

GUIDE TO THE REGISTRATION PORTAL

HMCE is excited to announce a revamped HMCE Portal. Debuted two 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 Feb. 1, 2019.

As always, please contact Jessie Rodriguez at 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 [2019 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 2019, 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 (Guaranteed Registration for Returning Schools Deadline, Registration Deadline, or Final Registration Deadline), schools should complete all of the above steps before the respective deadline for that registration group. All returning schools who participated in HMCE 2018 will be guaranteed a spot at the 2019 conference until the Guaranteed Registration for Returning Schools Deadline has passed, after which spots in HMCE are on a first come, first serve basis.

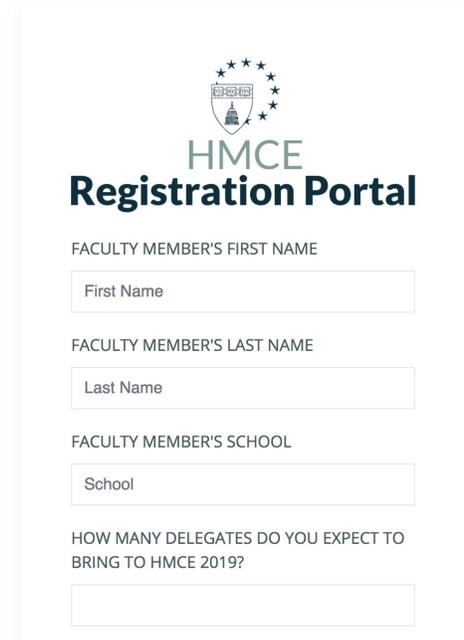
Step 1: Create an Account in the Registration Portal

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 Jessie Rodriguez at 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).

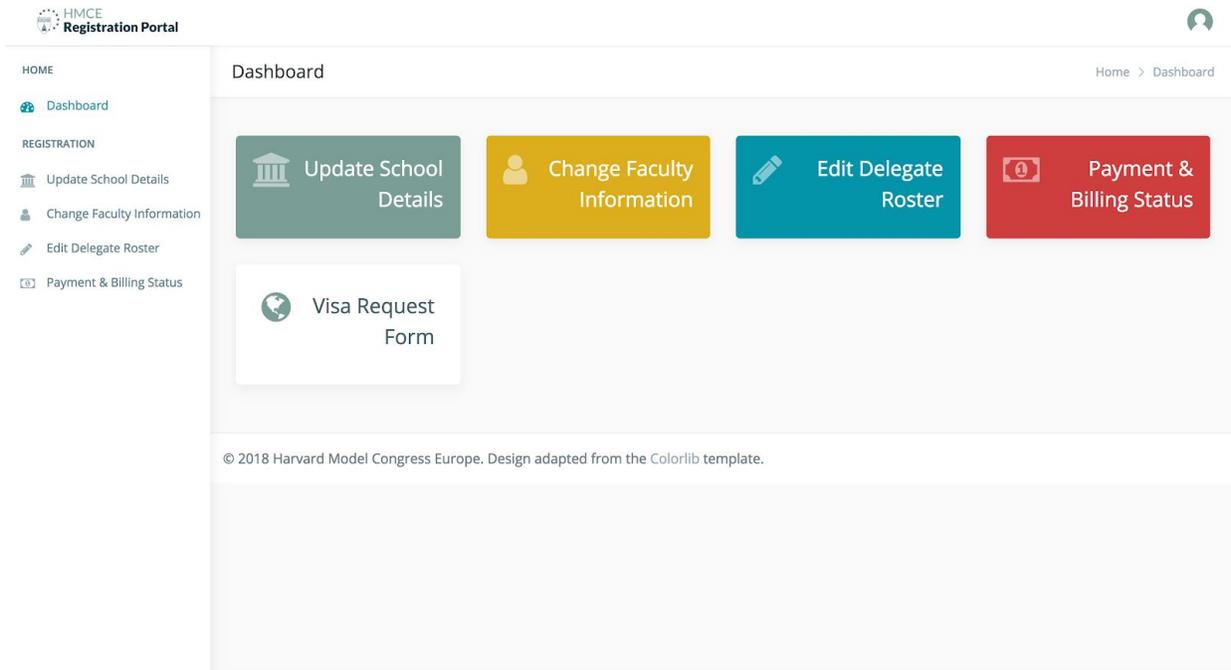


The screenshot shows the HMCE Registration Portal registration form. At the top is the HMCE logo, which consists of a shield with a building and the letters 'HMCE' inside, surrounded by a circle of stars. Below the logo is the text 'HMCE Registration Portal'. The form contains four input fields: 'FACULTY 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?' with an empty input box.

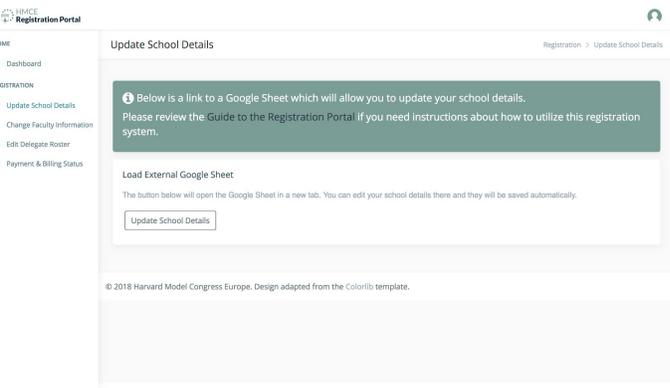
Step 2: Complete the School Details Spreadsheet

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.



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:

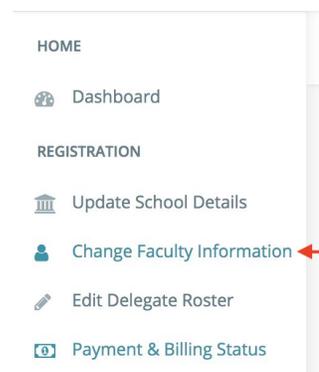
HMCE 2019 School Details	
Official School Name	
HMCE School Name <i>(This is the name that will appear on all official HMCE materials.)</i>	
School Street Address	
School City	
School Country	▼
Has your school attended HMCE before?	▼
Did your school attend HMCE 2018?	▼
How many students do you expect 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 registration process, you can simply return to <https://hmceurope.org/portal> to login again and access the Dashboard again.

Now it is time to complete the Faculty Information spreadsheet where you enter details about the Faculty Advisors who will be attending the conference as part of your delegation/who will be involved in communications with HMCE as you register for the conference.

You can access the spreadsheet by clicking the “Change Faculty Information” link on the left sidebar.



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 Jessie Rodriguez at 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 Jessie Rodriguez at 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:

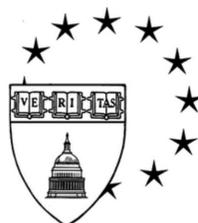
Account Name	<i>Harvard Model Congress Europe, Inc.</i>
IBAN	<i>DE70 7001 1110 6052 1643 28</i>
Bank Code (SWIFT/BIC)	<i>DEKTDE7GXXX</i>
Address	<i>Handelsbank Elsenheimer Str. 41 München 80687 Germany</i>

Please contact Jessie Rodriguez at faculty@hmceurope.org if you require assistance submitting your payment.

Method II: HMCE Online Store

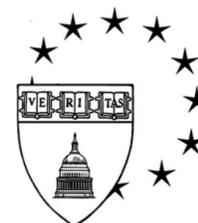
You can also submit your School Fee using the HMCE Online Store. Kindly note that this method, as in previous years, will incur a surcharge to cover online card processing fees. That fee will be 6 euros for the School Fee payment.

Please contact Jessie Rodriguez at faculty@hmceurope.org if you require assistance submitting your payment.



School Fee | Regular Registration | HMCE 2019

€299.00



Delegate Fee | HMCE 2019

€299.00

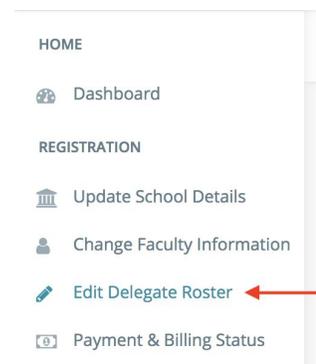
1. Visit the **HMCE Online Store** at hmceurope.ecwid.com.
2. Select **School Fee** from the list of available options.
3. Submit the requested information about your school.
4. Select **Add to Bag** and then proceed to check-out.

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.

Now you complete the light blue and white portions of the spreadsheet in their entirety:

Where applicable, please note your school name on the memo line when sending a wire. Please send an email to Jessie Rodriguez at 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:

Account Name	Harvard Model Congress Europe, Inc.
IBAN	DE70 7001 1110 6052 1643 28
Bank Code (SWIFT/BIC)	DEKTDE7GXXX
Address	Handelsbank Elsenheimer Str. 41 München 80687 Germany

Please contact Jessie Rodriguez at faculty@hmceurope.org if you require assistance submitting your payment.

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 Jessie Rodriguez at faculty@hmceurope.org if you require assistance submitting your payment.

1. Visit the **HMCE Online Store** at 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 **February 1, 2019**. 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 Jessie Rodriguez at faculty@hmceurope.org.