

# APVRS 2025

## Group Registration & Sponsor Portal

### Guidelines for Coordinator

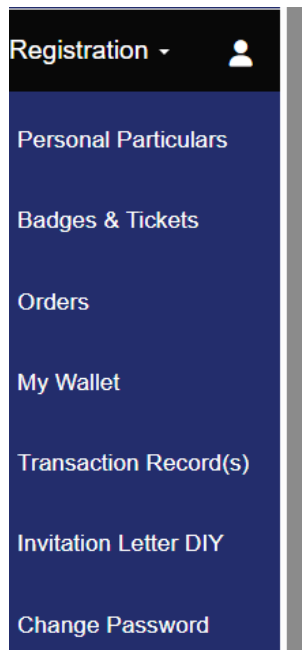
1. Update Profile and Password
2. Manage Group Registration
3. Submit Sponsored Materials

# Login Details

- Congress System: <https://congress.2025.apvrs.org/>
- Login email: coordinator's registered email
- Default password: Apvrs2025

# Personal Particulars

- All accounts are defaulted as “Dr.” from “Philippines”
- Usernames are derived from email address and may not be fully accurate (e.g. missing middle name, named as “manager”)
- Kindly proceed to “Registration” → “Personal Particulars” to update your profile



Please check and update your profile.

\* Mandatory

**Profile Picture**

**Email Address\***

**Prefix\***

**First Name\***

# Change Password

- For account safety, please proceed to “Change Password” after your first log in

Registration ▾

Personal Particulars

Badges & Tickets

Orders

My Wallet

Transaction Record(s)

Invitation Letter DIY

Change Password

Abstract ▾

Change Password

10<sup>th</sup> Congress of the  
Asia-Pacific Vitreo-Retina Society

held in conjunction with the Philippine Academy of Ophthalmology Annual Congress

Retina 360:  
Learning, Application, Transformation, Synergy

DEC 11 2025  
PAO  
Pre-Congress Meeting

DEC 12-14 2025  
Joint  
APVRS-PAO Meeting  
SMX Convention Center

Change Password

Password:

✗ 8 Characters Long


Retype Password:


✗ Passwords Match


Submit

# Manage Registration Group


Location: Congress system -> “Group” -> “Manage”


Invitation ▾ 

Nomination ▾ 

Group ▾ 

Manage



Logout 



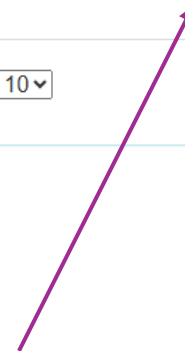
Registration Group

In Management

Joined

Code/ Name/ Approval^	Coordinator(s)	Action
000002 testt Approved		

first prev 1 next last Total:1 Page Size: 10 ▾



# Adding Coordinator (from registrant only)

Location: Congress system -> “Group” -> “Manage” -> Green “Manage” button on right hand side

## Registration Group

[Edit](#) [Member\(s\)](#) [Badges & Tickets](#) [Order\(s\)](#) [Item\(s\)](#)

**Registration Group Code**  
000002

**Coordinator(s)\***  

X

 +

## Registration Group

[Edit](#) [Member\(s\)](#) [Badges & Tickets](#) [Order\(s\)](#) [Item\(s\)](#)

**Registration Group Code**  
000002

**Coordinator(s)\***  

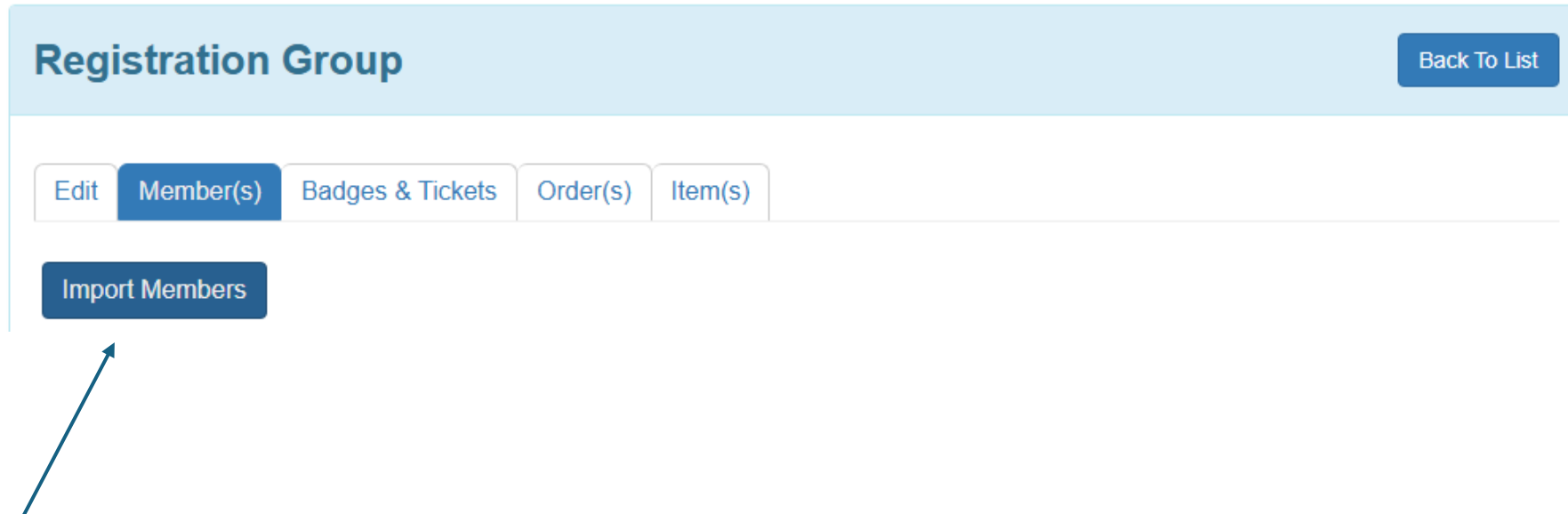
X

Have no suggestions.

- Click the small “+” next to coordinator email
- Enter the email of newly added coordinator (full address required)
- Click the “X” after the email for delete

# Adding members to group (did not register account before)

Location: Congress system -> “Group” -> “Manage” -> Green “Manage” button on right hand side



# Adding members to group (no account)

Location: Congress system -> “Group” -> “Manage” -> Green “Manage” button on right hand side

## Import Members

After clicking “import member”

Please download the Excel form [here](#). After complete the form, copy and paste the data to the box below, then click [Submit].

### Send Registration Acknowledgement Email\*

select one

Select “Yes” if want to send an email to new registrant

*Required.*

### Password (Creating a password allows you to log back in and modify your registration.)\*

Apvrs2025

Create password for new registrant

### ExcelToArray\*

parse JSON ☒

*Invalid excel data., Required*

Submit

Cancel



# Adding members to group (no account)

Location: Congress system -> “Group” -> “Manage” -> Green “Manage” button on right hand side

## Import Members

Please download the Excel form [here](#). After complete the form, copy and paste the data to the box below, then click [Submit].

Send Registration Acknowledgement Email\*

select one

*Required.*

Password (Creating a password allows you to log back in and modify your registration.)\*

Apvrs2025

ExcelToArray\*

Download an excel template here to import new members

parse JSON ☒

*Invalid excel data., Required*

Submit

Cancel

# Adding members to group (no account)

Location: Congress system -> “Group” -> “Manage” -> Green “Manage” button on right hand side

	A	B	C	D	E	F
1	prefix	firstName	lastName	email	country	countryCode
2	Prof.	Test	Example	<a href="mailto:example@gmail.com">example@gmail.com</a>	Philippines	PH
3	Dr.	Test	Example	<a href="mailto:example@gmail.com">example@gmail.com</a>	Philippines	PH
4	Dr.	Test	Example	<a href="mailto:example@gmail.com">example@gmail.com</a>	Philippines	PH
5	Dr.	Test	Example	<a href="mailto:example@gmail.com">example@gmail.com</a>	Philippines	PH
6	Dr.	Test	Example	<a href="mailto:example@gmail.com">example@gmail.com</a>	Philippines	PH
7	Dr.	Test	Example	<a href="mailto:example@gmail.com">example@gmail.com</a>	Philippines	PH
8	Dr.	Test	Example	<a href="mailto:example@gmail.com">example@gmail.com</a>	Philippines	PH
9						
10						

Enter the details, then select all the filled cells and copy (Ctrl + C)

# Adding members to group (no account)

Location: Congress system -> “Group” -> “Manage” -> Green “Manage” button on right hand side

## Import Members

Please download the Excel form [here](#). After complete the form, copy and paste the data to the box below, then click [Submit].

**Send Registration Acknowledgement Email\***

select one

*Required.*

**Password (Create a new password or modify your registration.)\***

Apvrs2025

Paste all the data here

**ExcelToArray\***

prefix	firstName	lastName	email	country	countryCode
Prof.	Test	Example	example@gmail.com	Philippines	PH
Dr.	Test	Example	example@gmail.com	Philippines	PH
Dr.	Test	Example	example@gmail.com	Philippines	PH
Dr.	Test	Example	example@gmail.com	Philippines	PH
Dr.	Test	Example	example@gmail.com	Philippines	PH
Dr.	Test	Example	example@gmail.com	Philippines	PH

parse JSON ☒

Then click “Submit”

Submit

Cancel

# Adding members to group (already had account on their own)

You will NOT be able to add the members to the group.

Please contact secretariat at [christychow@apvrs.org](mailto:christychow@apvrs.org)

# Purchase Items

Location: Congress system -> “Group” -> “Manage” -> Green “Manage” button on right hand side

**Registration Group**[Back To List](#)

[Edit](#) [Member\(s\)](#) [Badges & Tickets](#) [Order\(s\)](#) [Item\(s\)](#)

All prices are quoted in USD

Badge

	Name	Price	Remarks
<input type="checkbox"/>	Ophthalmologists (Early Bird)	500.00	
<input type="checkbox"/>	Ophthalmologists (Local) (Early Bird)	130.00	
<input type="checkbox"/>	Ophthalmologists (countries/ tariff regions with GDP rankings 51 – 100) (nations ranked 51 - 100*) (Early Bird)	225.00	
<input type="checkbox"/>	Ophthalmologists (countries/ tariff regions with GDP rankings 101 or below*) (Early Bird)	175.00	
<input type="checkbox"/>	Residents/ Trainees (Early Bird)	225.00	Click <a href="#">here</a> for more details.
<input type="checkbox"/>	Residents/ Trainees (countries / tariff regions with GDP rankings 51 – 100) (Early Bird)	125.00	Click <a href="#">here</a> for more details.
<input type="checkbox"/>	Residents/ Trainees (countries/ tariff regions with GDP rankings 101 or below) (Early Bird)	95.00	Click <a href="#">here</a> for more details.
<input type="checkbox"/>	Residents/ Trainees (Local) (Early Bird)	80.00	Click <a href="#">here</a> for more details.
<input type="checkbox"/>	Senior Citizen/ PWD (Local) (Early Bird)	104.00	
<input type="checkbox"/>	Exhibitors (Early Bird)	120.00	
<input type="checkbox"/>	Healthcare Professionals/ Administrators (Early Bird)	225.00	
<input type="checkbox"/>	Trade Delegates (Early Bird)	300.00	

Guest Badge

	Name	Price	Remarks
<input type="checkbox"/>	Accompanying Spouses/ Partners or Guests (Early Bird)	90.00	A full-access badge is required before purchasing an accompanying person badge.

[Add to Cart](#)

## Badges & Tickets

- Select the items you wish to purchase
- (Do not have to consider quantity at the moment)
- Click “Add to Cart”

# Purchase Items

Location: Congress system -> “Group” -> “Manage” -> Green “Manage” button on right hand side

**Registration Group**

Back To List

EditMember(s)Badges & TicketsOrder(s)Item(s)

All prices are quoted in USD

Name	Price	Quantity	Discount	Sub-Total	Remarks
Ophthalmologists (Local)	130.00	<div>- 3 +</div>	0.00	390.00	
Ophthalmologists (countries/ tariff regions with GDP rankings 51 – 100)	225.00	<div>- 2 +</div>	0.00	450.00	
Total 840.00					

Check Out

After clicking “Add to Cart”

- Select the quantity, then “Check Out”

# Purchase Items

Location: Congress system -> “Group” -> “Manage” -> Green “Manage” button on right hand side

## Registration Group

Back To List

Edit

Member(s)

Badges & Tickets

Order(s)

Item(s)

All prices are quoted in USD

Name	Price	Quantity	Discount	Sub-Total	Remarks
Ophthalmologists (Local)	130.00	3	0.00	390.00	
Ophthalmologists (countries/ tariff regions with GDP rankings 51 – 100)	225.00	2	0.00	450.00	
Total 840.00					

Pay with Stripe

Pay Later

If you have already settled payment by bank transfer, please email the payment proof to the secretariat at [christychow@apvrs.org](mailto:christychow@apvrs.org).



# Assigning Badges

Registration Group

Back To List

Edit

Member(s)

Badges & Tickets

Order(s)

Item(s)

Name	Purchased	Assigned	Pending	Available	Action
Ophthalmologists	1	1	0	0	
Accompanying Spouses/ Partners or Guests	1	0	0	1	Assign
Ophthalmologists (Local)	3	1	0	2	Assign
Residents/ Trainees (Local)	3	0	0	3	Assign

## Items

Click “Assign” to assign the badges



# Assigning Badges

Quantity Available

Name		Purchased	Assigned	Pending	Available	
Residents/ Trainees (Local)		3	0	0	3	
	Code/ E-mail/ Name/ Country	Status/ Has Badge In Wallet		Assigned Items	Pending Qty	Remarks
	640176 [REDACTED]	joined (18/07) true		Ophthalmologists (Local) x 1	- 0 +	
	951145 [REDACTED]	joined (15/07) true		Ophthalmologists x 1	- 0 +	
	431167 [REDACTED]	joined (16/07) false			- 0 +	













Assign by clicking “+”

Click “Confirm”



Confirm Cancel

# Submitting Materials (Sponsors)

000006 Company Logo created	width: 500px, height: 500px, 150dpi (no bleeding) the logo should be put in middle vertically	07/10/2025	 Edit	 Upload File
Submission Deadline				
000007 Breaktime Ad created	3 minutes, in MP4	07/10/2025	 Edit	 Upload File
000008 Bag Insert created	maximum size A4, no more than 150 grams	07/10/2025	 Edit	 Upload File
000009 Product Catalogue created	less than 8 pages (no more than 150 grams per page)	07/10/2025	 Edit	 Upload File
000010 Full Color Ad created	Dimension (1 page): 11cm (W) x 18cm (H)	07/10/2025	 Edit	 Upload File
Requirements				
000011 Pop up ad created	Desktop and iPad (landscape mode): Image required size 1000px by 750px (150dpi) 1. no bleeding 2. please refer to font	07/10/2025	 Edit	 Upload File

# Submitting Materials (Sponsors)

**New Material**

**Description**

**Remarks**

**File**

**Upload**

Click “Upload” to choose file

**X**

Click “X” to cancel

material.000002.Breaktime%20Ad.1756369519052.mp4

**Submit** **Cancel**

Click “Submit” to confirm