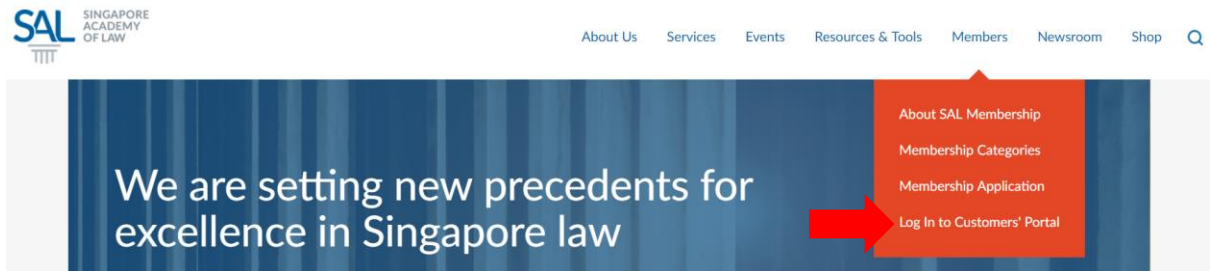


## Online Purchase Coordinator (OPC)

### How to register a participant for an event

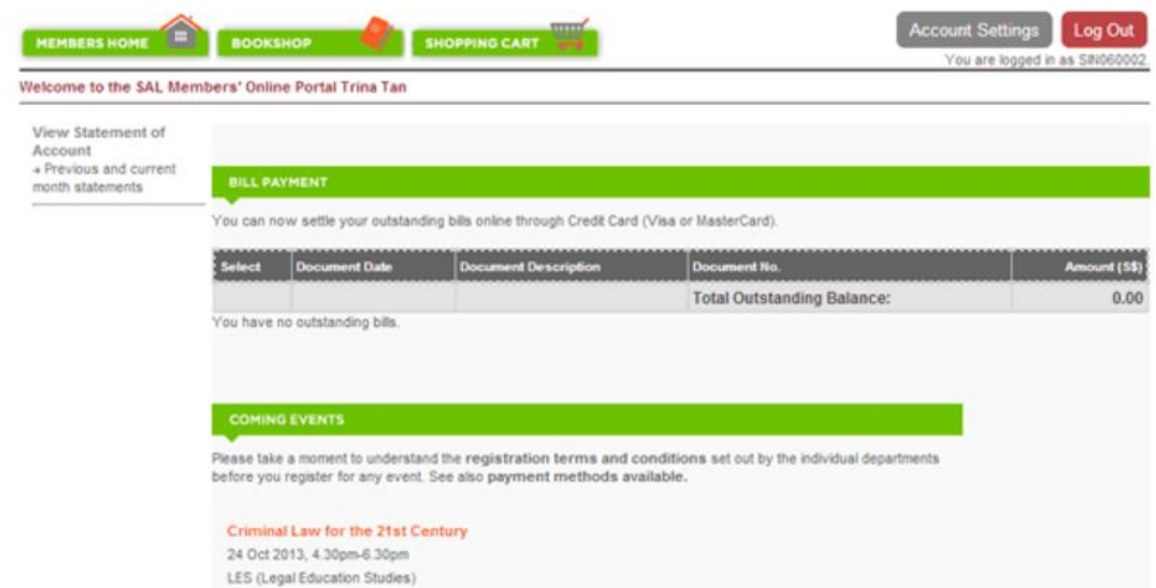
1. Click on the **Log In to Customers' Portal** link in the Members menu. You will be directed to the LegalOne login screen.



2. Enter your LegalOne username and password.



3. A list of upcoming events is shown on the homepage. Click on the name of the event to begin registration.



4. Click on the **Register Online** button to proceed

## EVENTS

The screenshot shows the SAL website interface. At the top, there are navigation buttons: MEMBERS HOME, BOOKSHOP, and SHOPPING CART. On the right, there are 'Account Settings' and 'Log Out' buttons, with a message 'You are logged in as SN060002'. Below the navigation is a breadcrumb trail: SERIES DETAILS → SELECT EVENTS → CUSTOMER DETAILS → ORDER SUMMARY → ORDER CONFIRMATION. The main content area features the event 'Criminal Law for the 21st Century' on 24 Oct 2013, 4.30pm-6.30pm. A prominent 'MEMBER REGISTER' button is visible. The event description asks if the Penal Code needs to be substantially overhauled. It lists 1.5 Public CPD Points and a program starting at 4.30pm with registration and tea, followed by a launch, presentations, and closing remarks by Justice Choo Han Teck. Contact information is provided: Tel: (65) 6332 6499/4149 or email to les@sal.org.sg. A 'here' link is provided for downloading a form. On the right, there is a promotional banner for the event with a 'CLICK HERE FOR BROCHURE' button and a 'Legal Education' logo.

5. Select the event and click on the **Confirm Selection** to proceed with registration. A red tick will appear beside the selected event.

## EVENTS

The screenshot shows the 'Confirm Selection' step of the registration process. The breadcrumb trail is: SERIES DETAILS → SELECT EVENTS → CUSTOMER DETAILS → ORDER SUMMARY → ORDER CONFIRMATION. The instruction reads: 'Select the event(s) that you wish to register for and click on the 'Confirm Selection' button.' Below this, the event 'Criminal Law for the 21st Century' is listed with a checked checkbox. The event details are as follows:

Event Type:	Seminar	Venue:	Supreme Court Viewing Gallery, Level 8	CPD Points:	1.5
Member's Price:	\$32.10 (inclusive of GST)	Dates:	24 Oct 2013	Practice Area:	Crime
Price:	\$53.50 (inclusive of GST)	Available Seats:	79	Training Level:	Update

At the bottom of the event details, there are two buttons: 'CONFIRM SELECTION' and 'CLEAR ALL SELECTIONS'.

- Click on the **Next** button to continue with registration or the **Delete** button to remove selection

## EVENTS

MEMBERS HOME BOOKSHOP SHOPPING CART Account Settings Log Out  
You are logged in as SIN060002

Welcome Trina Tan

SERIES DETAILS → **SELECT EVENTS** → CUSTOMER DETAILS → ORDER SUMMARY → ORDER CONFIRMATION

You have selected to register for the following event(s).

<input checked="" type="checkbox"/>	<b>Criminal Law for the 21st Century</b>				
<input type="checkbox"/>	Event Type: Seminar	Venue: Supreme Court Viewing Gallery, Level 8	CPD Points: 1.5	Practice Area: Crime	Training Level: Update
<input type="checkbox"/>	Member's Price: \$32.10 (inclusive of GST)	Dates: 24 Oct 2013			
<input type="checkbox"/>	Price: \$53.50 (inclusive of GST)	Available Seats: 79			

If you wish to remove an event, click on the **DELETE** icon.

**NEXT**

- Add Participant : Select a name from the dropdown list to register an employee. Click on
  - the **Delete** button to remove participant
  - the **More Participants** button to add participant, or
  - the **Next** button to proceed with the registration

## EVENTS

MEMBERS HOME BOOKSHOP SHOPPING CART Account Settings Log Out  
You are logged in as SIN060002

Welcome Trina Tan

SERIES DETAILS → SELECT EVENTS → **CUSTOMER DETAILS** → ORDER SUMMARY → ORDER CONFIRMATION

**Add Participant**

Click on **DELETE** to remove the participant.  
[Normal Rate] Criminal Law Conference 2014 + Concurrent Session

To register an employee for an event, select the name from the dropdown list.  
Only employees who are SAL members will be listed.  
To register a participant who is not an SAL Member, select 'Others' from the dropdown list.

Select Name: Test, Registration

Title: Mr

First Name: Registration

Surname: Test (or Family Name, e.g. Tan Tok Seng, Siti bte Rahman Ravi a/o Subramaniam)

Full Name: Test, Registration as in NRIC/Passport

ID Type: FN ID No.: G5127333N e.g. Singapore NRIC 'S1234567A'

Email: les@sal.org.sg

Office Tel (Main): Code 065 Phone Number 83324149

Office Tel DD: Code 065 Phone Number 8332

Select the event(s) to register for.

Select	Event Name	Available Seats *	ID No. Required
<input type="checkbox"/>	[Normal Rate] Criminal Law Conference 2014 + Concurrent Session	225	Yes

\* The available seats will be updated upon registration submission.

Click 'Next' to register the participant and go to the Order Summary and Payment pages.  
Click 'Add Participant' to input more participants' details.

**ADD PARTICIPANT** **BACK** **NEXT**

8. To register an employee who is not an SAL Member, select [Other] from the dropdown list and enter employee's details on the respective fields. Similarly, click on
- the **Delete** button to remove participant
  - the **Add Participant** button to add another participant, or
  - the **Next** button to proceed with the registration

## EVENTS

MEMBERS HOME
BOOKSHOP
SHOPPING CART

Account Settings
Log Out

You are logged in as SIN060002

Welcome Trina Tan

SERIES DETAILS → SELECT EVENTS → **CUSTOMER DETAILS** → ORDER SUMMARY → ORDER CONFIRMATION

### Add Participant

To register an employee for an event, select the name from the dropdown list.  
Only employees who are SAL members will be listed.  
To register a participant who is not an SAL Member, select 'Others' from the dropdown list.

Select Name:

Title:

First Name:

Surname:  (or Family Name, e.g. Tan Tock Seng, Siti bte Rahman Revi s/o Subramaniam)

Full Name:  as in NRIC/Passport

ID:  ID No.  e.g. Singapore NRIC 'S1234567A'

Email:

Office Tel (Main): Code  Phone Number

Office Tel DID: Code  Phone Number

Click on DELETE to remove the participant.

Remove	Name	Member No.
DELETE	Test, Registration	

Select the event(s) to register for:

Select	Event Name	Available Seats *	ID No. Required
<input checked="" type="checkbox"/>	[Normal Rate] Criminal Law Conference 2014 + Concurrent Session	225	Yes

\* The available seats will be updated upon registration submission.

Click 'Next' to register the participant and go to the Order Summary and Payment pages.  
Click 'Add Participant' to input more participants' details.

ADD PARTICIPANT
BACK
NEXT

9. This page shows the events and participants that have been registered. You can add participant(s), remove event, and delete participant(s). Click on the **Check Out** button to confirm the transaction.

## ORDER SUMMARY

[MEMBERS HOME](#)
[BOOKSHOP](#)
[SHOPPING CART](#)

[Account Settings](#)
[Log Out](#)

You are logged in as S#060002.

Welcome Trina Tan

[SERIES DETAILS](#) → [SELECT EVENTS](#) → [CUSTOMER DETAILS](#) → **ORDER SUMMARY** → [ORDER CONFIRMATION](#)

### ORDER SUMMARY

You can remove a participant/item by clicking on [DELETE](#)

**Item Added To Your Cart:**

**EVENT SERIES**

Criminal Law Conference 2014: The Evolving Face of Criminal Justice - Developments and Challenges [ADD PARTICIPANT](#)

[REMOVE EVENT](#)
[Normal Rate] Criminal Law Conference 2014 + Concurrent Session (\$700.00)

Remove	No.	Name	ID No.	Member No.	Event Price	Member Discount	Other Discount	Amount Before GST	SGD
<a href="#">DELETE</a>	1	Test , Registration	G6127333N		\$700.00	\$150.00	\$0.00	\$550.00	\$0.00
<a href="#">DELETE</a>	2	Test Registration 2	S12345678A		\$700.00	\$150.00	\$0.00	\$550.00	\$0.00

Event Series Price Summary	
Amount Before Discount	\$1,400.00
Less: Discount	\$300.00
Amount Before GST	\$1,100.00
Add: GST 7%	\$77.00
<b>Total Payable</b>	<b>\$1,177.00</b>

Grand Total Payable: \$1,177.00

All prices quoted are in Singapore Dollars (SGD).

**CHECK OUT**

(you can review this order before it is final)

10. Select the preferred payment method.

**ORDER CONFIRMATION**

Bill To:  
Singapore Academy of Law  
1 Supreme Court Lane  
Level 6 Supreme Court Building  
Singapore 178879

Attention:  
Trina Tan

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**PAYMENT METHOD**

**BACK** **PAY ONLINE** **PAY BY CHEQUE**

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**EVENT SERIES**

Criminal Law Conference 2014: The Evolving Face of Criminal Justice - Developments and Challenges

[Normal Rate] Criminal Law Conference 2014 + Concurrent Session (\$700.00)

No.	Name	ID No.	Member No.	Event Price	Member Discount	Other Discount	Amount Before GST	SDF
1	Test , Registration	G0127333N		\$700.00	\$100.00	\$0.00	\$600.00	\$0.00
2	Test Registration 2	S12345678A		\$700.00	\$150.00	\$0.00	\$550.00	\$0.00

Event Series Price Summary	
Amount Before Discount	\$1,400.00
Less: Discount	\$300.00
Amount Before GST	\$1,100.00
Add: GST 7%	\$77.00
<b>Total Payable</b>	<b>\$1,177.00</b>

**Grand Total Payable: \$1,177.00**

All prices quoted are in Singapore Dollars (SGD).  
Please review the information above and select the payment method preferred.

---

**PAYMENT METHOD**

**BACK** **PAY ONLINE** **PAY BY CHEQUE**

**PAYMENT METHOD**

**1. Pay Online**  
You will be directed to the eNETS Payment Gateway where you are required to specify your debit or credit card details (only Visa or MasterCard is accepted). To find out more about eNETS, click [here](#). Please ensure all pop-up blockers are disabled for the online payment process to work properly.

**2. Pay by GIRO**  
The option to Pay by GIRO is only available to SAL Members and Co-ordinators who have set up a GIRO arrangement with SAL. Please call us at (65) 6332 4399 or email to [accounts@sal.org.sg](mailto:accounts@sal.org.sg) for more information.

11. Print your invoice.