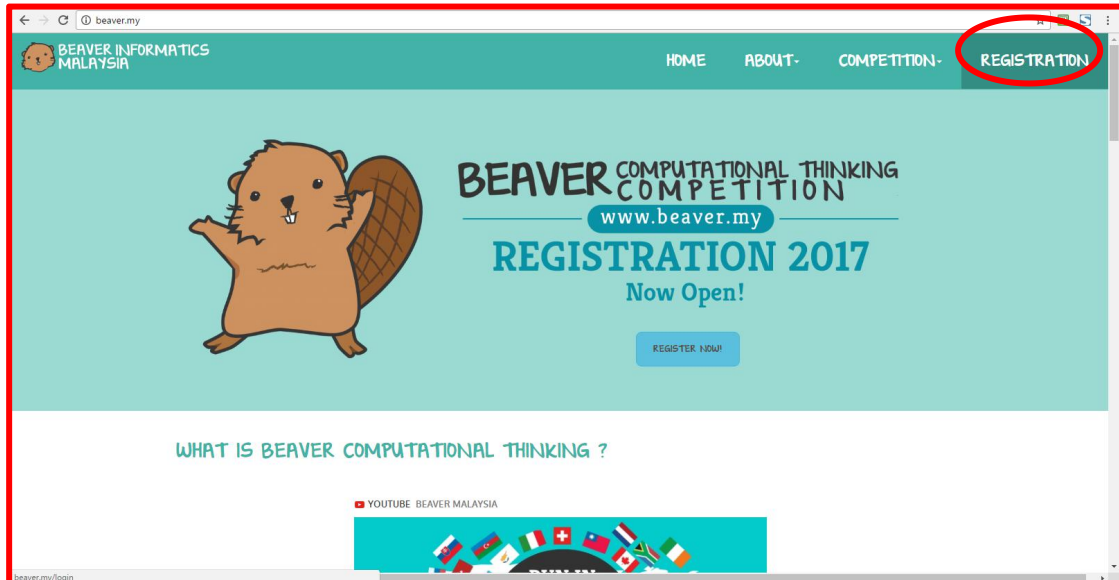
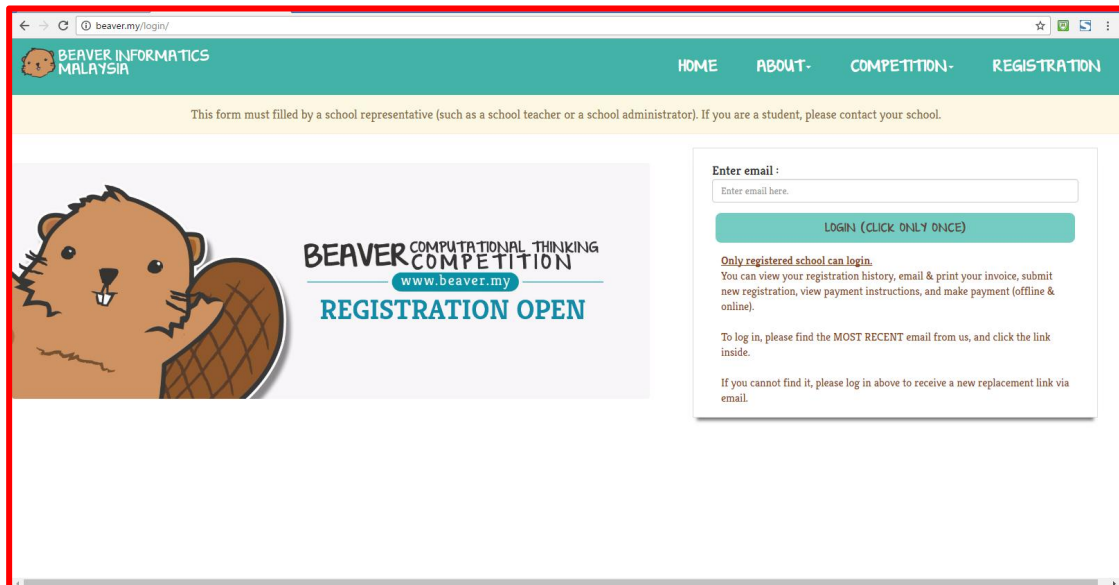


## Manual Guideline For Second Time Log In

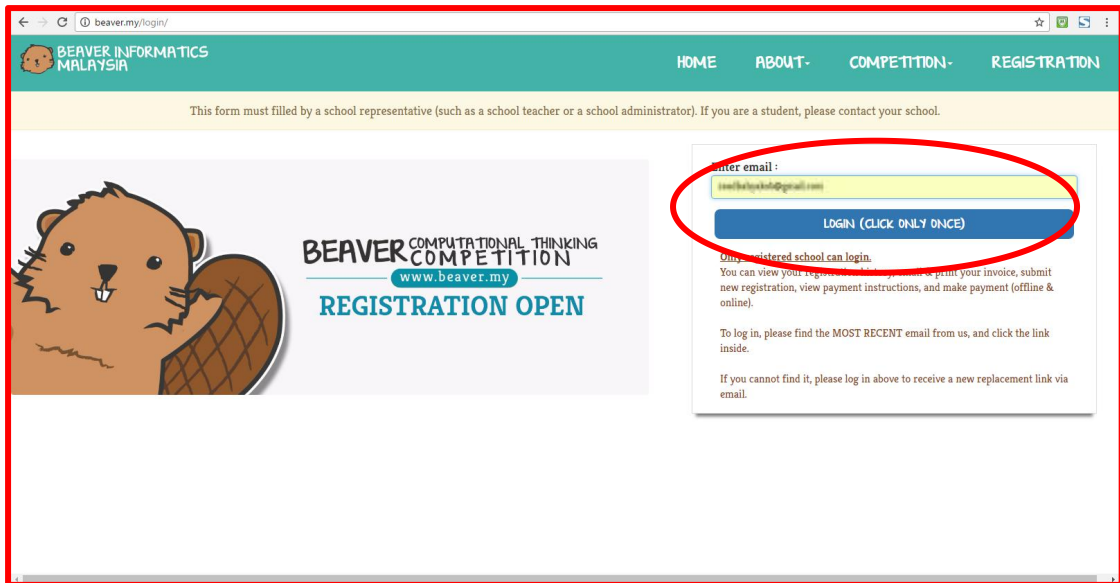
- 1) Go to [www.beaver.my](http://www.beaver.my)
- 2) Click “Registration” Menu



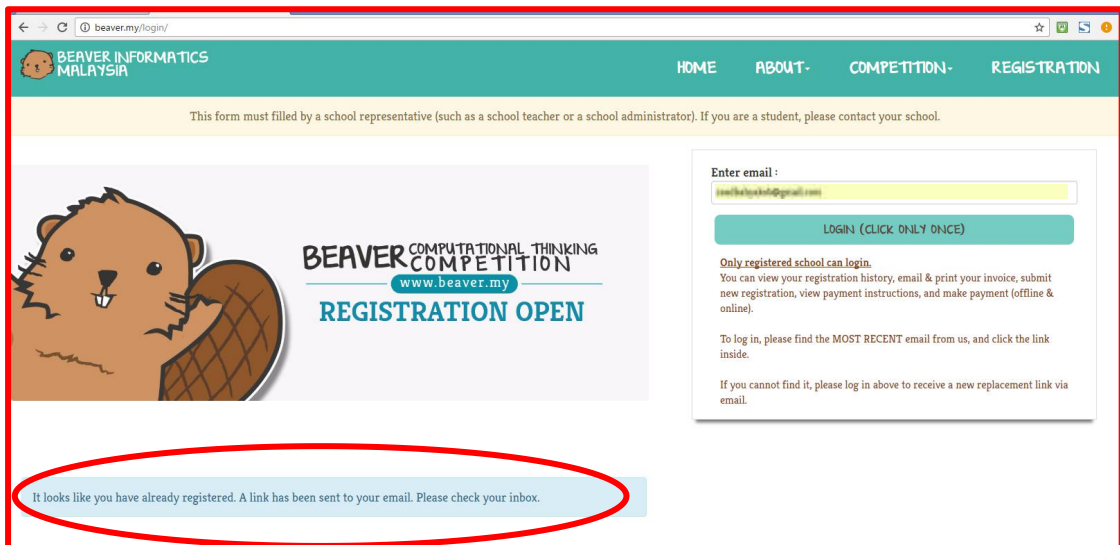
- 3) The “Log In” page appear.



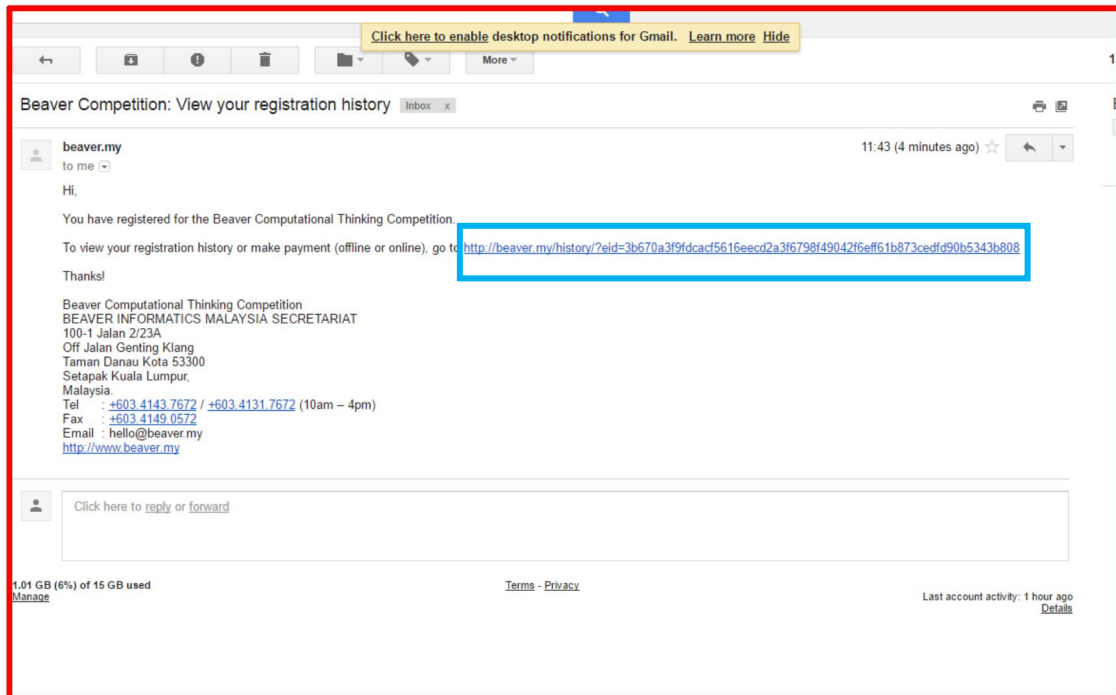
4) Enter your email and click log in



5) This pop up will appear. It says **“It looks like you have already registered. A link has been sent to your email. Please check your inbox.”**

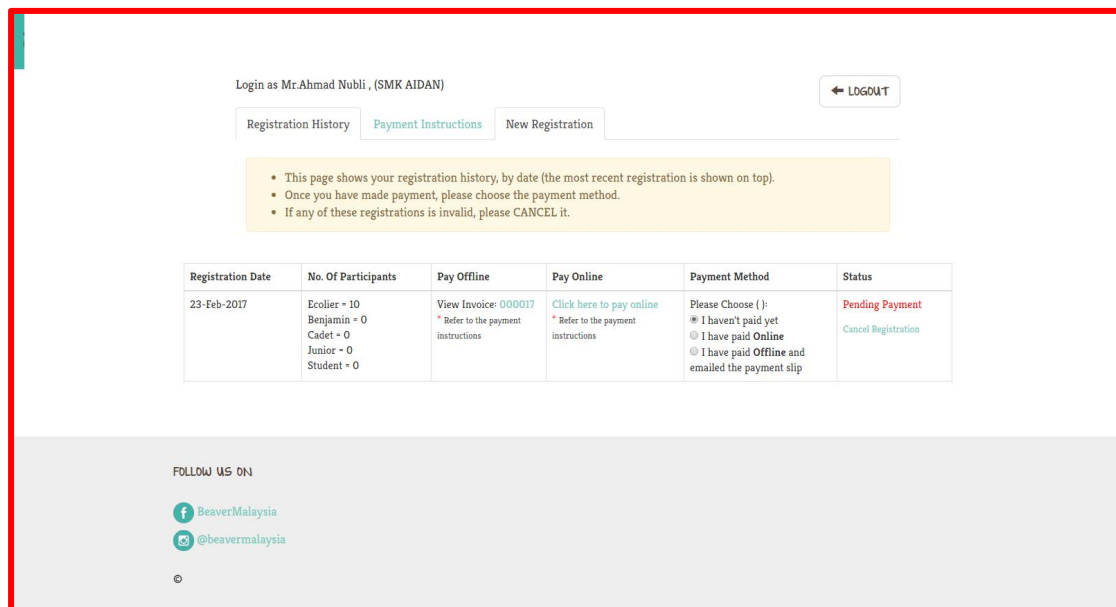


6) Check your inbox email. A link will be sent to your email (Blue Box).



7) Click the link to continue.

8) And, your “REGISTRATION HISTORY” page will display.



9) In here, you can check:

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	<b>Click here to pay online</b> * Refer to the payment instructions	Please Choose ( ): <input type="radio"/> I haven't paid yet <input type="radio"/> I have paid <b>Online</b> <input type="radio"/> I have paid <b>Offline</b> and emailed the payment slip	<b>Pending Payment</b> <a href="#">Cancel Registration</a>

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- 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:

#### 9.VI) Payment Instruction

Registration History **Payment Instructions** ← LOGOUT

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.

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

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

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

Registration History Payment Instruction **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	<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 <a href="#">Cancel Registration</a>

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11) The form for New Registration will appear.

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

12) Then, click “SUBMIT NEW REGISTRATION”

← LOGOUT

Registration History Payment Instructions **New Registration**

Submit New Registration

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.

**SUBMIT NEW REGISTRATION**

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