

# GUIDE TO THE REGISTRATION PORTAL

HMCE is excited to announce a revamped HMCE Portal. Debuted four years ago, the **HMCE Portal** allows you to more easily submit information about your School, Faculty Advisors, and Delegates. This updated portal is intended to centralize all key registration tasks while ensuring you can enter information about your delegation more easily than ever before.

**The information submitted in the HMCE Portal will be used for Delegates' participation certificates and placards, as well as for Faculty Advisor badges. Please ensure that this information is entered correctly.** This guide contains instructions for entering new information and then editing it after you have entered it. After roles for your Delegates have been assigned, you will have access to editing spellings/replacing students in committees until March 1st, 2021.

As always, please contact Christine Li at [faculty@hmceurope.org](mailto:faculty@hmceurope.org) with any questions about the conference or registration process.

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## Introduction

Prior to reading this guide, you should read the [2021 Registration Guide](#) in full. This guide will provide detailed information about the specifics of beginning the registration process, which occurs entirely online.

There are two components to the online registration system:

- **HMCE Registration Portal** - Our online registration portal used to add, update, or remove information about your school details, faculty information, or delegate roster.
- **HMCE Online Store** - A digital payment processing platform where you can pay and submit School/Delegate fees.
  - Wire transfers are the preferred payment option and will be detailed in this guide.

These are the six main steps for registering and paying for HMCE 2021, along with instructions as to which platform you will use to complete each step:

### OVERVIEW OF REGISTRATION STEPS

1. **Create an account in the Registration Portal** and wait to have it activated by our Director of Communications.
2. Complete the **School Details spreadsheet** in the Registration Portal.
3. Complete the **Faculty Information spreadsheet** in the Registration Portal.
4. **Submit your School Fee** using a wire transfer (preferred) or the HMCE Online Store.
5. Complete the **Delegate Roster spreadsheet** in the Registration Portal.
6. Submit the necessary amount of **Delegate Fees** using a wire transfer (preferred) or the HMCE Online Store.

As a reminder, schools should complete steps 1-6 to “lock in” their spot in the desired registration group. That is, in order to receive priority role assignments and fee

structures for a desired time group. All returning schools who planned to participate in HMCE 2020 will be guaranteed a spot at the 2021 conference.

## Step 1: Create an Account in the Registration Portal

Visit <https://hmceurope.org/portal/register.php> which will take you to the registration screen for the Registration Portal.

Fill out the form in its entirety and click “Register.” This will submit your registration request to our Director of Communications who will review it and respond to you within five business days. You’ll be notified by email when your account has been activated. If you don’t receive a response, please email Christine Li at [faculty@hmceurope.org](mailto:faculty@hmceurope.org).

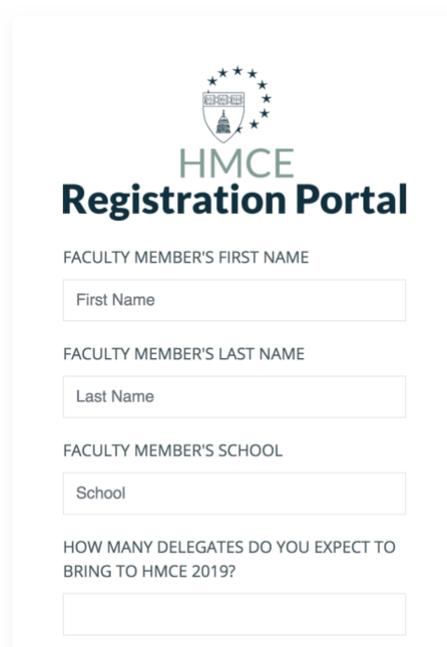
Until activation, you will not be able to access the Registration Portal.

**Note:** You only need *one* Registration Portal account per school. **Do not create multiple registration portal accounts** (i.e., **do NOT** create an account for each Faculty Advisor).

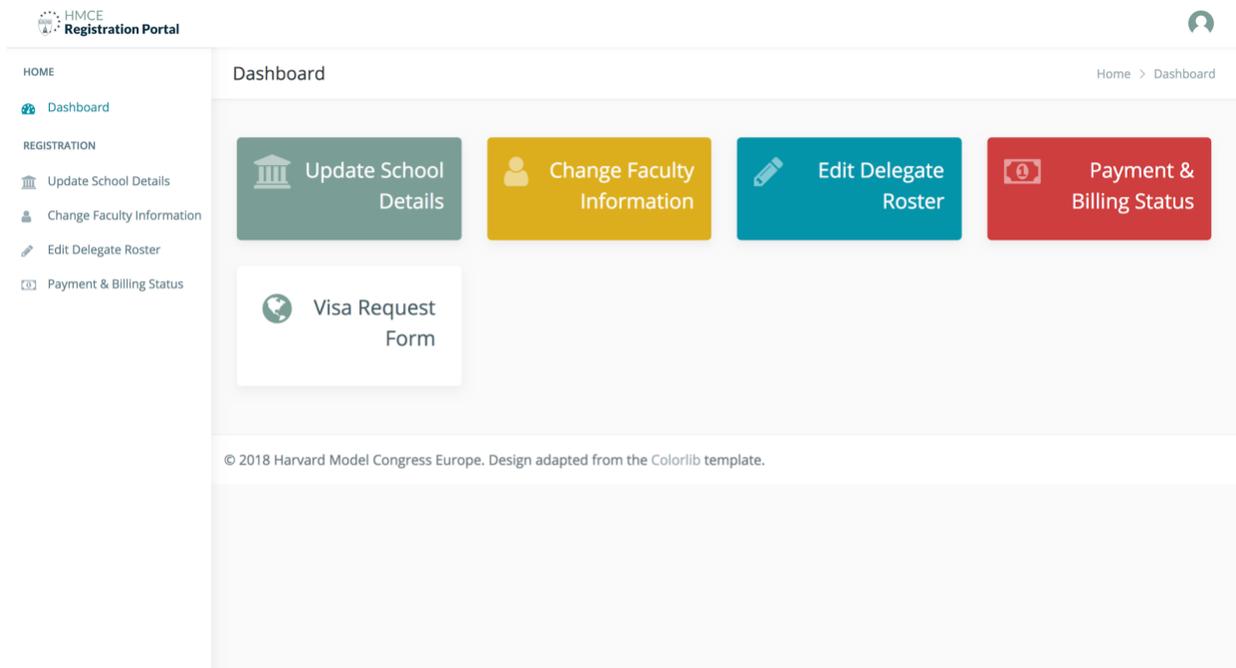
## Step 2: Complete the School Details Spreadsheet

Once your account has been activated, you can login at <https://hmceurope.org/portal>.

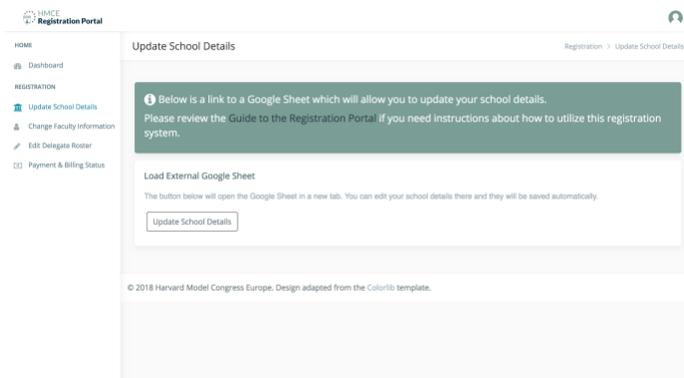
You’ll see the following screen, which is the **Dashboard**. You can access common functions from this page using the rectangular, colorful buttons. Click **Update School Details** to begin entering your school details.



The screenshot shows the HMCE Registration Portal registration form. At the top is the HMCE logo, which consists of a shield with a building and a cross, surrounded by stars. Below the logo is the text "HMCE Registration Portal". The form contains four input fields: "FACULTY MEMBER'S FIRST NAME" with a sub-label "First Name", "FACULTY MEMBER'S LAST NAME" with a sub-label "Last Name", "FACULTY MEMBER'S SCHOOL" with a sub-label "School", and "HOW MANY DELEGATES DO YOU EXPECT TO BRING TO HMCE 2019?".



Upon entering the page, you'll have the option to open the Google sheet containing a form to be filled out. There is also a link to the [Guide to the Registration Portal](#) (this document) in case you need additional help while completing the registration process in the future.



If you click the Update School Details button under the “Load External Google Sheet” box, the external Google Sheet with the School Details template will load in a new tab.

The document that will load is a standard Google Sheet, with which you may be familiar.

**Note:** Please **do not** change the title of the document in the top left of the Google Sheet as this is used by our staff to help keep track of registration documents associated with your school.

Once you have loaded the School Details spreadsheet, fill it out in its entirety. You may notice that some of the cells in the spreadsheet are not editable. This is to assist you in filling out only necessary portions of the form. The portion you should fill out is in light green (dates in picture are a bit off; 2019 = 2021 and 2018 = 2020):

<b>HMCE 2019 School Details</b>	
Official School Name	
HMCE School Name <i>(This is the name that will appear on all official HMCE materials.)</i>	
School Street Address	
School City	
School Country	▼
Has your school attended HMCE before?	▼
Did your school attend HMCE 2018?	▼
How many students do you expect to bring to HMCE 2019?	
How many faculty advisors do you expect to bring to HMCE 2019?	

### Step 3: Complete the Faculty Information Spreadsheet

Close the School Details spreadsheet by exiting the tab. You should be back on the Registration Portal application. If for some reason you lose your place throughout the



## Method I: Wire Transfer (Recommended)

HMCE has set up European wire details for accepting SEPA (Single Euro Payments Area) bank transfers and SWIFT payments directly in Euros

If you are able, we recommend that the School Fee (and all fees) be submitted by wire transfer. This method benefits you by saving surcharges otherwise incurred by our online store card processing partner through the HMCE Online Store (described in Method II of Step 4).

Please note that these **wire details for accepting payments directly in Euros differ**. At this time, non-SEPA-zone international wires are not supported through this process. The SEPA zone covers all EU countries, plus the United Kingdom, Iceland, Norway, Liechtenstein, Monaco, and Switzerland. Kindly reference this [list](#) if you are uncertain whether your country is a SEPA member. **If you reside outside the SEPA zone and would like to send an international wire, please email Christine Li at [faculty@hmceurope.org](mailto:faculty@hmceurope.org) and we will discuss how we can best accommodate this.**

Where applicable, please note your school name on the memo line when sending a wire. **Please send an email to Christine Li at [faculty@hmceurope.org](mailto:faculty@hmceurope.org) when you have sent a wire so we can confirm from whom we have received a wire.** Kindly note our wire details as follows:

<b>Account Name</b>	<i>Harvard Model Congress Europe, Inc.</i>
<b>IBAN</b>	<i>BE30 9671 7117 0711</i>
<b>Bank Code (SWIFT/BIC)</b>	<i>TRWIBEB1XXX</i>
<b>Address</b>	<i>TransferWise Europe SA Avenue Louise 54, Room S52 Brussels 1050 Belgium</i>

Please contact Christine Li at [faculty@hmceurope.org](mailto:faculty@hmceurope.org) if you require assistance submitting your payment.

## Method II: HMCE Online Store

You can also submit your School Fee using the HMCE Online Store. Kindly note that this method, as in previous years, will incur a surcharge to cover online card processing fees. That fee will be 6 euros for the School Fee payment.

Please contact Christine Li at [faculty@hmceurope.org](mailto:faculty@hmceurope.org) if you require assistance submitting your payment.



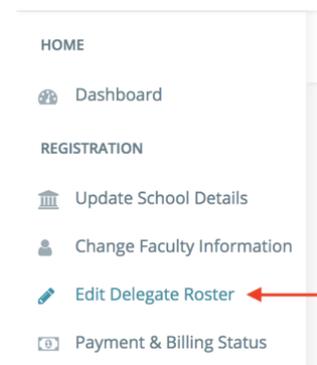
1. Visit the **HMCE Online Store** at [hmceurope.ecwid.com](http://hmceurope.ecwid.com).
2. Select **School Fee** from the list of available options.
3. Submit the requested information about your school.
4. Select **Add to Bag** and then proceed to check-out.

## Step 5: Complete the Delegate Roster Spreadsheet

The Delegate Roster spreadsheet allows you to share information about the delegates from your school who are participating in HMCE and to request roles for those delegates. Please complete this section *after* you have completed the School Details spreadsheet, finish the Faculty Information spreadsheet, and have submitted your School Fee payment.

You can access the spreadsheet by clicking the “Edit Delegate Roster” link on the left sidebar.

Just like with the School Details and Faculty Information pages, you just click the button at the bottom of the page to load the



spreadsheet in a new tab. Click “Edit Delegate Roster” to launch the appropriate spreadsheet.

This will load the Delegate Roster spreadsheet. Please be careful to read the informational text in the header row at the top of the spreadsheet. You will want to be careful to enter the information as accurately as possible to ensure role assignment and other processes occur accurately for your delegation.

**Note:** Do *not* enter any delegates who have applied for Financial Aid into the Delegate Roster spreadsheet. After receiving and reviewing their application, if they are eligible to receive aid, HMCE’s staff will enter their details into your Delegate Roster spreadsheet for you. **This is a change from prior years.** Review the Registration Guide or visit <https://hmceurope.org/financial-aid.html> for more information.



Liechtenstein, Monaco, and Switzerland. Kindly reference this [list](#) if you are uncertain whether your country is a SEPA member. **If you reside outside the SEPA zone and would like to send an international wire, please email Christine Li at [faculty@hmceurope.org](mailto:faculty@hmceurope.org) and we will discuss how we can best accommodate this.**

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### **Method II: HMCE Online Store**

You can also submit your Delegate Fee payments using the HMCE Online Store. Kindly note that this method, as in previous years, will incur a surcharge to cover online card processing fees. That fee will be 6 euros per Delegate Fee payment.

Please contact Christine Li at [faculty@hmceurope.org](mailto:faculty@hmceurope.org) if you require assistance submitting your payment.

1. Visit the **HMCE Online Store** at [hmceurope.ecwid.com](http://hmceurope.ecwid.com).
2. Select **Delegate Fee** from the list of available options.

3. Submit the requested information about your delegates.
4. Select a quantity which is equal to the number of “paying” delegates from your school (i.e. delegates who are *not* receiving financial aid).
5. Select **Add to Bag** and then proceed to check-out.

## Change or Remove Information in the Registration Portal

Once you have entered your information into the HMCE Registration Portal, you are welcome to edit/remove information as you wish **before** the registration deadline you have chosen to participate in passes. You will be treated as “participating” in a registration deadline if you have completed steps 1-6 listed above.

Once the registration deadline has passed, please wait to receive your **Role Assignments** spreadsheet. That will contain the roles that have been assigned to your school. You can make changes to that information until **March 1st, 2021**. Further information about editing the role assignments information will be released along with the assignments themselves after the registration deadline has passed.

## Help & Support with the Registration Portal

If you run into technical or non-technical issues while using the HMCE Registration Portal, please contact Christine Li at [faculty@hmceurope.org](mailto:faculty@hmceurope.org).