

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 forget 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, Master Card 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 and the CEMC (Centre for Education in Mathematics and Computing) header. Below the header is a navigation menu with a 'Registration' link highlighted. A mouse cursor points to a button labeled 'Enter Secure Site to Register for Contests'. Other links in the menu include '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 form with two columns: 'Registration' and 'Inscription'. The 'Registration' column contains the text: 'The form below can be used by teachers to register for contests. Don't have or forget your school number or password?'. The 'Inscription' column contains the text: 'Le formulaire ci-dessous peut être utilisé par les professeurs afin de s'inscrire aux concours. Vous n'avez pas ou vous avez perdu votre numéro d'école et mot de passe?'. Below the text are input fields for 'School Number' (123456789) and 'Password' (*****). A 'Login / Ouvrir une session' button 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 a paragraph of 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 a section titled 'School Address Information' 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: | Ian VanderBurgh |
| Head of Math.: | Terry Bae |
| Head of Math. e-mail: | Terry@uwaterloo.ca |
| Head of Comp. Sci: | Jeff Dunnett |

[Update and Order Contests](#) [Logout](#)

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](#)
- [Canadian Open Mathematics Challenge / Défi ouvert canadien de mathématiques](#)
- [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 |
|---------|---------|--------|--|
| COMC | 10 | 0 | Edit Delete |

Total: \$120.00
Paid: \$0.00
Date ordered: October 22, 2008

[Go Back](#) [Logout](#)

Step 5: The contest registration page will appear next.

a) Fill in your 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 4 options;

- i) Credit Card, (we accept Visa, MasterCard or American Express)
- ii) Cheque/Money Order
- iii) Invoice
- iv) 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:

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

Payment Method:

PO Number:

c) 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:
\$5.00 school entry fee
\$12.00 per contestant
10 % shipping outside Canada

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

Contest Order Confirmation

Please confirm that the information below is correct.

| | |
|----------------|-----------------------------------|
| Order Date: | 22/10/08 |
| Contest: | Euclid Contest / Concours Euclide |
| School Number: | 999999919 |
| School Name: | University of Bug Testing |

| | |
|-------------|-------------------|
| First Name: | John |
| Last Name: | Doe |
| Email: | jdoe@someplace.ca |

Depending on the method of payment you chose, the next part of the page will vary.

Option 1. Payment by Credit Card (Confirmation Screen)


a) Click “Make Credit Card Payment”

Payment Method: Credit Card
Purchase Order:

Contest English French

| | | |
|--------|---|---|
| Euclid | 5 | 5 |
|--------|---|---|

| | |
|-----------------------------------|---------------------|
| Subtotal: | \$125.00 |
| Tax: | \$0.00 |
| Shipping: (GST/HST R119260685) | \$0.00 |
| Total: | CAD \$125.00 |



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 conact 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?](#)
 Submit Payment

- 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 Order Date: Oct 23, 2008, P.O. #: , Amount includes \$ 5.00 entry fee. | \$ 12.00 | \$ 125.00 |

| 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. | Subtotal | \$ 125.00 |
| Gauss minimum order of \$20.00 | GST | \$ 0.00 |
| The CEMC does not offer refunds, returns or cancellations of any kind at this time. | 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.

Option 2. Payment by Cheque or Money Order (Confirmation Screen)

a) Please mail your cheque to the address information given soon after the order has been placed.

Contest Order Confirmation

Please confirm that the information below is correct.

| | |
|----------------|-----------------------------------|
| Order Date: | 22/10/08 |
| Contest: | Euclid Contest / Concours Euclide |
| School Number: | 999999919 |
| School Name: | University of Bug Testing |

| | |
|-------------|-------------------|
| First Name: | John |
| Last Name: | Doe |
| Email: | jdoe@someplace.ca |

Please make cheques payable to:
"Centre for Education in Mathematics and Computing"

Mail to:
Centre for Education in Mathematics and Computing,
University of Waterloo MC 5181,
200 University Avenue West,
Waterloo, Ontario N2L 3G1
Canada

Payment Method: Cheque/Money Order
Purchase Order: 12345

| Contest | English | French |
|---------|---------|--------|
| Euclid | 5 | 5 |

| | |
|-----------------------------------|---------------------|
| Subtotal: | \$125.00 |
| Tax: | \$0.00 |
| Shipping: (GST/HST R119260685) | \$0.00 |
| Total: | CAD \$125.00 |

Option 3 & 4: Payment by Invoice or Purchase Order Number (Confirmation Screen)

- 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.
- b) An invoice will be sent to you within the next two weeks if you chose Invoice or Purchase order.

| <p>Payment Method: Invoice Purchase Order:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Contest</th> <th style="text-align: center;">English</th> <th style="text-align: center;">French</th> </tr> </thead> <tbody> <tr> <td>Euclid</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> </tbody> </table> | Contest | English | French | Euclid | 5 | 5 | <p>Payment Method: Purchase Order Purchase Order: 123456</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Contest</th> <th style="text-align: center;">English</th> <th style="text-align: center;">French</th> </tr> </thead> <tbody> <tr> <td>Euclid</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> </tbody> </table> | Contest | English | French | Euclid | 5 | 5 |
|--|---------|---------|--------|--------|---|---|--|---------|---------|--------|--------|---|---|
| Contest | English | French | | | | | | | | | | | |
| Euclid | 5 | 5 | | | | | | | | | | | |
| Contest | English | French | | | | | | | | | | | |
| Euclid | 5 | 5 | | | | | | | | | | | |

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 Open Mathematics Challenge / Défi ouvert canadien de mathématiques](#)

[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 |
|---|---------|--------|--|
| COMC | 10 | 0 | Edit Delete |
| Total: \$120.00 Paid: \$0.00 Date ordered: October 22, 2008 | | | |
| Euclid | 5 | 5 | Edit Delete |
| Total: \$125.00 Paid: \$0.00 Date ordered: October 22, 2008 | | | |

[Go Back](#)[Logout](#)