

UPDATED WORKFLOW & PREFILL FUNCTIONS

Conference Registration & Payment Guideline

Version 2

19th International Forum on Ecological Civilization

Purpose of this update

This version explains the newly implemented automation that reduces repeated data entry, strengthens student and group-payment verification, generates a clear quotation before payment, and passes the calculated payment amount and available payer details to Flywire.

Main improvement	Registration information is reused during the payment process instead of asking the applicant to re-enter the same details wherever Flywire supports prefill.
Payment control	The correct payable amount is calculated on the registration website, shown on the quotation, and passed automatically to Flywire.
Verification	Student applicants must provide a Student ID number and upload a valid Student ID. Group applications identify the Key Person / Payer responsible for the full group payment.

1. Updated End-to-End Workflow

From registration to quotation and Flywire payment

- | | |
|----|--|
| 01 | Complete Registration
Applicant completes the registration form and selects the applicable category, registration fee option and required supporting information. |
| 02 | Automatic Validation
Group registrations require Key Person / Payer details. Student registrations require Student ID number and a valid Student ID upload. |
| 03 | Automatic Fee Calculation
The website applies Early Bird or Normal rates automatically. Group totals are calculated by participant quantity; student registrations receive the applicable 50% discount. |
| 04 | Conference Quotation
A quotation is generated before payment and clearly shows the rate type, unit rate, participant quantity and total amount payable. |
| 05 | Flywire Prefill
When Proceed to Flywire Payment is selected, the system passes the calculated amount and available payer details to Flywire. |
| 06 | Complete Remaining Flywire Fields
The applicant only completes information that Flywire still requires and that is not available from the conference registration form, such as address or other mandatory payment fields. |

Key result

Applicants now move through one connected workflow: registration details -> automatic fee calculation -> quotation -> Flywire payment. This reduces manual re-entry and helps ensure the payment amount matches the registration record.

2. Group Participant - Key Person / Payer Prefill

New payer details and participant-count workflow

02

Participation & Presentation

参会及发言信息

Participation Category / 参会身份 *

☐ Forum Speaker / 论坛发言人

☐ Individual Participant / 个人参会者

☒ Group Participant (minimum 3 people) / 集体参会者 (至少三人)

☐ Student / 学生

Group Participant Names / 集体参会者姓名

The primary registrant is counted as one group member. Please enter at least 2 additional participant names to meet the minimum group size of 3. You may add up to 10 additional participants.
主要注册人计为一名团体成员。请至少填写另外2名参会者姓名，以满足至少3人的团体要求。最多可填写10名额外参会者。

Key Person / Payer Name / 主要付款人姓名 *

The key person must make one full payment for all members listed in this group. / 主要付款人必须一次性支付本团体所有成员的全部费用。

Key Person / Payer Email / 主要付款人电子邮箱 *

This email will be pre-filled on the Flywire payer-information page. / 此邮箱将预填至 Flywire 付款人资料页面。

Key Person / Payer Mobile (include country code) / 主要付款人手机号码 (包括国家代码) *

e.g. +60123456789
This number will be passed to Flywire where supported. / 此号码将在 Flywire 支持的情况下自动预填。

Participant Name 1 / 参会者姓名 1 *

Participant Name 2 / 参会者姓名 2 *

Participant Name 3 / 参会者姓名 3

Participant Name 4 / 参会者姓名 4

Participant Name 5 / 参会者姓名 5

Participant Name 6 / 参会者姓名 6

Participant Name 7 / 参会者姓名 7

Participant Name 8 / 参会者姓名 8

Participant Name 9 / 参会者姓名 9

Participant Name 10 / 参会者姓名 10

Flywire Payment Prefill / Flywire 付款资料预填

After the quotation is generated, the system will pass the calculated amount together with available payer details (name, email and mobile number) to Flywire to reduce repeated data entry. / 报价单生成后，系统会把计算后的付款金额及可用的付款人资料 (姓名、电邮和手机号码) 传至 Flywire，以减少重复填写。

Figure 1. Group Participant workflow with Key Person / Payer contact details and participant-name fields.

How it works	Why it is important
<ul style="list-style-type: none">• Selecting Group Participant reveals Key Person / Payer Name, Email and Mobile Number fields.• The Key Person is identified as the person responsible for one full payment for all group members.• The participant-name list determines the total group quantity used in the quotation calculation.• Available Key Person details are passed forward to Flywire to reduce repeated data entry.	<ul style="list-style-type: none">• Creates a clear record of who is responsible for the group payment.• Supports accurate quantity-based fee calculation for groups.• Reduces the chance of using the wrong applicant details as the payer information.• Makes the payment process faster for group organisers.

3. Student Verification

Student ID number + supporting document

Student Verification / 学生身份验证

A valid student ID number and supporting Student ID upload are required to receive the 50% student discount. / 享有学生五折优惠须填写有效学生证号码并上传学生证。

Student ID Number / 学生证号码 *

The system will also try to pre-fill the matching Flywire field where supported.
/ 系统将在 Flywire 支持的情况下自动预填对应字段。

Upload Valid Student ID / 上传有效学生证 *

Choose file

No file chosen

JPG, PNG or PDF. Max 5 MB.

Which forum(s) do you plan to attend? / 您计划参加哪个论坛? *

Figure 2. Student Verification section requiring both Student ID Number and supporting Student ID upload.

How it works	Why it is important
<ul style="list-style-type: none">• Selecting Student opens the Student Verification section.• A Student ID Number is required.• A valid Student ID image or PDF must also be uploaded for verification.• The student registration receives the applicable 50% discount after the required verification information is provided.	<ul style="list-style-type: none">• Provides evidence that the applicant is eligible for the student rate.• Reduces misuse of the student discount.• Keeps the verification information attached to the conference application record.• The Student ID number can also be used for payment-field mapping where Flywire supports a matching field.

4. Conference Quotation

Generated automatically before payment

HELP UNIVERSITY · REGISTRATION FEE & PAYMENT

Conference Quotation / 会议报价单
19th International Forum on Ecological Civilization

QUOTATION NO.
QT-EC2026-104481

REGISTRATION REFERENCE
EC2026-104481

APPLICANT
Kumaran Muniandy

QUOTATION DATE
2026-09-28

Participation Category	Group Participant (minimum 3 people) / 集体参会者 (至少三人)
Registration Option	Group with 3 or more / Participants from Applied Anthroposophy Conference Malaysia 2026
Rate Type	Early Bird - on and before 23 October 2026
Payer / Key Person	Kumaran
Payer Email	dioeye@gmail.com
Payer Mobile	+60162244359
Quantity	6 participant(s)
Unit Rate	MYR 900 / USD 225

TOTAL AMOUNT PAYABLE

MYR 5,400

USD 1,350 (reference equivalent based on the published registration fee table)

Download Quotation as PDF

Proceed to Flywire Payment

Please make the payment with the amount shown on this quotation. The MYR amount is pre-filled and locked. Available payer details (name, email and mobile) are also passed to Flywire automatically to reduce repeated data entry.

For group registrations, the Key Person / Payer must make the full payment for all members listed in the group.
Please keep this quotation for your records.

Figure 3. Conference Quotation showing payer details, quantity, unit rate and total amount payable.

How it works

- The applicant no longer goes directly to Flywire after submitting the registration form.
- The system first generates a Conference Quotation using the application details and applicable pricing rules.
- The quotation displays registration reference, rate type, payer details, quantity, unit rate and total amount payable.
- The applicant can download the quotation as a PDF or proceed to Flywire payment.

Why it is important

- Gives the applicant a clear amount to review before paying.
- Creates a downloadable record for reimbursement, internal approval or personal records.
- Makes group-payment calculations transparent.
- Provides a traceable link between the registration record and payment stage.

5. Flywire - Automatic Payment Amount

Calculated amount is passed from the quotation

Your payment

HELP University - Tuition receives

RM	Amount *
	5,400.00

Amount will be formatted in the destination currency, in this case Malaysian Ringgits, i.e. 10,000.00 for ten thousand MYR.

The payment will come from

Country or region *
United States ▾

Choose where your bank account, card, or payment wallet is based. This helps us show available payment methods.

Next →

HELP University - Tuition partners with Flywire

Pay securely. HELP University - Tuition receives your payment in MYR with no hidden fees.

Why use Flywire?

 **Real-time payment tracking**
See your payment status every step of the way, we keep you informed.

 **No hidden fees**
See your total before you commit. The amount you confirm is what you pay.

 **Get help anytime, in your preferred language**
Our global team supports payers in English, Hindi, Mandarin, and many more.

 Encrypted, verified, and secure payments, trusted by millions.

Figure 4. Flywire payment page showing the automatically supplied total amount.

How it works	Why it is important
<ul style="list-style-type: none">• When Proceed to Flywire Payment is clicked, the calculated MYR amount is sent to the Flywire payment link automatically.• The applicant sees the same amount that appeared on the Conference Quotation.• The applicant then selects the payment-origin country and continues with Flywire payment options.	<ul style="list-style-type: none">• Prevents applicants from manually entering a different payment amount.• Reduces payment mismatches between registration records and Flywire transactions.• Supports a more controlled and consistent payment process.

6. Flywire - Payer Details Prefill

Available registration data is reused on the payer-information page

Payer information

Please provide the details of the person whose card/bank account will be used to pay.

(*) required field

Email * dioeye@gmail.com	First name * Kumaran
Middle name	Family name *
Address 1 *	Address 2
City *	State / Province / Region *
Zip code / Postal Code	+ 60 ▾ Phone number * 162244359

☐ Receive text notifications on your payment status

☒ I would like to receive emails from Flywire about future discounts, promotions and offers

☐ I have read, understand, and agree to the Flywire [Terms of Use](#) and [Privacy Policy](#)

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Figure 5. Flywire payer-information page with available details already pre-filled from the conference registration.

How it works	Why it is important
<ul style="list-style-type: none">• The system now passes available payer information from the conference registration to Flywire.• This includes details such as payer email, name and mobile number where Flywire supports the corresponding fields.• For group registrations, the Key Person / Payer details are used instead of the main applicant details.• Applicants complete only the remaining mandatory Flywire fields that are not available from the registration form.	<ul style="list-style-type: none">• Reduces repeated typing and improves the applicant experience.• Lowers the risk of inconsistent email, phone or payer information between the registration record and payment record.• Maintains the correct payer identity for group registrations.• Works without requiring access to Flywire's backend; the conference website passes supported values through the payment link.

7. Automatic Pricing & Control Rules

How the system decides the quotation amount

Rule	System behaviour
Early Bird Rate	Applied automatically to registrations made on or before 23 October 2026.
Normal Rate	Applied automatically after 23 October 2026.
Group Participant	The relevant group rate is multiplied by the total number of participants recorded in the application. The Key Person / Payer makes one full payment for the group.
Student	The selected registration option receives the applicable 50% student discount, subject to Student ID verification.
Quotation	The calculated amount is shown clearly before payment and can be downloaded as a PDF.
Flywire	The calculated MYR total and available payer details are passed to Flywire. Remaining Flywire-required fields must still be completed by the payer.

Why this update matters

The updated workflow makes the registration and payment journey easier to follow, reduces duplicate data entry, improves the accuracy of payer information, provides a formal quotation before payment, and helps ensure that the amount paid through Flywire matches the amount calculated from the conference registration.

Implementation note

Flywire remains a third-party payment platform. The conference website does not require backend access to Flywire for these functions. It calculates the registration fee locally and uses Flywire-supported payment-link parameters to pass the amount and available payer details into the payment journey. Fields that Flywire does not support for prefill, or that are not collected in the conference form, still need to be completed by the payer on Flywire.