



# Instructions for Registration and Payment

## SEASON 2025

|                   |  |
|-------------------|--|
| <b>Conference</b> | SEASON 2025 – Conference of the Search Engines and Society Network |
| <b>Dates</b>      | September 24–25, 2025  |
| <b>Location</b>   | Hamburg University of Applied Sciences                             |
| <b>Links</b>      | <a href="#">SEASON 2025</a> , <a href="#">SEASON Website</a>       |

### Introduction

This document provides step-by-step instructions to register for the conference and pay via different possible options.

If you have **already registered** and would only like to pay, you may skip to the [‘Payment’](#) section.

### Registration

#### Step 1: Accessing EasyChair

Go to the conference page here: [SEASON 2025](#). The page as in [Figure 1](#) should show up. Click on the ‘log in’ button at the top right of the page.



Figure 1: Login button on Conference Page



## Step 2: Log in or register

If you already have an EasyChair account, you can log in directly on this page.

If you are new to EasyChair, you can create a new account by clicking on 'Create Account' in this step. You will be redirected to the form as shown in the screenshot. You will then get a confirmation code on your email, which you can put in and log in to your new EasyChair account. You can access the conference page here: [SEASON 2025](#).

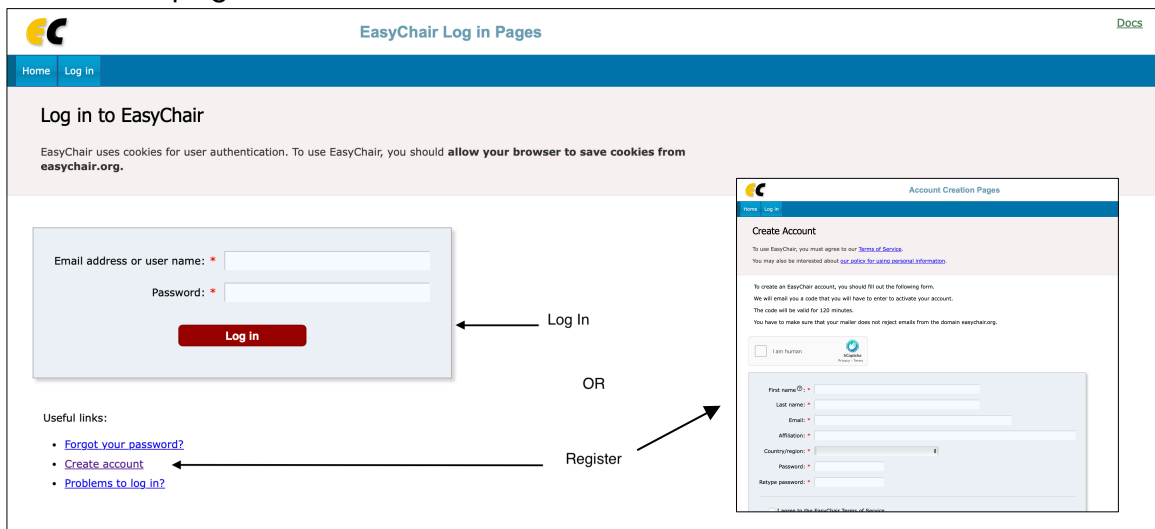


Figure 2: Login or Register

## Step 3: Conference Registration

For conference registration, under 'Registration', click on 'registrant/attendee'.

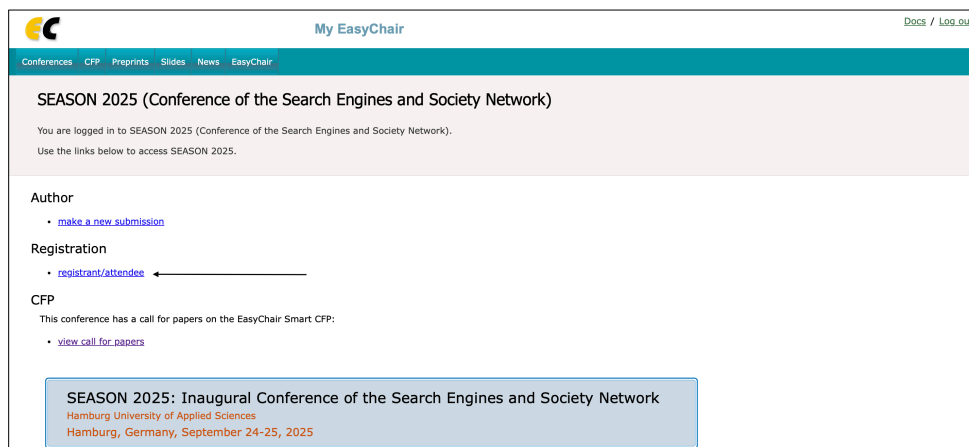


Figure 3: Access Conference Page



## Step 4: Begin Registration Process

On the following page, you can begin the registration by clicking on 'Register yourself'.

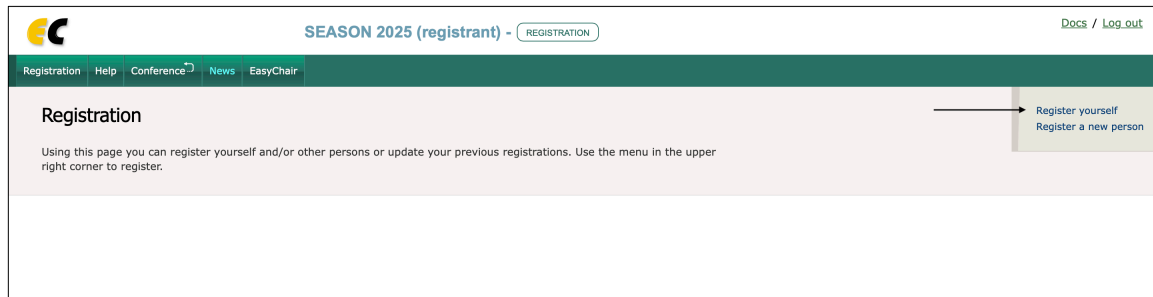


Figure 4: Begin registration process

## Step 5: Filling in Details

Fill out your details, as below, on the page and click on 'Save personal data'.

A screenshot of the SEASON 2025 registration page, specifically the "Register Yourself" section. The page has a green header with the SEASON logo on the left and "SEASON 2025 (registrant) - REGISTRATION" in the center. On the right of the header, there are links for "Docs" and "Log out". Below the header is a navigation menu with "Registration", "Help", "Conference", "News", and "EasyChair". The main content area has a light pink background and is titled "Register Yourself". It contains a paragraph of text: "To register yourself, you should first fill out the following form with your personal information. After that you will be asked to fill out a form with the registration-relevant information." Below this text is a light blue form with the following fields: "First name\*", "Last name\*", "Badge name\*", "Email\*", "Affiliation\*", "Phone:", "Address, line 1:", "Address, line 2:", "City:", "Post code:", "Country/region:" (with a dropdown arrow), and "Organization VAT number:". At the bottom of the form is a red button labeled "Save personal data".

Figure 5: Filling in Details

## Step 6: Registration Type

On the following page, choose your registration type and click on 'Save data'.



SEASON 2025 (registrant) - REGISTRATION

Registration Help Conference News EasyChair

### Registration for SEASON 2025: Step 2

Your personal data have been saved. To complete the registration you should also fill out the form below.

This part of the registration form contains all information not included in the personal information part. If you have any questions about this part, please contact the organizers of SEASON 2025.

**Registration type.** \* Select the registration type.

regular registration

student registration

Save data

Figure 6: Registration Type

## Step 7: Proceed to Payment

Once you have been successfully added as an attendee, check your personal data and then proceed to payment by clicking on the red 'Pay Registration' button to complete your registration.

If you need to make any changes to your personal data, click on 'Update Registration'.

SEASON 2025 (registrant) - REGISTRATION

Registration Help Conference News Alerts EasyChair

### Registration Data

The registration data is shown below.

To **change** any information, click "Update registration".

This registration will be **automatically deleted** on 2025-07-03 09:50 UTC unless the registration fee is paid before.

The attendee has been added.

Pay Registration

**Personal Data**

First name:  
Last name:  
Badge name:  
Email:  
Affiliation:  
Phone:  
Address, line 1:  
Address, line 2:  
City:  
Post code:  
Country:  
VAT number:

Update registration  
Download invoice  
Pay

Figure 7: Pay Registration



## Payment

After registering, there are three options for completing the payment: pay online now, download a payment link (for a link to be generated for online payment being done by someone else), or apply for permission to pay by wire transfer. This section will provide brief instructions to go through with each step.

If you did a new registration right now, you may skip to [Step 5](#) of this section.<sup>(1)</sup>

If you are a pre-registered user, and you only want to pay, use steps 1-4 of this section to navigate back to the 'Pay Registration' button.

(1) Using the steps above, you should already have access to the red 'Pay Registration' button. Steps 1-4 are intended for users who had already registered earlier and need help navigating back to the payment page.

**Note:** Online payment is the standard method, while wire transfer needs to be applied for and then approved by the organizing team. Only those who cannot pay online (e.g., due to institutional policies) should apply for a wire transfer.

### Step 1: Access the Conference Page on EasyChair

Login to EasyChair, then go to [SEASON 2025](#) and select the conference 'SEASON 2025'

The screenshot shows the EasyChair website interface. At the top, there is a navigation bar with 'My EasyChair' and 'Preprints It's easy!!!'. Below this, there is a 'My Conferences' section. The page contains a table with the following data:

| Acronym     | Name   |
|-------------|--|
| SEASON 2025 | Conference of the Search Engines and Society Network |

An arrow labeled '1' points to the 'SEASON 2025' acronym in the table.

Figure 8: Access the conference on EasyChair



## Step 2: Navigate to the Registration Section

On the conference homepage, under Registration, click on 'registrant/attendee'.

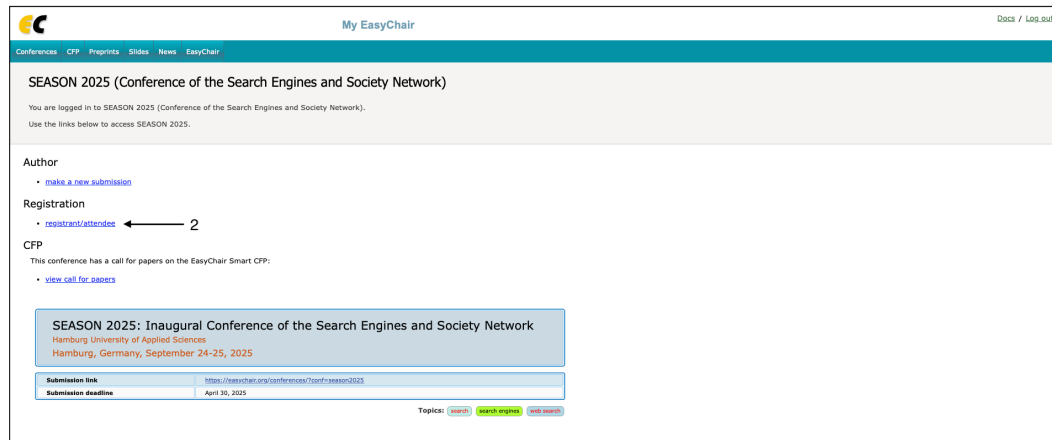


Figure 9: Navigating to the Registration Section

## Step 3: View Your Registration Details

In your registration summary, click on the magnifying glass icon under the 'View' column.

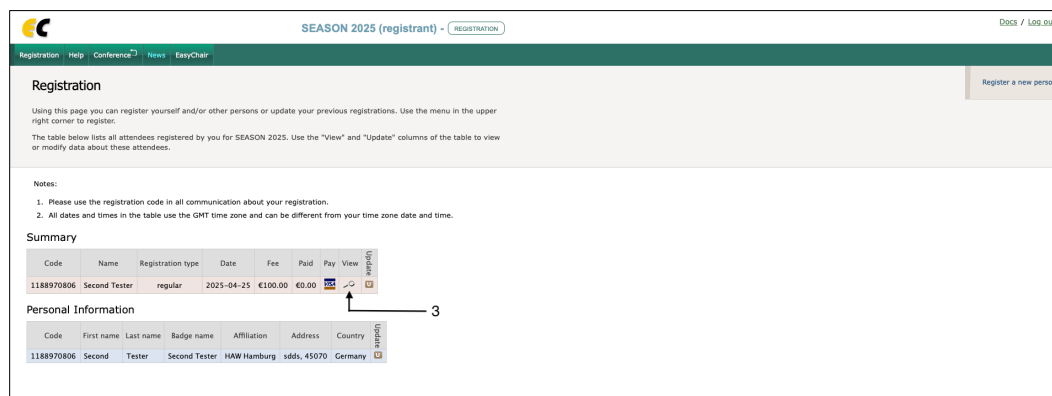


Figure 10: View Your Registration Details

## Step 4: Accessing the Payment Page

Click on the red 'Pay Registration' button on the registration details page. This should take you to the page with the three payment methods listed, as in [Figure 12](#).

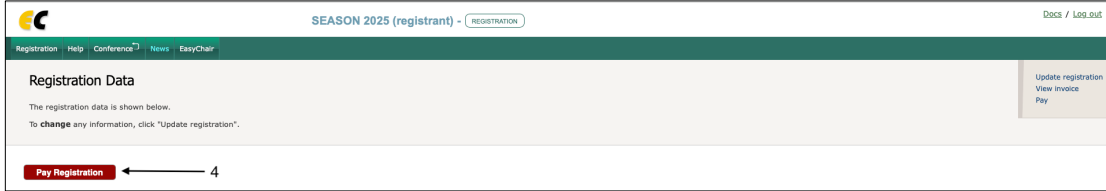


Figure 11: Accessing the Payment Page

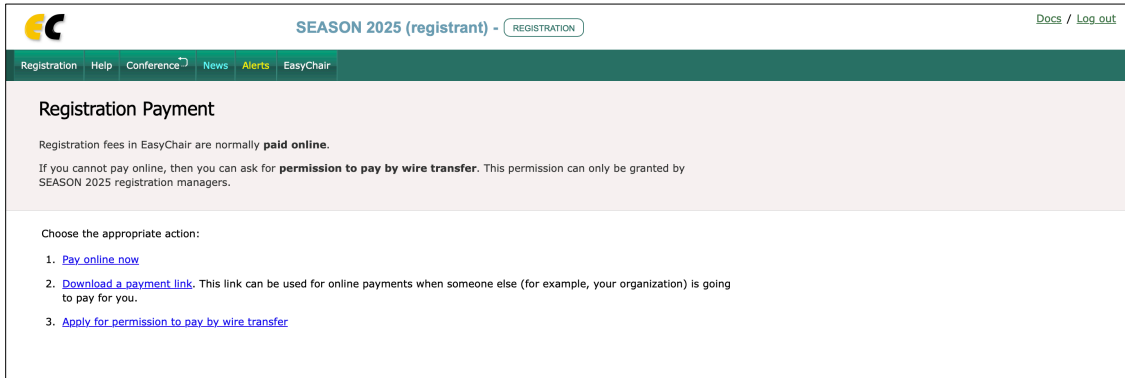


Figure 12: Payment Page with Options

## Step 5: Payment Options

Choose **one** of three payment options provided below:

### Option 1: Pay online now

If you choose "pay online now" from the above 3 options, you will see the page below in [Figure 13](#). Click on the "pay online" button.

You should now be able to see the payment page, as in [Figure 14](#), where you can fill in your details and complete your payment!

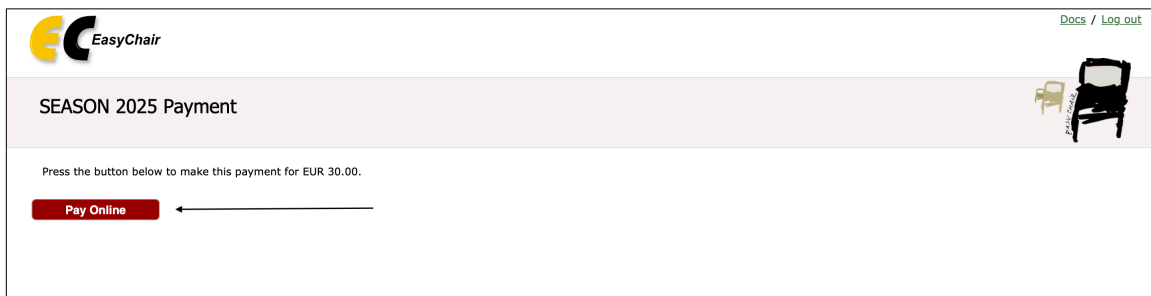


Figure 13: 'Pay online' button



← EasyChair Ltd

registration payment for SEASON 2025 through EasyChair

€30.00

EasyChair

Apple Pay [Pay with link](#)

Or

Email  
email@example.com

Payment method

Card information  
1234 1234 1234 1234

MM / YY CVC

Cardholder name  
Full name on card

Billing address  
Germany

Address

Enter address manually

Save my information for faster checkout  
Pay faster on EasyChair Ltd and everywhere Link is accepted.

Pay

Powered by stripe | [Terms](#) [Privacy](#)

Figure 14: Online Payment Page

### Option 2: Download a payment link

This option is used for online payments when someone else (for example, your organization) is going to pay for you.

You should copy the generated link and pass it to the payer. For security reason, in addition to the link, the payer will also have to enter the attendee's last name.

SEASON 2025 (registrant) - REGISTRATION [Docs](#) / [Log out](#)

[Registration](#) [Help](#) [Conference](#) [News](#) [Alerts](#) [EasyChair](#)

### Registration Link

This page should only be used if someone else (for example, your organization) is going to pay your registration online by a credit card. **If you are going to pay yourself, do not use this page.**

You should copy the link below and pass it to payer. For security reason, in addition to the link, the payer will also have to enter the attendee last name, that is **Tester**. The link to the registration is

[https://easychair.org/register/pay\\_registration?attendee=10](https://easychair.org/register/pay_registration?attendee=10)



### Option 3: Apply for permission to pay by wire transfer

If you choose the option 'Apply for permission to pay by wire transfer', you will see the page as below in [Figure 15](#) where you must fill in the reason for your application. Then you can click on 'Apply'.

You will then have wait for your request to be approved by the organizing team, after which you can pay through this method.

A screenshot of a web application interface. At the top left is a logo with the letters 'EC'. To its right is the text 'SEASON 2025 (registrant) - REGISTRATION'. Further right are links for 'Docs' and 'Log out'. Below this is a navigation bar with links for 'Registration', 'Help', 'Conference', 'News', 'Alerts', and 'EasyChair'. The main content area has a title 'Application for Permission to Pay Offline'. Below the title is a paragraph: 'Using this page you can apply for permission to pay by wire transfer instead of paying online. Your application will be sent to the relevant registration managers and they will decide whether it should be approved or rejected.' Below this is the instruction 'Use the following form to apply.' The form itself is a light blue box containing the text 'Please provide a justification of why you cannot pay online.' followed by a large, empty text input field. To the left of the input field is the label 'Justification: \*'. At the bottom center of the form is a red button with the text 'Apply'.

Figure 15: Apply for Wire Transfer