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Outline

Application Name

Global Convention Registration (GCR) 2019

Application Features

This is a ticket purchasing system for participants of the [2019 E8PA Global Convention in Bangkok]

- Process credit card transactions.
  *** For applicants without a credit card, [2019 E8PA Global Convention in Bangkok Participation Application Form] is available for download.

- Log on to MyPage and print out purchased tickets
  *** Also available on MyPage: [View] purchased tickets, [Update] certain ticket info, and [Download Registration Cancellation Request Form]

Internet URL

https://www.enagic-convention.com/201901/

Targeted User

Enagic distributors

Compatible Devices

Desktop PC, Laptop PC, Tablets, and other devices that have access to the Web page
*** Displayed image may vary depending on the type of device.

Support and Inquiries

- Please direct your inquiries to operation@enagic-convention.com
- Support will be provided on best-effort basis within the business hours of Japan Standard Time.

From Purchasing Tickets to Checking-in at the Event

Steps explaining how to **purchase tickets and check-in at the event.**

【Purchase】 **STEP 1**

Complete purchase !

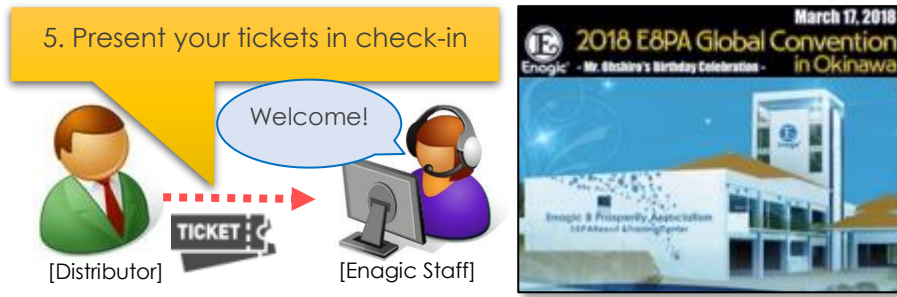1. Purchase tickets

2. Confirmation E-mail

[Distributor]
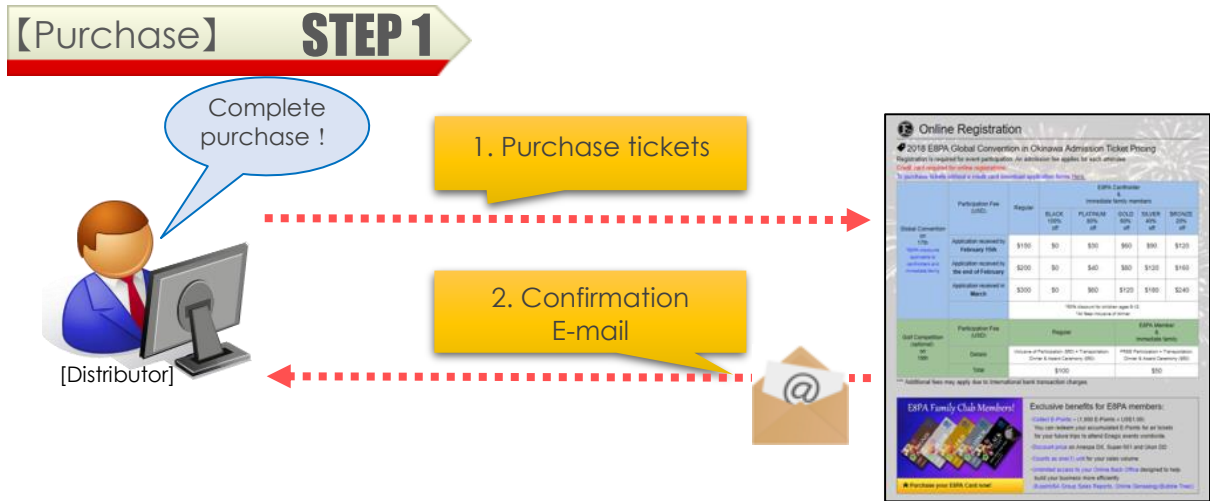
1. Access the GCR2019 website through your PC or tablet and purchase tickets.
   Credit card is required for online registrations

2. After the credit card transaction is complete, a confirmation E-mail will be sent to the Purchaser's E-mail address.
   The E-mail includes details of the purchased tickets and a URL to [MyPage], where you can print out tickets.

【MyPage】 **STEP 2**

Got my tickets!

3. Log on to MyPage

4. Print out the tickets

[Distributor]

3. The confirmation E-mail sent in (2.) above includes a URL to [MyPage]. To log in, you must enter the same E-mail address & phone number which was used for purchasing the tickets.

4. In MyPage you can [View] purchased ticket information, [Update] certain info, [Download Cancellation Form] and [print out tickets]. Tickets MUST be presented at check-in for the event. Save your tickets in either paper, PDF file, or captured image.

【Check-In】　STEP 3

5. Present your tickets in check-in

Welcome!

[Distributor]　　　　　[Enagic Staff]

March 17, 2018
2018 E8PA Global Convention in Okinawa
Enagic® - Mr. Ohshiro's Birthday Celebration -

5.   Make sure to bring the QR code tickets you saved in (4.) above to the event venue, which are required for check-in.
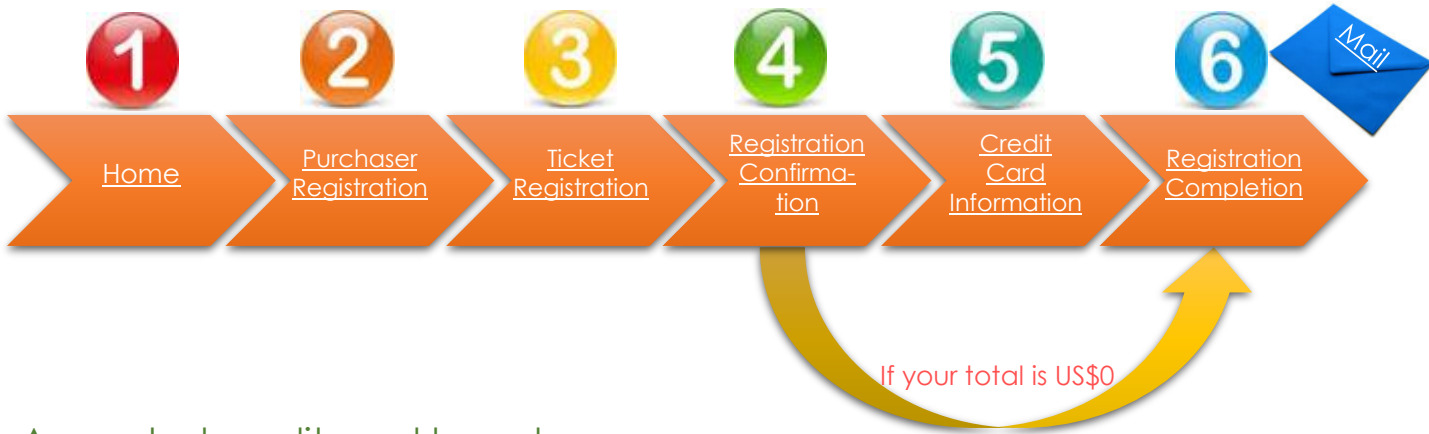
How to Purchase Tickets

Steps to purchasing tickets.

Flow of Purchasing Tickets

You will go through 6 pages as shown below.

| 1 Home | 2 Purchaser Registration | 3 Ticket Registration | 4 Registration Confirma-tion | 5 Credit Card Information | 6 Registration Completion |

If your total is US$0

Accepted credit card brands

| [VISA] | [Master Card] | [AMERIACAN EXPRESS] | [Diners Club] |

Caution when using Credit Cards

Surcharge may incur depending on the bank that issued the credit card.

DO NOT claim chargeback after transaction is complete.

Home Page

This page includes ticket rates and event information. Please also read our Cancellation Policy.

#	Items	Descriptions
(1.)	Application Form:	For applicants without a credit card, download the Application Form here, fill in required information, and submit to your corresponding Enagic branch. ***In this case, ticket fees must be paid at Enagic branch offices instead of online.
(2.)	Ticket Rates:	Shows Tickets price. Lower rate applies for early registration. Discounted rates apply to E8PA Cardholders and their immediate family.
(3.)	E8PA promotion:	If you do not have an E8PA Card, click here for details and to purchase an E8PA Card.
(4.)	Event Schedule:	Shows event schedule
(5.)	Remaining time to purchase tickets:	Date and time left to purchase tickets online through GCR. *** Tickets may be sold out before the deadline. Early registration is recommended.
(6.)	Remaining Tickets :	Remaining number of tickets will appear when it is less than 100.
(7.)	Policies :	Cancellation Policy and Privacy Policy. Please read thoroughly and check box at the bottom. ***Must agree and check box to proceed
(8.)	[Proceed to Next Step] button :	Proceed to [Purchaser Registration Page]

Purchaser Registration

Enter [Purchaser's Information] *** Please note purchaser's information is different from ticket information. Only important details explained below.

#	Items	Descriptions
(1.)	Required Information:	You MUST enter the areas with [*](asterisk). An error message will appear if any are left blank when you try to proceed.
(2.)	As on Passport:	Please input correct name as on passport. *** Passports may be required along with tickets to check-in at the event depending on the situation.
(3.)	First & Middle Name:	Insert a space between first name and middle name. *** Input first name only if you do not have a middle name
(4.)	Guest Type:	[Distributor ID], [Rank], and/or [Enagic Branch] may be required depending on selected Guest Type.
(5.)	Rank:	Distributors [6A] and above may enter numbers after A. *** 6Axx
(6.)	Representing:	Select the country you would like to represent.
(7.)	[Back] button:	Goes back to [Home] page.
(8.)	[Continue] button:	Proceed to [Ticket Registration]

Ticket Registration

Enter [Ticket Information] in this page. Please input information for additional tickets.
Only important details explained below.

#	Items	Descriptions
(1.)	Ticket Type:	Choose ticket type (by date attending)
(2.)	As on Passport:	Please input correct name as on passport. *** Passports may be required along with tickets for check-in at the event depending on the situation.
(3.)	First & Middle Name:	Insert a space between first name and middle name. *** Input first name only if you do not have a middle name
(4.)	Flight information	Input flight information for arriving and departing Bangkok.
(5.)	Hotel	Select the hotel you will be staying at or "Other" if it is not listed.
(6.)	Guest Type:	Choose guest type and enter [Distributor ID], [Rank], [Enagic Branch] if required.
(7.)	Distributor ID, E8PA Card Type	You must enter your correct distributor ID number and E8PA Card type in order to purchase discounted tickets.
(8.)	Immediate family	Check if the applicant is an immediate family member of an E8PA Cardholder. *** [Guest Type] automatically switches to [Distributor] if checked.
(9.)	[Delete] button	Deletes the ticket. *** At least 1 ticket must be purchased. You can delete a ticket when two or more have been entered.
(10.)	[Add] button	Adds another ticket
(11.)	[Back] button:	Proceeds to previous [Purchaser Registration] page.
(12.)	[Continue] button:	Proceeds to [Registration Confirmation] page.

Registration Confirmation Page

Confirm data you entered in [Purchaser Registration] and [Ticket Registration].
Only important details explained below.

#	Items	Descriptions
(1.)	Purchaser Information:	Confirm data you entered in [Purchaser Registration].
(2.)	[Edit Purchaser Registration] Link:	Goes back to [Purchaser Registration] to edit information.
(3.)	Ticket Information:	Confirm data you entered in [Ticket Registration]
(4.)	Discount Conditions:	Icons will appear for tickets which discounts apply. ※refer to [Ticket Discount Icons]
(5.)	[Edit Ticket Registration] Link:	You can go back to [Tickets Registration] to update information.
(6.)	Number of Tickets Purchased:	Confirm number of tickets purchased and total amount.
(7.)	[Back] button:	Go back to previous [Ticket Registration].
(8.)	[Continue] button:	Proceed to [Payment] to enter credit card information. *** Will automatically proceed to [Registration Completion] page if your total is US$0.

Payment & Credit Card Information

Enter [Credit Card Information] to make payment.
Only important details explained below.

#	Items	Descriptions
(1.)	Number of Tickets:	Confirm number of tickets purchased and total amount.
(2.)	Credit Card Information	Enter credit card information to make payment.
(3.)	[Back] button:	Goes back to [Registration Confirmation]
(4.)	[Continue] button:	Proceeds to [Registration Completion] page.

Registration Completion Page

The Registration Completion Page will appear after transaction is successfully completed.

Only important details explained below.

#	Items	Descriptions
(1.)	Order ID:	Your Order ID is issued upon Registration Completion. Please keep this ID for reference and when making inquiries.
(2.)	Purchaser Information:	Displays information entered in [Purchaser Registration]
(3.)	Ticket Information:	Displays information entered in [Ticket Registration]
(4.)	Discount Conditions:	Icons will appear for tickets which discounts apply. ※refer to [Ticket Discount Icons]
(5.)	[Home] button:	Returns to [Home] page.

Confirmation E-mail

A Confirmation E-mail will be sent to the E-mail address entered in [Purchaser Registration] when the Registration Completion Page is displayed.
Please keep this E-mail as it confirms whether your credit card transaction was successful and also give you your log in information for MyPage.
Only important details explained below.

#	Items	Descriptions
(1.)	Thank You Message:	Confirms completion of registration and contains event details
(2.)	Designated MyPage URL:	URL to log in MyPage Keep this URL as it is needed to print out tickets.
(3.)	Number of Tickets:	Shows details (paid, number of tickets, prices) of tickets.
(4.)	Purchaser Information:	Displays information entered in [Purchaser Registration]
(5.)	Ticket Information:	Displays information entered in [Ticket Registration]
(6.)	Inquiries, Questions:	Shows Contact Information for inquiries.

How to use MyPage

MyPage Login

Click on the URL in the Confirmation E-mail to log in MyPage.

#	Items	Descriptions
(1.)	Order ID:	Your ticket Order ID automatically appears.
(2.)	Enter Login Information:	Log in with the same E-mail address & phone number that you used when purchasing tickets.
(3.)	Login:	log in *** Please email event.online-reg@enagic.co.jp if you have trouble logging in or if you forget your login information.

MyPage Menu

Displays the MyPage Menu

#	Items	Descriptions
(1.)	Admission Tickets:	Proceeds to [Ticket Information] where you can View then print out purchased tickets
(2.)	Hotel Reservation:	Proceeds to Hotel Reservation website
(3.)	RENT-A-CAR Reservation:	Proceeds to RENT-A-CAR Reservation website
(4.)	Ticket Cancellation:	Proceeds to [Cancellation Policy] where you can download a Cancellation Request Form *** For cancellations, you MUST fill in the form and submit to an Enagic branch.
(5.)	Logout:	Logs out from [MyPage] and returns to [MyPage Login]

Tickets Information Page

Displays details of purchased ticket(s).
Only important details explained below.

#	Items	Descriptions
(1.)	All Check:	Click here to check/uncheck all boxes at one time
(2.)	Ticket check boxes: and [View Select] button:	You can print out multiple tickets at one time by selecting tickets (checkbox) then clicking [View Select] to proceed to the [Print Out] page.
(3.)	Ticket Information:	Displays details of purchased tickets
(4.)	Discount Conditions:	Icons will appear for tickets which discounts apply. ※refer to [Ticket Discount Icons]
(5.)	Ticket Status:	[Active] : tickets have been purchased/paid for, [Cancelled] : cancellation of purchased tickets have been processed
(6.)	[View] button:	Proceed to [Print Out] page by clicking on the [View] button
(7.)	[Edit Ticket Information] Link:	Proceeds to [Ticket Information] to update information
(8.)	[Back] button:	Returns to [MyPage Menu]

Print Tickets

Displays details of purchased ticket(s).
Only important details explained below.

#	Items	Descriptions
(1.)	QR Code:	Please save the QR code image This code is required at check-in.
(2.)	[Print Out Ticket] button:	Print s out the page currently displayed *** Please check your device's settings to find out where the file is saved.
(3.)	Ticket Information:	Displays details of your ticket information.
(4.)	Event Information:	Displays information on the event.
(5.)	Enagic Information:	Displays E8PA address and website information

Updating Ticket Information

Displays details of purchased tickets to update selected information.
Only important details explained below.

#	Items	Descriptions
(x.)	Cannot modify these items:	The following items cannot be modified: *** as they affect the pricing of tickets already purchased [First & Middle Name], [Last Name], [Guest Type], [Distributor ID], [E8PA Card Type], [Children's Tickets], [Immediate Family]
(1.)	[Back] button:	Goes back to [MyPage Menu]
(2.)	[Continue] button:	Proceeds to [Ticket Information] to confirm details.

Confirming Ticket Information

Displays information entered in the previous [Ticket Information] page.

Only important details explained below.

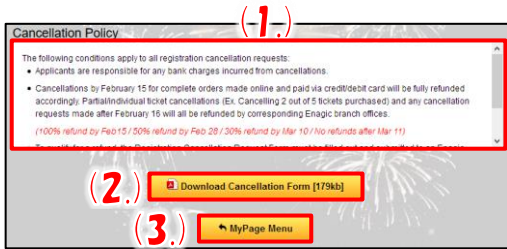| #	Items	Descriptions
(1.)	Ticket Information:	Displays updated ticket information
(2.)	Discount Conditions:	Icons will appear for tickets which discounts apply. ※refer to [Ticket Discount Icons]
(3.)	[Back] button:	Goes back to [MyPage Menu]
(4.)	[Continue] button:	Proceeds to [Update Completion] page

Update Completion Page

Shows information from the previous [Ticket Information], Confirmation Page and displays message of successful completion.
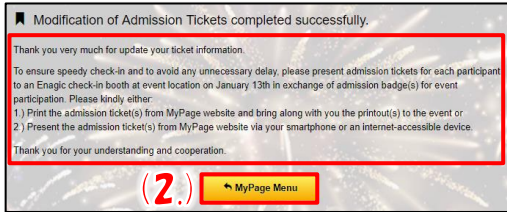
#	Items	Descriptions
(1.)	Completion message:	Displays message of successful update completed
(2.)	[MyPage Menu] button:	Goes back to [MyPage Menu]

Cancellation Policy & Cancellation Form

Displays page to download Ticket Cancellation Forms.

#	Items	Descriptions
(1.)	Cancellation Policy :	Shows Cancellation Policy Please read conditions thoroughly.
(2.)	[Download Cancellation Form] button :	Click to download Cancellation Form *** Please check your device's settings to find out where the file is saved.
(3.)	[MyPage Menu] button:	Proceeds to [MyPage Menu]

GCR Application Appendix

Ticket Discount Icons

Icons will appear for tickets which discounts apply.

Items	Icon				
	Bronze	Silver	Gold	Platinum	Black
E8PA Card Type					
	Ages 0-5			Ages 6-12	
Children's					