Instructions for the RDA P23 Registration Process

The RDA P23 is using a registration system from the local hosts of P23, the Universidad de Costa Rica. Despite all efforts to simplify the registration process, there are some fields in the system that may seem out of the ordinary. The system’s translation into English might also be not accurate. We kindly ask you for your understanding. All information will be kept confidential.

Please consult the registration steps with images listed below.

The process:

The RDA P23 registration requires two steps: 1) Create an account. 2) Register.

Step 1: Create an account:

Create an account by clicking this link [https://RDAP23.fundacionucr.org](https://RDAP23.fundacionucr.org)

1. Follow the link ‘¿No tienes una cuenta todavía? Regístrate’ if you don’t have an account.

2. Complete your personal information.

The page is listed in Spanish and English. To select a language of your choice, please navigate to the top right corner.
3. ‘Type of Identification and ID or Passport’ form fields

**Please note:** ID / Passport number is required to comply with the Costa Rican National Billing Regulations. You won't be required to present your ID during the registration check-in on the day. Personal data will be kept confidential and will be removed after the P23.

4. Submit dietary requirements or accessibility needs in the field: ‘Chronically ill or allergic? It requires medication? Specify’.
Please note: The RDA P23 organizers only need to collect any dietary or accessibility requirements you might have. If you have any specific questions or concerns about your situation please contact the RDA P23 organizers at PLENARY23.RDA@ucr.ac.cr. All information will be kept confidential.

5. ‘Invitation’ form field
Please only tick the box next to ‘Invitation’ if you require an official invitation letter (e.g., for a visa purpose). You will be contacted separately after the registration is complete.

6. Once your personal information is filled in, please click the ‘Submit’ button.
Please note: We are aware that there are some limitations to the available options under some fields, but unfortunately due to the static nature of the form we cannot add further options. If you have concerns/queries about any of the answers you are required to give, please contact PLENARY23.RDA@ucr.ac.cr

7. Go to the top of the page and click “Atrás” to return to the login page.
Step 2: Registration

8. Check your inbox for an email notifying you about the account creation with login details.
9. Log in to your account by using your account login details to finish completing your personal details.
10. Complete your data.
11. Select ‘foreign’ if you are not a national of Costa Rica under ‘ID Type’

12. Click the “Home” button to proceed with the registration.
13. Use the button “Add Cart” to select a preferred registration type.

14. Go to the shopping cart.
15. Review your purchase details, check the terms and conditions box*, and click on the link to proceed to checkout.

Terms and Conditions of use for the FundaciónUCR online registration system are available in Spanish language only. Please familiarize yourself with the English version of the Terms and Conditions.

16. Fill in your credit card details and click ‘Pagar’ to complete the purchase.
17. Invoice confirming your registration will be issued once the registration is complete.