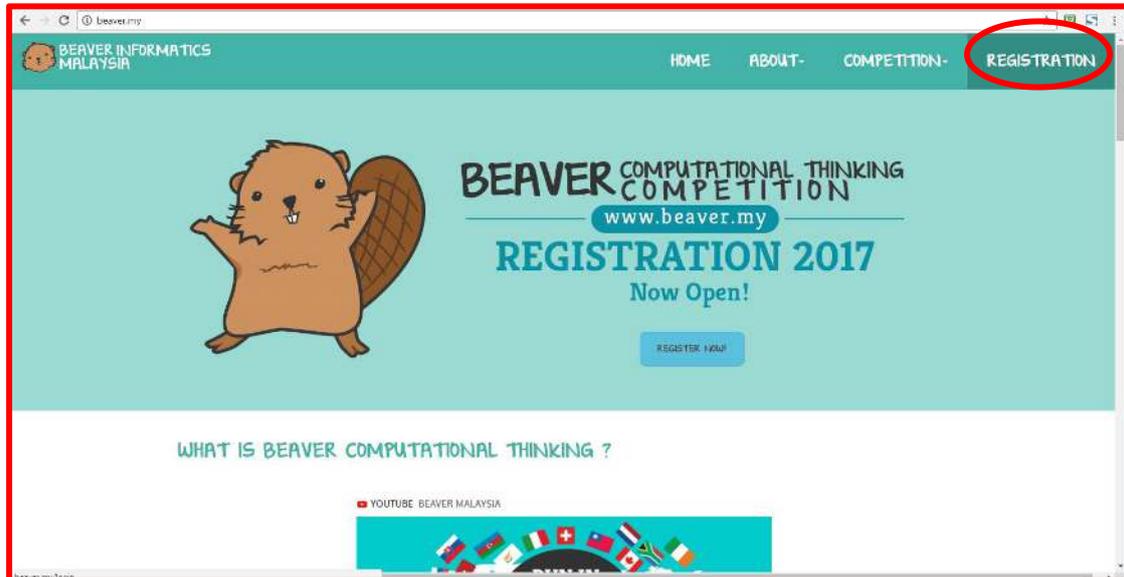
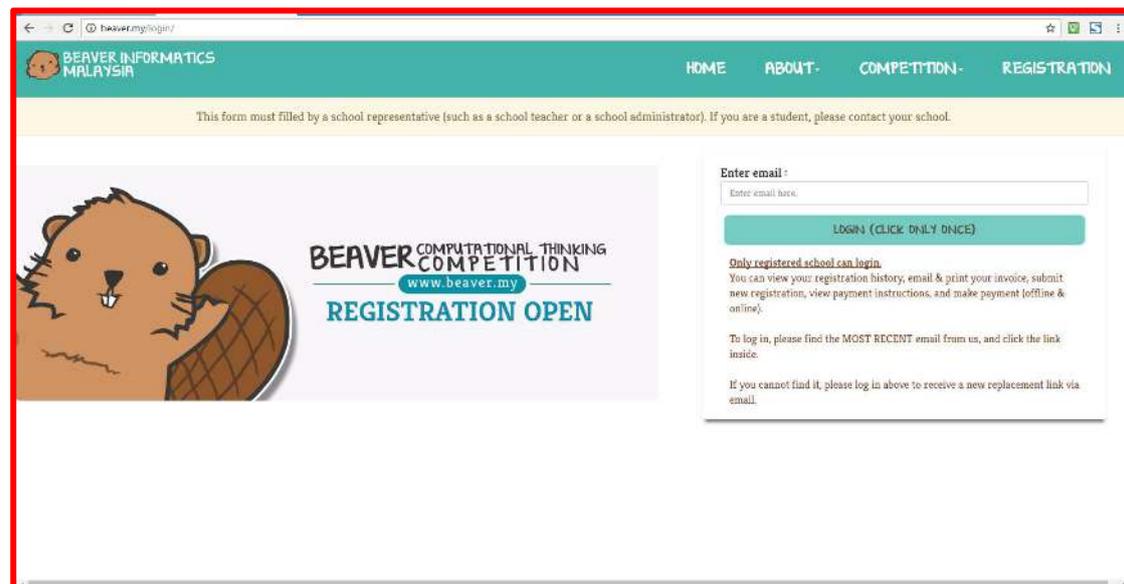


## Manual Guideline For First Time Register

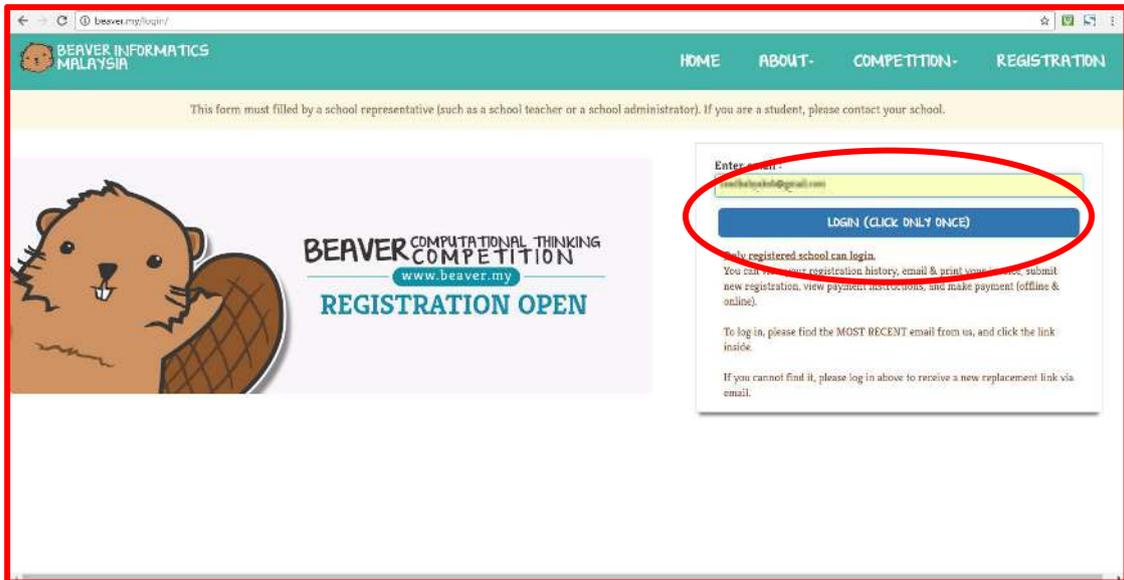
- 1) Go to [www.beaver.my](http://www.beaver.my)
- 2) Click "Registration" Menu



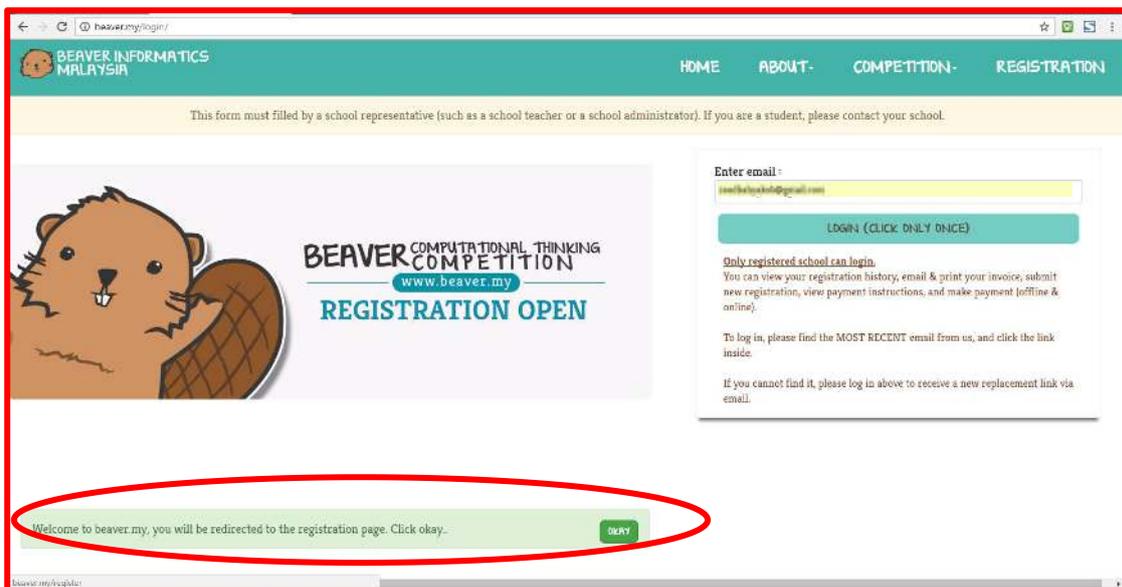
- 3) The "Log In" page appear.



4) Enter your email and click log in



5) This warning will pop up after click "LOGIN". Then, click "OKAY" to continue



6) In the next page, a form will appear for you to register your school. Fill in your school details, Teacher's Details and Participants (\*fill in the number of students only).

## REGISTRATION

COMPETITION DATE: 18 - 20 APRIL 2017

At this stage you don't have to provide the participants' names, but only the number of participants for each category.

The participants are only required to fill in their names once they log in into the contest system during the competition period.

### School Details

This form must filled by a school representative (such as a school teacher or a school administrator). If you are a student, please contact your school.

\* School Name

\* Address

\* Postcode

\* City

\* State

\* Phone

Fax

### Teacher's Details

Please fill in the details of the person in charge. The contest instructions will be provided to this teacher a few days before the competition.

\* Title

\* Name

\* Mobile

\* Email

### Participations

Please fill in the number of students for each category. The fee is RM31.80 per student.

Ecolier (Year 1 - 4)

Benjamin (Year 5 & 6)

Cadet (From 1 & 2)

Junior (Form 3 & 4)

Student (Form 5 & 6)

Fees

GST (6%)

Total+GST

**Note: This section is auto generate. Just click on the "Fees" box, then, the amount will display.**

NEXT

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7) After completing the form, click "NEXT".

## REGISTRATION

COMPETITION DATE: 18 - 20 APRIL 2017

At this stage you don't have to provide the participants' names, but only the number of participants for each category.

The participants are only required to fill in their names once they log in into the contest system during the competition period.

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\* Phone

Fax

### Teacher's Details

Please fill in the details of the person in charge. The contest instructions will be provided to this teacher a few days before the competition.

\* Title

\* Name

\* Mobile

\* Email

### Participations

Please fill in the number of students for each category. The fee is RM31.80 per student.

Ecotier (Year 1 - 4)	<input type="text" value="10"/>
Benjamin (Year 5 & 6)	<input type="text"/>
Cadet (From 1 & 2)	<input type="text"/>
Junior (Form 3 & 4)	<input type="text"/>
Student (Form 5 & 6)	<input type="text"/>

Fees	MYR 300.00
GST (6%)	MYR 38.00
Total+GST	MYR 338.00

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8) After that, this page will appear. You may check the details that you have filled in before. If there are any changes, you can click “EDIT” to edit the details.

**REGISTRATION**

School Details

School Name: SMK AIDAN  
 Address: 100-1  
 City: SETAPAK  
 State: KUALA LUMPUR  
 Phone: 0921437672  
 Fax: 0341480573

Teacher Details

Teacher Title: Mr.  
 Teacher Name: AHMAD NUBLI  
 Mobile: 012356789  
 Email: [ahmad.nubli@beavermalaysia.com](mailto:ahmad.nubli@beavermalaysia.com)

Participations

Ecolier (Year 1 to 4): 10

EDIT CONFIRM

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9) If all the details are correct, click “CONFIRM” to confirm the detail.

10) After that, this page will appear.

Login as Mr. Ahmad Nubli, (SMK AIDAN) LOGOUT

Registration History | Payment Instructions | New Registration

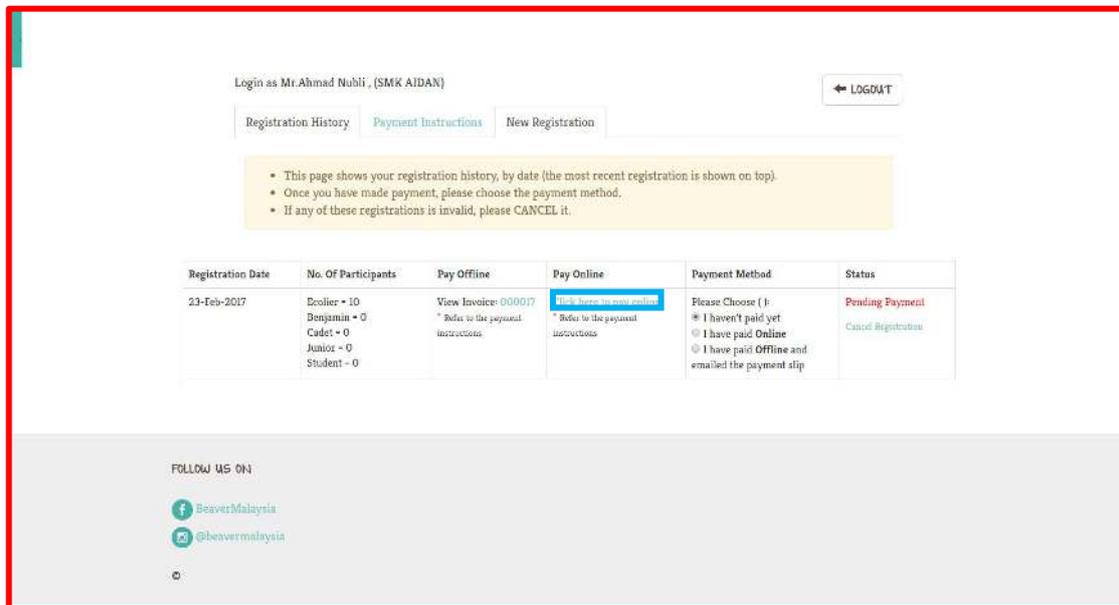
- This page shows your registration history, by date (the most recent registration is shown on top).
- Once you have made payment, please choose the payment method.
- If any of these registrations is invalid, please CANCEL it.

Registration Date	No. OF Participants	Pay Offline	Pay Online	Payment Method	Status
23-Feb-2017	Ecolier - 10 Benjamin - 0 Cadet - 0 Junior - 0 Student - 0	View Invoice: 000017 * Refer to the payment instructions.	Click here to pay online * Refer to the payment instructions.	Please Choose ( ) <input checked="" type="radio"/> I haven't paid yet <input type="radio"/> I have paid Online <input type="radio"/> I have paid OFFLINE and emailed the payment slip	Pending Payment Cancel Registration

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11) In here, you can check:



Registration Date	No. Of Participants	Pay Offline	Pay Online	Payment Method	Status
23-Feb-2017	Eccoler - 10 Benjamin - 0 Cadet - 0 Junior - 0 Student - 0	View Invoice: 000017 * Refer to the payment instructions.	<a href="#">Click here to pay online</a> * Refer to the payment instructions.	Please Choose ( ): <input type="radio"/> I haven't paid yet <input type="radio"/> I have paid Online <input type="radio"/> I have paid Offline and emailed the payment slip	Pending Payment Cancel Registration

I. Registration Date

II. No. Of Participants

III. Pay Offline (\* you can view your invoices)

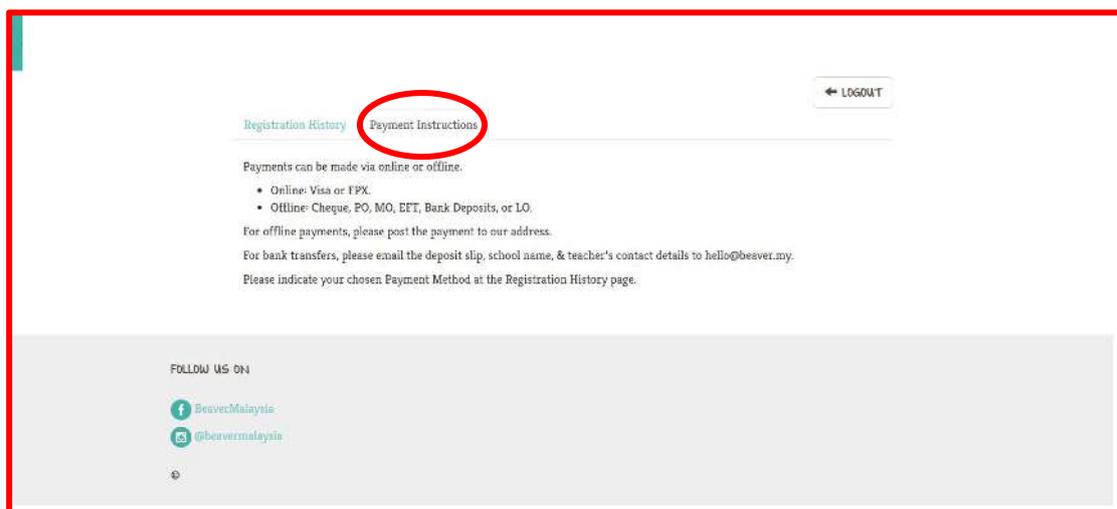
IV. Pay Online (\* click the link there, to pay online) -> Blue box

V. Payment Method and

VI. Status (\* it will display your status payment).

\*\*\*If you didn't understand about the payment, you can refer to Payment Instruction. Below:

11.VI) Payment Instruction



Payments can be made via online or offline.

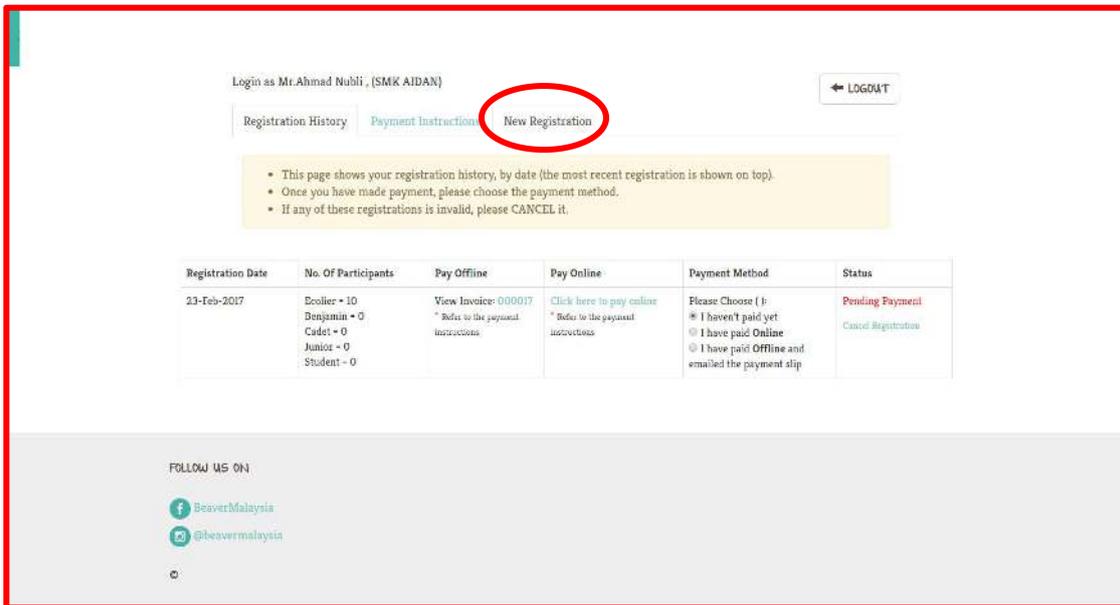
- Online: Visa or FPK.
- Offline: Cheque, PO, MO, EFT, Bank Deposits, or LO.

For offline payments, please post the payment to our address.

For bank transfers, please email the deposit slip, school name, & teacher's contact details to [hello@beaver.my](mailto:hello@beaver.my).

Please indicate your chosen Payment Method at the Registration History page.

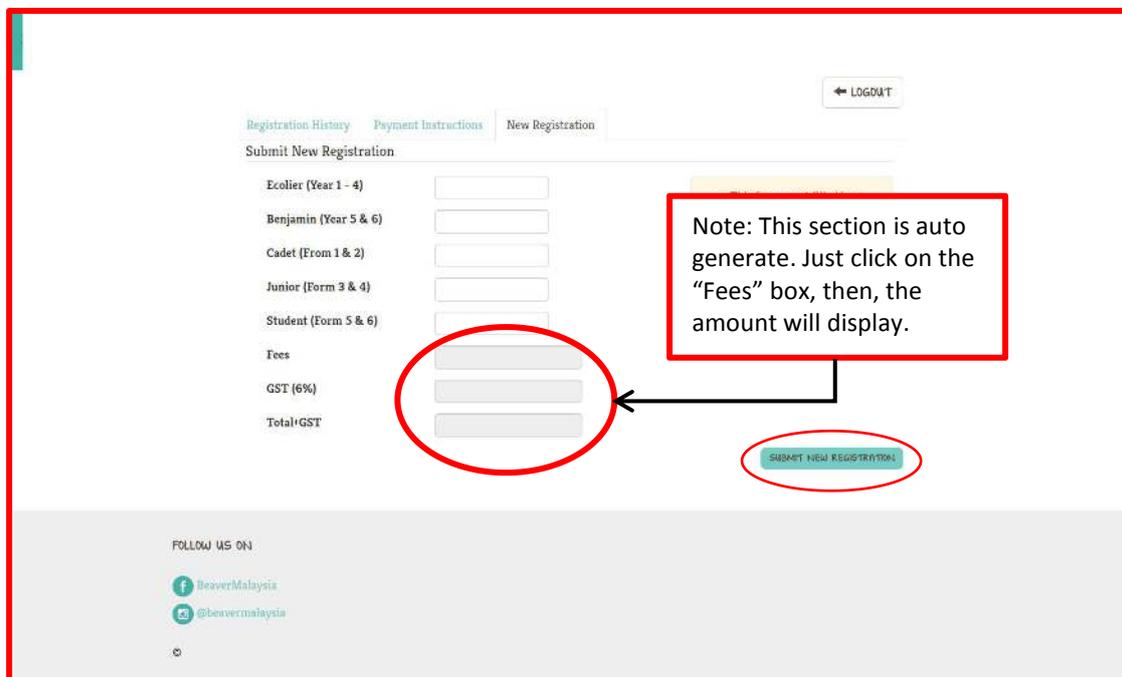
12) Then, you click back to “Registration History” page. Here, you may log out or if you want to add more participants, click “NEW REGISTRATION”



13) The form for New Registration will appear.

\*\*\*If you want to add the participants, just fill in the new number of participants.

14) Then, click “SUBMIT NEW REGISTRATION”



15) Otherwise, you can log out. Thank you :)