

Contest Registration Process

Our ordering system has changed and we hope this detailed order example will make our users more comfortable with the contest ordering process.

The major change is the implementation of a third party to do the credit card processing. This means that when users are ordering online with their credit card, the University of Waterloo no longer processes the credit card information. The credit card information will be processed immediately through a reputable third party electronic payment processing company called Beanstream. The transaction will show up as "University of Waterloo-CEMC" on your credit card statement.

Information you need before you register:

1. **School Number and Password** – This is confidential information that is mailed out in September to the "Head of Math" at schools who have previously registered for one or more of our contests. This nine-digit number and password is used for registration and obtaining results so keep it handy. If you are the Contest Manager and cannot locate your School Number and Password, click on the "Don't have or forgot your school number or password?" link below the "Enter Secure Site to Register for Contests" button on the Registration page for ways to get this information.
2. **Purchase Order Number** if your school or school board requires this information on your invoice.
3. **Credit Card** information including the *Card Number*, *Expiration Date* and *CVD number*, (Card Verification Digits).

Most credit cards now include a 3 or 4 digit verification number (CVD number), which is not part of the regular credit card number. The CVD seeks to ensure that the purchaser has the physical card in hand when placing a phone, mail, or Internet order, and to verify that the card account is legitimate. The number is not contained in the magnetic strip information nor does it appear on sales receipt.

The location of these codes on Visa, MasterCard or American Express Credit Cards is illustrated below.

What is the Card Security Code?

The Card Security Code is an additional security measure printed on all credit cards.

Here's how to find it on your card:

Visa, MasterCard, Discover Cards:

3-digit, non-embossed number printed on the signature panel on the back of the card immediately following the card account number.



Card ID #



Card ID #

Amex Card:

4 digit, non-embossed number printed above your account number on the face of your card.



Card ID #

Registration Process

Step 1: Click on the Registration button titled “Enter Secure Site to Register for Contests”.

The screenshot shows the University of Waterloo logo on the left. To the right is a search bar with 'Search CEMC' and 'Search UW' options. Below the search bar is the text 'The CENTRE for EDUCATION in MATHEMATICS and COMPUTING'. A navigation menu on the left includes 'CEMC Home', 'Mathematics and Computing Contests', 'Registration', and 'Preparation'. The main content area is titled 'Mathematics and Computing Contests' and features a 'Registration' section with a button labeled 'Enter Secure Site to Register for Contests'. A mouse cursor points to this button. Below the button is a link: 'Don't have or forget your school number or password?'. On the right side, there are links for 'Gauss Contests', 'Pascal, Cayley and Fermat Contests', and 'Fryer, Galois and Hypatia'.

Step 2: On the next page, enter your confidential School Number and Password. Click on the “Login/Ouvrir une session” button.

The screenshot shows the 'Registration' and 'Inscription' sections. The 'Registration' section contains the text: 'The form below can be used by teachers to register for contests.' followed by a link: 'Don't have or forget your school number or password?'. The 'Inscription' section contains the text: 'Le formulaire ci-dessous peut être utilisé par les professeurs afin de s'inscrire aux concours.' followed by a link: 'Vous n'avez pas ou vous avez perdu votre numéro d'école et mot de passe?'. Below these sections are two input fields: 'School Number' with the value '123456789' and 'Numéro d'école', and 'Password' with the value '*****' and 'Mot de passe'. A button labeled 'Login / Ouvrir une session' is at the bottom, with a mouse cursor pointing to it.

Step 3: a) On the next page, verify that the School Address Information is accurate.

The screenshot shows the 'Update School Information' page. It contains the text: 'If any of the following address information is incorrect please contact our office at 519-888-4808 and we will be happy to update our records. For personnel information, please update the information using the form below.' Below this is the 'School Address Information' section with the following details:

Number:	123456789		
Name:	University of Bug Testing		
Phone Number:	519-885-4808		
Fax Number:	519-746-6592		
Address:	200 University Avenue W.		
P.O. Box:	P.O. Box 12345		
City:	Waterloo	Province:	ON
Country:	Canada	Postal Code:	N2L 3G1
Language:	English	Grade Level:	Secondary

b) Make changes to the School Personnel Information and click the “Update and Order Contests” button as shown below.

School Personnel Information

Principal	<input type="text" value="Ian VanderBurgh"/>
Head of Math First Name	<input type="text" value="Terry"/>
Head of Math Last Name	<input type="text" value="Bae"/>
Head of Math e-mail	<input type="text" value="thbae@uwaterloo.ca"/>
Head of Comp. Sci	<input type="text" value="Jeff Dunnett"/>

Step 4: This will take you to a new page.

a) Choose the Contest you wish to order.

Note: Current orders are listed in the chart if you have already ordered one or more of our contests. The payment status is also displayed.

University of Bug Testing

Register for a Contest

[Canadian Computing Competition / Concours canadien d'informatique](#)
[Euclid Contest / Concours Euclide](#)
[Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatie](#)
[Gauss Contest / Concours Gauss](#)

Current Orders

Contest	English	French	Modify
Euclid	2	0	Edit Delete

Total: \$29.00
Order Number: 71130
Date ordered: February 16, 2011
Date shipped: N/A

Step 5: The contest registration page will appear next.

a) The contest manager's First and Last name and email address.

Contest Registration

Euclid Contest / Concours Euclide

The Canadian Mathematics Competition extends to you an invitation to enter your students in the 35th annual Euclid Contest. The Contest is designed primarily for students in their final year of secondary school, but should also be considered for students in lower grades. The aim of the competition is to provide students with an opportunity to develop their mathematical problem solving ability.

Order Date: 22/10/08
School Number: 123456789
School Name: University of Bug Testing

First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Email	<input type="text" value="jdoe@uofbugtesting.ca"/>

b) Choose the payment method.

There are 3 options;

- i) Credit Card, (we accept Visa, MasterCard or American Express)
- ii) Invoice
- iii) Purchase Order (Purchase Order Numbers are not a requirement by the CEMC but is required by some schools or school boards.)

After you choose the Payment Method, you **MUST press the "Set" button** even if you are using the default, (Credit Card).

Please select the payment method and press the "Set" button.

Payment Method:

PO Number:

Please select the payment method and press the "Set" button.

Payment Method:

PO Number:

Please select the payment method and press the "Set" button.

Payment Method:

PO Number:

c) If you choose "Purchase Order" as form of payment you must choose one of the following options: "Bill to School" or "Bill to Board".

Please select the payment method and press the "Set" button.

Payment Method:

PO Number:

Bill To School Bill To Board

If you choose “Bill to Board” and the following message appears on top of the page...

Our database does not have your Board mailing address. Please contact us at 1-519-888-4567 ext 38295 for further assistance.

...you will need to contact us. Once the CEMC has added your boards mailing address to our system you can then re-start your online order.

If the above message does not appear, you may continue with your order.

d) Select the amount of English and/or French contests and press “Next”

Contest	English	French
Euclid	<input type="text" value="5"/>	<input type="text" value="5"/>

Charges for this contest:
\$14.00 per contestant
15 % shipping outside Canada

Step 6: This takes you to a new page where you review that your order is correct.

Payment by Invoice or Purchase Order Number sample below

a) The payment method on the Order confirmation page will show the Invoice or Purchase Order and the Purchase Order option will show the Purchase order number.

Contest Order Confirmation

Please confirm that the information below is correct.

Order Date	13/07/11
Contest	Euclid Contest / Concours Euclide
School Number	999999919
School Name	University of Bug Testing
First Name	john
Last Name	Smith
Email	john.smith@math.uwaterloo.ca
Payment Method	Invoice
Purchase Order	
Subtotal	\$140.00
Tax	\$0.00
Shipping	\$5.00 (GST/HST R119260685)
Total	CAD \$145.00

Contest	English	French
Euclid	5	5

b) An invoice will be sent to you after the contests have been shipped.

c) **Note:** Invoices are now paid to the “University of Waterloo”. For questions about your invoice please contact the finance department. 519-888-4567 ext. 37131 or 37130

Payment by Credit Card Option (Confirmation Screen)




a) Click “Make Credit Card Payment”

Contest Order Confirmation

Please confirm that the information below is correct.

Order Date	13/07/11
Contest	Euclid Contest / Concours Euclide
School Number	999999919
School Name	University of Bug Testing
First Name	John
Last Name	Smith
Email	john.smith@math.uwaterloo.ca
Payment Method	Credit Card
Purchase Order	
Subtotal	\$70.00
Tax	\$0.00
Shipping	\$5.00 (GST/HST R119260685)
Total	CAD \$75.00

Contest	English	French
Euclid	5	0

The University of Waterloo and Centre for Education in Mathematics and Computing (CEMC) has an agreement with [Beanstream](#) for processing credit card information. The University of Waterloo and the CEMC will not collect or retain your credit card information. When you press the **Make Credit Card Payment** you will be redirected to the Beanstream site, where you will be prompted for credit card information.

Please review our [data privacy policies](#) and [terms and conditions](#). We also ask you to review The University of Waterloo's [Information and Privacy](#) policies.

For more information feel free to contact the CEMC at:

CEMC
University of Waterloo, MC 5104
200 University Avenue West
Waterloo, Ontario, Canada N2L 3G1
Phone: 519 888 4808
Fax: 519 746 6592
Email: cmc@uwaterloo.ca

The CEMC does not offer refunds, returns or cancellations of any kind at this time.

b) A new page will prompt you for your credit card information.

Enter “Name on card:”
Choose “Credit Card Type:”
Enter “Credit Card Number:”
Pick “Expiration Date:” month and year
Enter “Credit Card CVD:” (this is explained on the site and on page one of this document.)

- c) Once information is entered and reviewed, click the “Submit Payment” button.
Your card information is processed immediately through Beanstream. (Processing may take a minute.)

CEMC - Credit Card Payment Form

Address Information

Name: John Doe
Phone Number: 519-888-4808
Address Line 1: 200 University Avenue W. , P.O. Box 123
Address Line 2:
City: Waterloo
Province/State: Ontario
Postal/Zip Code: N2L 3G1
Country: Canada
Email: jdoe@someplace.ca

Payment Information

Invoice/Order Number: 7545
Amount: \$125.00 CAD
Name on card:
Credit Card Type: VISA
Credit Card Number:
Expiration Date: 01 / 2008
Credit Card CVD: [What's this?](#)

- d) Successful transactions will look like below.

Contest Order Confirmation

Thank you John Doe your credit card transaction has been approved.

Transaction Auth. Code:	TEST
Transaction Card Type:	Visa
Transaction Amount:	\$125.00
Transaction Date:	10/23/2008 2:35:43 PM

You should receive a receipt for this transaction shortly.

[Place another order](#) [Logout](#)

- e) Users can “Place another order” or “Logout” at this point.

A receipt is emailed to the user. If you did not get a receipt, log back in make sure your order and payment show under “Current Orders” shown on page 2 of this document. (Example next page)

Credit Card Payment SAMPLE Receipt



The Centre for Education in Mathematics and Computing

CEMC
 Faculty of Mathematics
 University of Waterloo (MC 5181)
 Waterloo ON N2L 3G1
 Canada

Telephone: 1 (519) 888-4808
 Fax: (519) 746-6592
 Website: <http://cemc.uwaterloo.ca>
 Email: cmc@math.uwaterloo.ca

Receipt

School #
 123456789

Receipt Date
 Oct 23, 2008

Sold To:

University of Bug Testing
 Att: Re: Terry Bae
 200 University Avenue W. , P.O. Box 12345
 Waterloo ON N2L 3G1
 Canada

Phone: 519-888-4808
 Fax: 519-746-6592

Order Number	Quantity	Description	Unit Price	Amount
7168	10	Euclid Contest	\$ 12.00	\$ 125.00
Order Date: Oct 23, 2008, P.O. #: , Amount includes \$ 5.00 entry fee.				

Tran. Amount	Tran. Date	Card Type	Trans. Id	Card Holder	Trans. Auth. Code	Trans. Type
\$125.00	10/23/2008 2:35:43	Visa	10000332	John Doe	TEST	P

In Canada, 5% GST (R#119260685) is added to the price of Gauss Contest orders placed on/after Jan 1st 2008. 6% GST (R#119260685) is added to the price of Gauss contest orders placed before Jan 1st 2008.

Gauss minimum order of \$20.00

The CEMC does not offer refunds, returns or cancellations of any kind at this time.

Subtotal	\$ 125.00
GST	\$ 0.00
Shipping	\$ 0.00
Adjustment	\$ 0.00
Amount Paid	\$ 125.00

PLEASE PAY THIS AMOUNT CAD \$ 0.00

Unsuccessful Credit Card Transaction

Contest Order Confirmation

We're sorry John Doe your credit card transaction has been declined. The following reason was given:

DECLINE

Please try to register again!

[Try to place order again](#) [Logout](#)

If you get this message, the order must be re-entered. Order and Payment have been declined.

Step 7: Conclusion:

Once you click confirm, a new screen will appear and the message "Order Successfully Submitted" will show at the top of the next screen. You can continue to order more contests or "logout".

Order Successfully Submitted.

University of Bug Testing

Register for a Contest

- [Canadian Computing Competition / Concours canadien d'informatique](#)
- [Canadian Senior and Intermediate Mathematics Contests / Concours canadiens de mathématiques sénior et intermédiaire](#)
- [Euclid Contest / Concours Euclide](#)
- [Fryer, Galois, Hypatia Contests / Concours Fryer, Galois, Hypatie](#)
- [Gauss Contest / Concours Gauss](#)
- [Pascal, Cayley, Fermat Contests / Concours Pascal, Cayley, Fermat](#)

Current Orders

Contest	English	French	Modify
Euclid	5	5	Edit Delete
Total: \$145.00 Order Number: 61519 Date ordered: July 13, 2011 Date shipped: N/A			
Pascal	5	0	Edit Delete
Cayley	5	0	Edit Delete
Fermat	5	0	Edit Delete
Total: \$65.00 Order Number: 61521 Date ordered: July 13, 2011 Date shipped: N/A			

[Go Back](#)

[Logout](#)