

Video Script — Registration and Payment Process for IAU Symposium 402

Welcome!

In this video, we'll walk you through the step-by-step process to register for the IAU Symposium 402, using the official UNAM online store: [tutiendaenlinea.unam.mx](https://www.tiendaenlinea.unam.mx)

The platform can be a little confusing at first, but don't worry — we'll make sure everything is clear so you can complete your registration smoothly.

STEP 1: CREATING AN ACCOUNT

To begin, you'll need to create an account on the UNAM online store. Visit <https://www.tiendaenlinea.unam.mx/register>, or go to the homepage, click the profile icon at the top right corner, and select Register.

Fill in the registration form with your first name, middle name, and last name. Note that the system requires a middle name. If you don't have one, simply enter a dot (.). You can also enter your last name in the **Middle Name** field and leave the **Last Name** field blank. These names will appear on your receipt.

The fields for gender, date of birth, and phone number are also required, but they don't need to be accurate — you can enter general information if preferred. The site is secure, so you may also enter your real data if you wish.

Then, provide a valid email address — this will be your username — and create a password. Confirm your password, accept the terms and conditions, complete the captcha, and click Register.

Once your account is created, log in with your email and password to access the store and continue with your purchase.

STEP 2: PURCHASING YOUR REGISTRATION

After completing your registration, you will be automatically redirected to the homepage with your session already logged in, you'll need to locate the symposium registration options.

Sometimes a banner for the event will appear on the homepage, but the most reliable way is to use the search bar — click the magnifying glass icon and type "IAUS". Wait a few seconds, and the symposium products will appear.

You can also click the option labeled "Ver todos" ("See All") to browse the full list. You'll see four different product options — each corresponding to a registration type or add-on.

Prices are shown in Mexican pesos on the white background, and an approximate price in euros is displayed on the colored background.

Please read the descriptions carefully and choose the option that matches your registration category. Refunds are not available, so be sure to select the correct product before purchasing.

Once you've chosen the right option, click on the product to view details. Review the information, then click Add to cart.

Keep in mind: only one product can be purchased at a time. If you're planning to buy an additional item — like the meal at the vineyard — you'll need to complete this first payment before purchasing the next product.

When you're ready to pay, click the Pay button. At this point, the system will ask whether you need a fiscal invoice (factura). This is intended only for participants residing in Mexico who require it for tax purposes. If that's not your case, do not activate this option.

Continue through the confirmation screens. A pop-up will warn you not to close your browser until the process is complete — click Continue.

You'll now be redirected to the bank's secure payment gateway. Choose credit or debit card, then enter your cardholder name, card number, expiration date, and security code. Complete the CAPTCHA verification and click Continue.

Once your payment is processed, you'll automatically return to the UNAM store site. There, you'll see a confirmation page with your order number. You'll also receive email confirmations, including a summary of your purchase and a downloadable PDF receipt, which will also remain stored in your user account.

We recommend downloading the PDF receipt right away. You'll need to upload this file later in a separate confirmation form to finalize your registration for the symposium.

STEP 3: ADDING THE MEAL AT THE VINEYARD (OPTIONAL ADD-ON)

If you'd like to attend the optional Meal at the Vineyard, you can purchase it after completing your main registration.

Return to the symposium catalog and choose the meal option that applies to you — either Student or Non-Student.

Before you can add this item to your cart, you'll need to enter an access code. You'll receive this code by email, or you can request it by writing to iaus402@astro.unam.mx. Once you enter the code, proceed with the checkout process as you did before.

Please note that some banks may block the second transaction for security reasons. If that happens, simply contact your bank and let them know you're making a legitimate purchase on the official UNAM Online Store in Mexico. Once your card is unblocked, you should be able to complete the payment without issue.

STEP 4: SUBMITTING YOUR PAYMENT RECEIPT

After completing your purchase, there's one final step to ensure your registration is fully processed.

You will receive an email from the organizing team containing a link to a confirmation form. This form is required for all participants.

When you open the form, you'll be asked to fill in a few personal details and upload a copy of your PDF receipt — the same one you downloaded after completing your purchase on the UNAM store.

Please make sure to submit this form as soon as possible after your payment. It allows us to verify your order and officially confirm your participation in the symposium.