset process.

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  
My Submission  
Logout

**DASHBOARD**

Welcome

**RoboCon**  
MALAYSIA 2023

**Important Deadline**  
Registration : 3 May 2023 - 31 May 2023  
Update Team Details : 10 May 2023 - 31 May 2023  
Upload Technical Report : 3 May 2023 - 3 June 2023

For any inquiries please email to:  
[secretariat@roboconmalaysia.com](mailto:secretariat@roboconmalaysia.com)

**Payment Status**  
NO DATA

**My Registration**  
1  
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

Nurzalina Binti Nordin  
nurzalina@usm.my

My Registration Form

1
2
3

TEAM INFORMATION
TEAM MEMBER & CREW
SUPPORT TEAM

<p><b>TEAM NAME</b></p> <input type="text" value="Enter Your Team Name"/>	<p><b>INSTITUTION NAME</b></p> <input type="text" value="Select value"/>
<p><b>FULL NAME OF TEAM MANAGER (TM)</b></p> <input type="text" value="Enter Full name of Team Manager"/>	<p><b>IC / PASSPORT (TEAM MANAGER)</b></p> <input type="text" value="Enter IC/Passport (Team Manager)"/>
<p><b>EMAIL (TEAM MANAGER)</b></p> <input type="text" value="Enter Email (Team Manager)"/>	<p><b>MOBILE NO. (TEAM MANAGER)</b></p> <input type="text" value="Enter Mobile No. (Team Manager)"/>
<p><b>BANK NAME (FOR REFUND PURPOSE)</b></p> <input type="text" value="Enter Bank name for refund purpose"/>	<p><b>BANK ACCOUNT NO.</b></p> <input type="text" value="Enter Bank Account No"/>
<p><b>FULL NAME OF TEAM LEADER</b></p> <input type="text" value="Enter Full name of Team Leader"/>	<p><b>IC / PASSPORT (TEAM LEADER)</b></p> <input type="text" value="Enter IC/Passport (Team Leader)"/>
<p><b>EMAIL (TEAM LEADER)</b></p> <input type="text" value="Enter Email (Team Leader)"/>	<p><b>MOBILE NO. (TEAM LEADER)</b></p> <input type="text" value="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

1
2
3

TEAM INFORMATION
TEAM MEMBER & CREW
SUPPORT TEAM

**Team Member**

<p><b>FULL NAME TEAM MEMBER 1</b></p> <input type="text" value="Enter team member full name"/>	<p><b>IC/PASSPORT NO.</b></p> <input type="text" value="Enter team member IC/Passport N"/>	<p><b>EMAIL</b></p> <input type="text" value="Enter Email team member"/>	<p><b>MOBILE NO.</b></p> <input type="text" value="Enter Mobile team member"/>
<p><b>FULL NAME TEAM MEMBER 2</b></p> <input type="text" value="Enter team member full name"/>	<p><b>IC/PASSPORT NO.</b></p> <input type="text" value="Enter team member IC/Passport N"/>	<p><b>EMAIL</b></p> <input type="text" value="Enter Email team member"/>	<p><b>MOBILE NO.</b></p> <input type="text" value="Enter Mobile team member"/>
<p><b>FULL NAME TEAM MEMBER 3</b></p> <input type="text" value="Enter team member full name"/>	<p><b>IC/PASSPORT NO.</b></p> <input type="text" value="Enter team member IC/Passport N"/>	<p><b>EMAIL</b></p> <input type="text" value="Enter Email team member"/>	<p><b>MOBILE NO.</b></p> <input type="text" value="Enter Mobile team member"/>

**Team Crew**

<p><b>FULL NAME TEAM CREW 1</b></p> <input type="text" value="Enter team crew full name"/>	<p><b>IC/PASSPORT NO.</b></p> <input type="text" value="Enter team crew IC/Passport No"/>	<p><b>EMAIL</b></p> <input type="text" value="Enter Email team crew"/>	<p><b>MOBILE NO.</b></p> <input type="text" value="Enter Mobile team crew"/>
<p><b>FULL NAME TEAM CREW 2</b></p> <input type="text" value="Enter team crew full name"/>	<p><b>IC/PASSPORT NO.</b></p> <input type="text" value="Enter team crew IC/Passport No"/>	<p><b>EMAIL</b></p> <input type="text" value="Enter Email team crew"/>	<p><b>MOBILE NO.</b></p> <input type="text" value="Enter Mobile team crew"/>
<p><b>FULL NAME TEAM CREW 3</b></p> <input type="text" value="Enter team member full name"/>	<p><b>IC/PASSPORT NO.</b></p> <input type="text" value="Enter team member IC/Passport N"/>	<p><b>EMAIL</b></p> <input type="text" value="Enter Email team member"/>	<p><b>MOBILE NO.</b></p> <input type="text" value="Enter Mobile team member"/>

[Previous](#)

[Next](#)

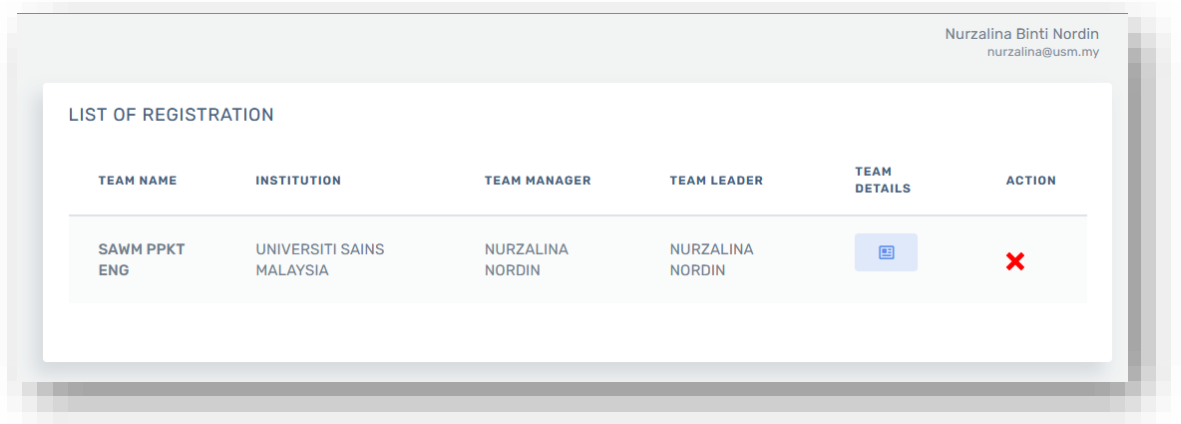
### 7.3 Support Team

The form is titled "7.3 Support Team" and is divided into three main sections: "TEAM INFORMATION", "TEAM MEMBER & CREW", and "SUPPORT TEAM".

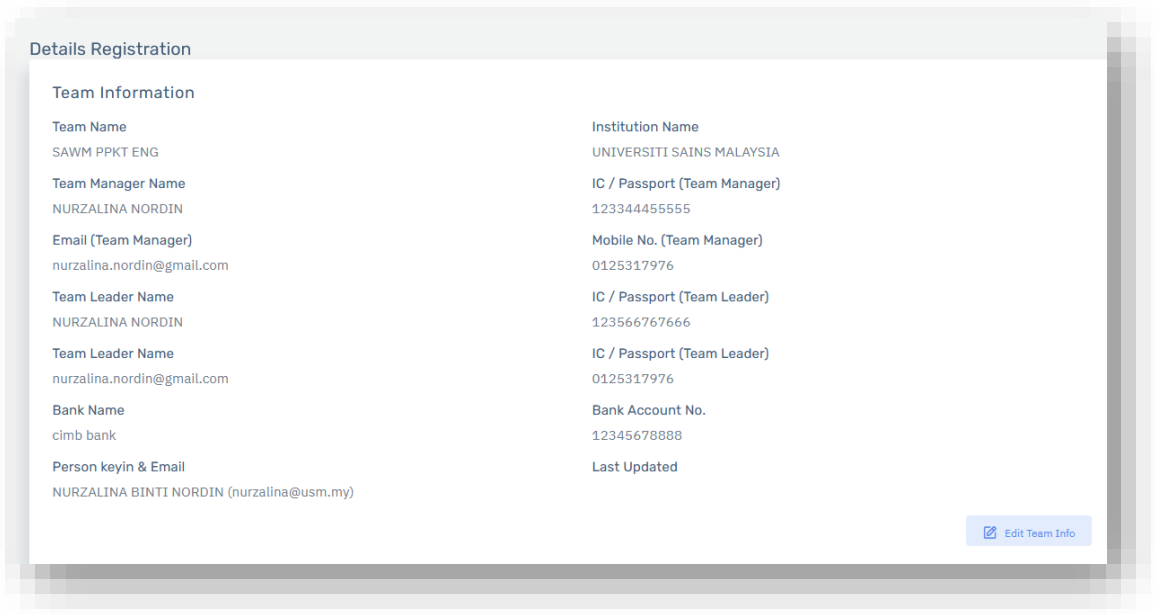
- TEAM INFORMATION:** Contains five input fields labeled "FULLNAME" with the placeholder text "Enter fullname". Below these fields are two buttons: "+ Add" and "Previous".
- TEAM MEMBER & CREW:** Contains five input fields labeled "IC/PASSPORT NO" with the placeholder text "Enter IC/pasport no".
- SUPPORT TEAM:** Contains five red buttons labeled "Delete" with a small 'x' icon, positioned to the right of the corresponding "IC/PASSPORT NO" input fields.

At the bottom right of the form, there is a blue "Submit" button. A progress indicator at the top shows three steps: the first two are completed (green checkmarks), and the third is the current step (blue circle).

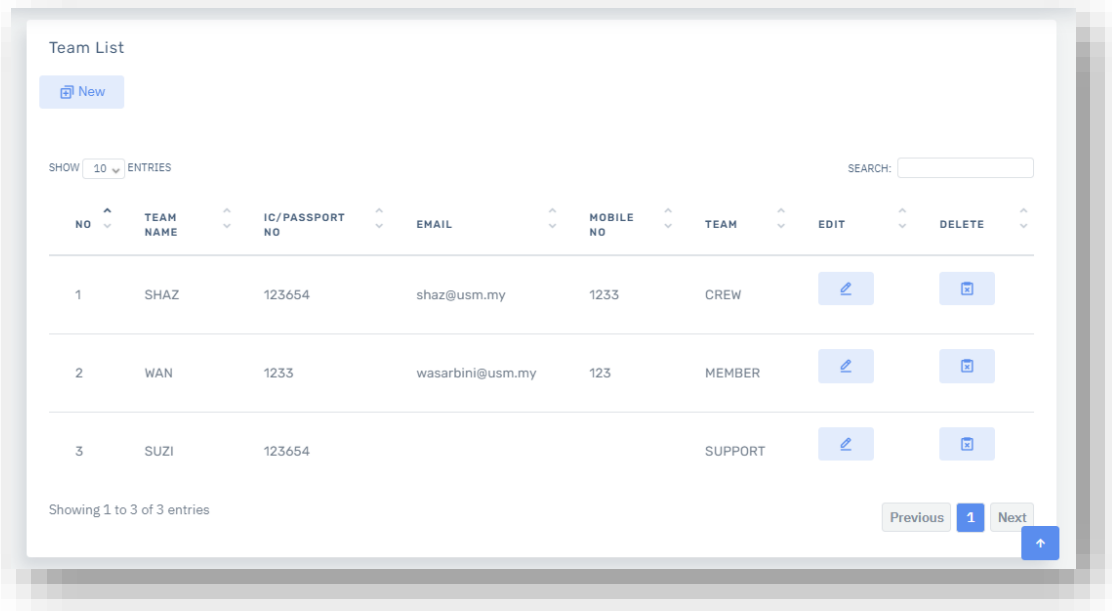
8. After clicked on **Submit** button, system will display **Registration List** page where all the team registered appear here.



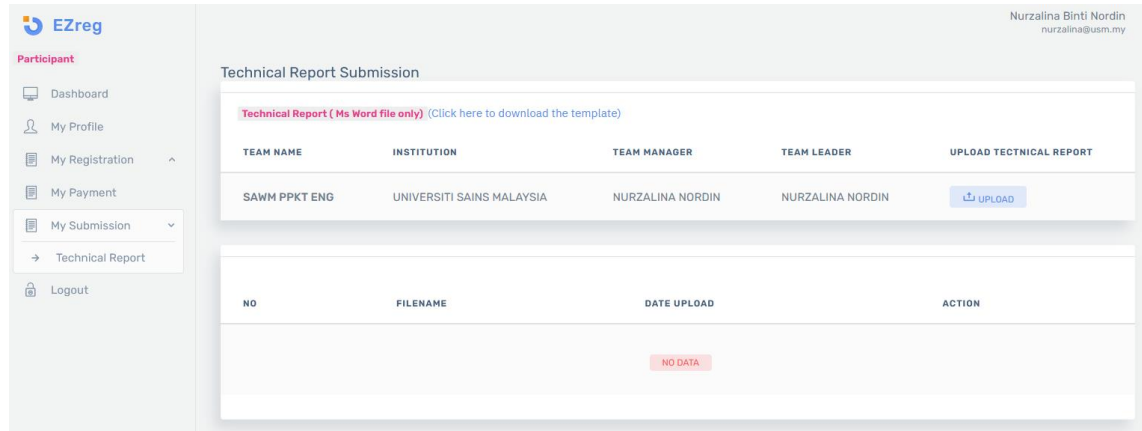
8.1 Click on **Team Details** button to view or update your team information. Click on **Edit Team Info** button.



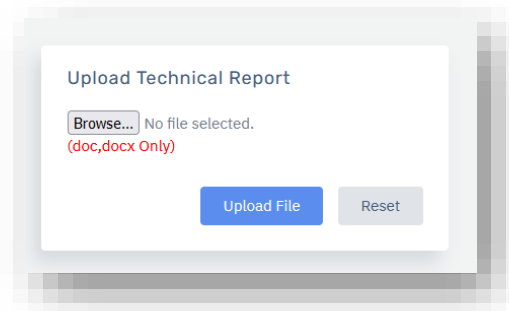
8.2 Click on **New** button at Team List section to add Member/Crew/Support Team. You can also edit or delete the team information.



9. Click **My Submission > Technical Report** to upload technical report (**MS WORD(doc/docx)** files only). Click **Upload** button.

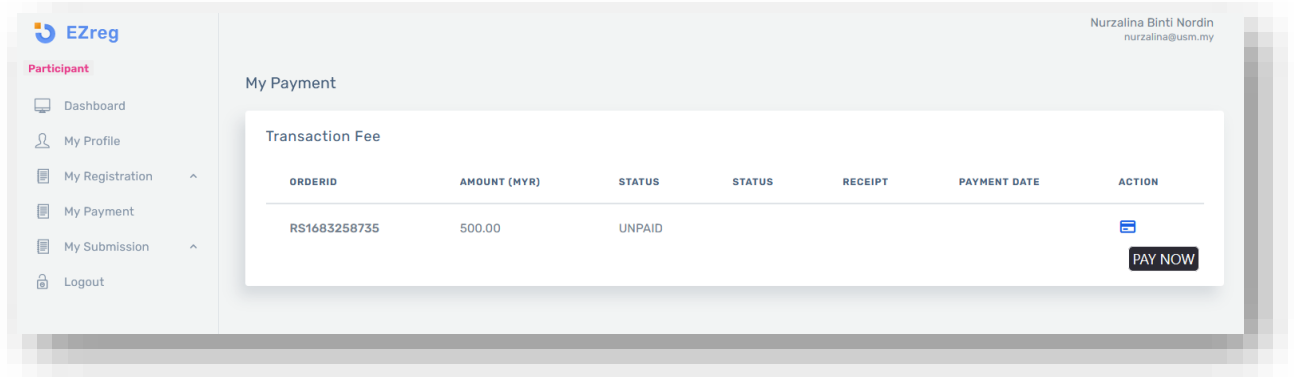


9.1 Click **Browse** to select your file and click **Upload File** button.





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



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

**Payer Information**

Payer Name

Payer Contact Information

Payer Email

Billing Address

[Place Order](#)

10.2 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


10.3 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 2023 PERINGKAT KEBANGSAAN  
 Nombor transaksi : EP752153  
 Nilai : MYR 500.00  
 Atas Nama : UNIVERSITI SAINS MALAYSIA (KAMPUS KEJURUTERAAN)



Credit Card









Online Banking

Proceed →

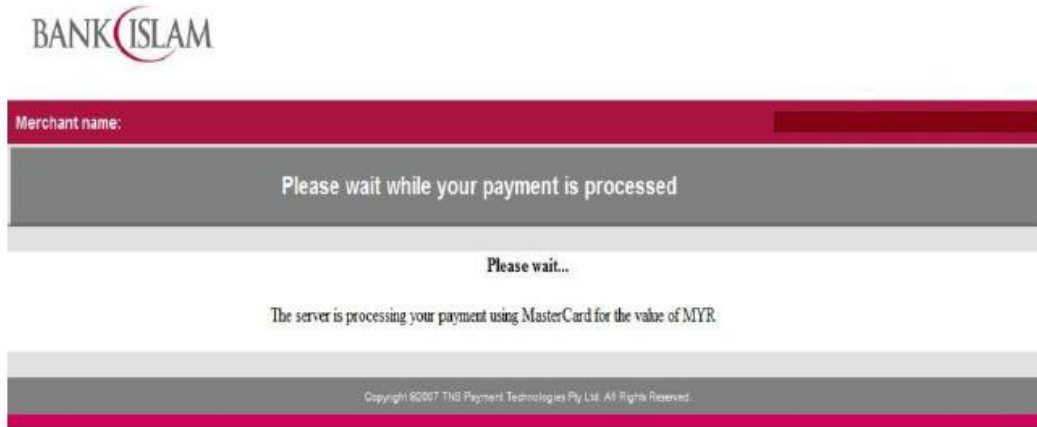
USM Payment Gateway

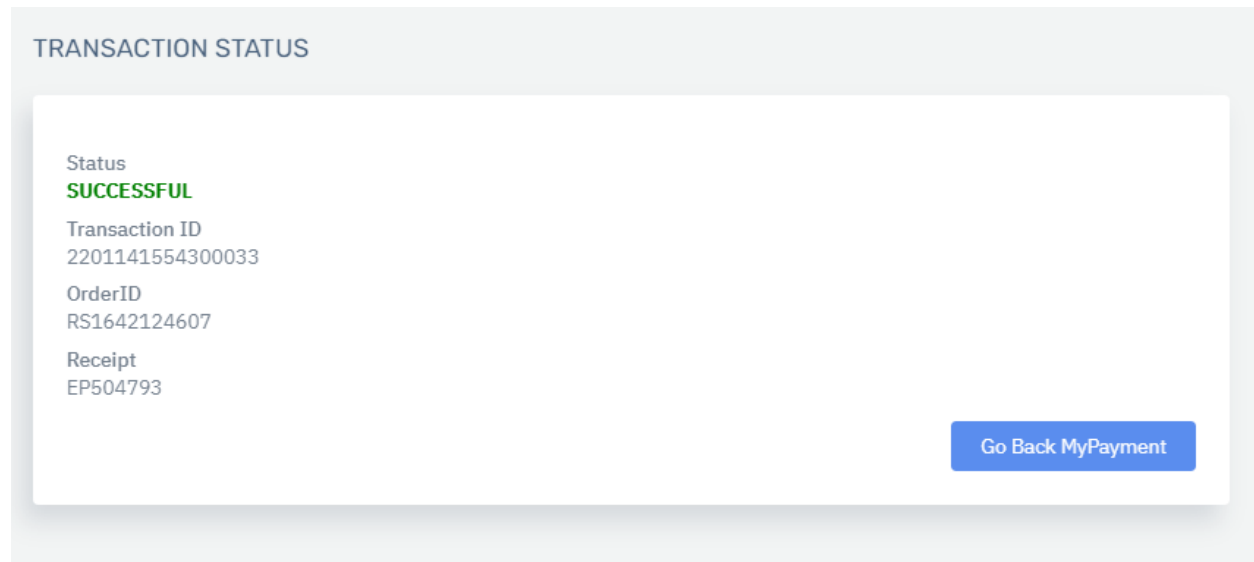
Buyer Bank

<input type="radio"/> 	<input type="radio"/> 	<input type="radio"/> 	<input type="radio"/> 
<input type="radio"/> 	<input type="radio"/> 	<input type="radio"/>  <small>(Not available for Corporate)</small>	<input type="radio"/> 

10.4 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.



10.5 **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.



10.6 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	<a href="#">EP504793</a>	3:55 PM	



OFFICIAL RECEIPT

Received From:  
NURZALINA BINTI NORDIN  
PPKT USM

14300 GEORGETOWN  
PULAU PINANG  
MALAYSIA

ACTIVITY : PERTANDINGAN ROBOCON 2023 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](mailto:secretariat@roboconmalaysia.com)