MUN Manager
How to register for a conference using MUN Manager.

by MUN Store

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Summary

1. Visit our website.
2. Make an account with us.
3. Register for a conference.

Step 1 - Go to the MUN Store website

1. Go to our website (https://www.modelun.co).

2. If you are new to the site, click the register button in the top right hand corner.

> *Top Tip:* *Some conferences will have login and register buttons on their own website.*
> *You can use these instead of the buttons on our website (they all link to the same pages).*

Step 2 - Register for MUN Manager

1. Select the appropriate registration form from the options presented to you.
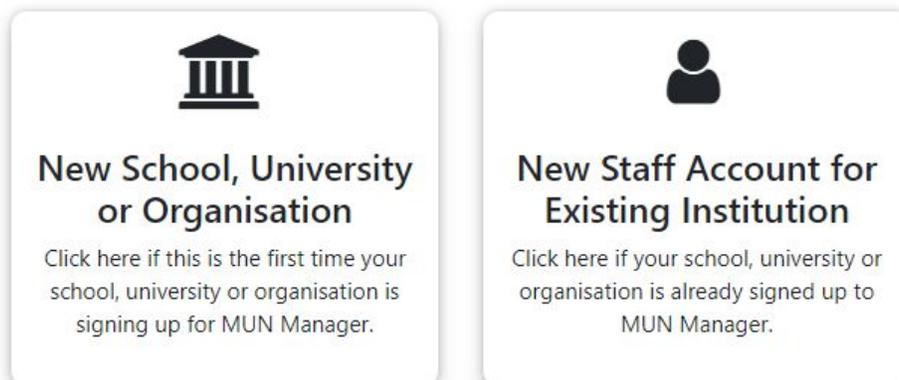
> *Important Note:* *You will need your institution's sign-up code if you are creating a new*
> *account for an existing institution. Your Head Advisor will have access to this.*

2. Fill out the "Your Personal Information" section, which relates to your account.

3. If you are registering your institution, fill out your institution details. Otherwise, enter the sign up code for your institution.

> *Top Tip:* *If registering your institution, try to use an institution email address (e.g.*
> *@westbookcollege.org). This will help with the verification process.*

4. Press the "Submit" button. If you are signing up your institution for the first time, you will need to wait for us to approve your institution. If you have set up a new account for your institution, your head advisor will need to assign you a role.

Step 3 - Sign up for a Conference

1. You can sign up for a conference by clicking the ➕ Attend Conference button.
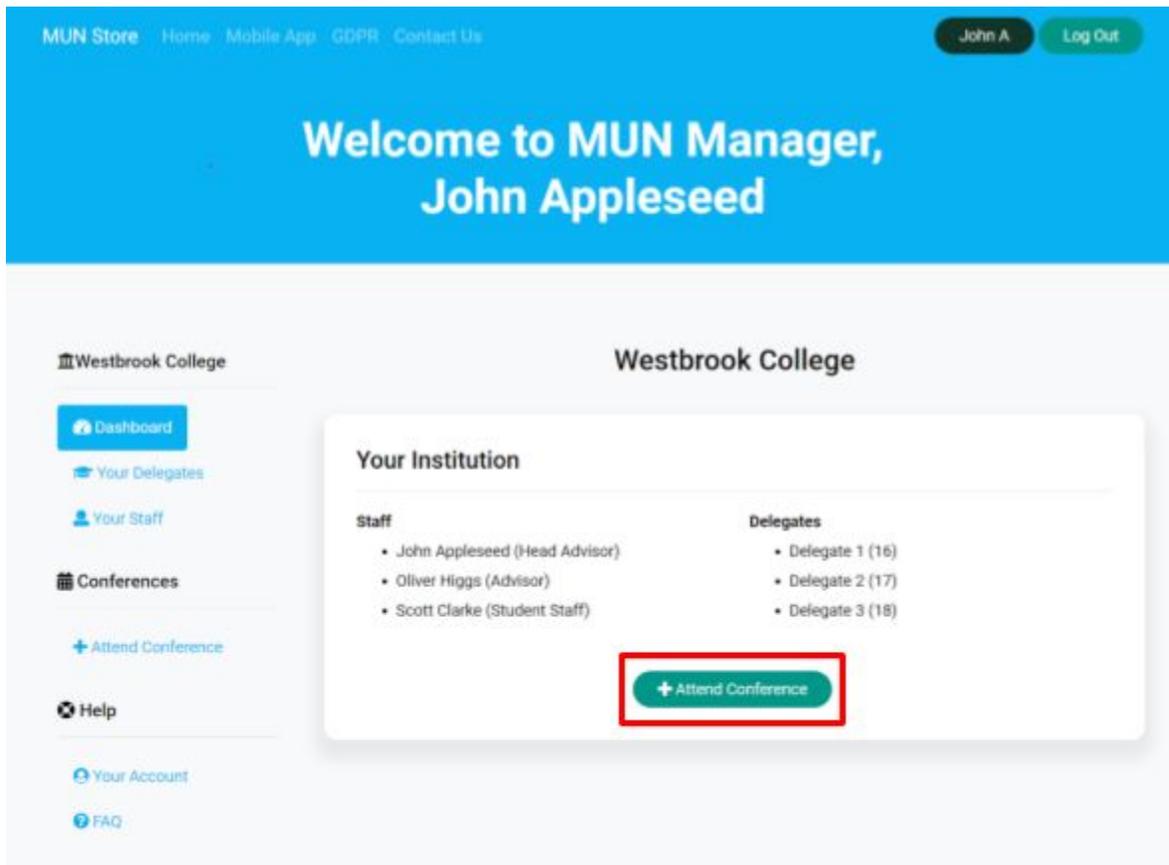
2.   Find the conference you would like to attend and click register.

> *Important Note: If the register button is grey, it means the conference organisers have either not yet opened registration or have closed registration.*

3.   Fill out the registration form for the conference and submit. If the conference has a sign-up code, you will need this to register.

> *Important Note: This registration is not final and the conference organisers may decline your registration.*