**GUIDE FOR VISITOR REGISTRATION IN FOI@PULAU PINANG**
*PANDUAN PENDAFTARAN SEBAGAI PENGUNJUNG (VISITOR) DALAM FOI@PULAU PINANG*

## A. REGISTRATION GUIDE FOR FOI@PULAU PINANG
*PANDUAN PENDAFTARAN DALAM FOI@PULAU PINANG*

1) Click the **Registration** menu to register as a **Visitor/Jury/Secretariat/Speaker**.
   *Klik menu **Registration** untuk mendaftar sebagai **Visitor/Jury/Secretariat/Speaker.***



2) Click **LOGIN**, then select **CREATE NEW ACCOUNT** via https://foi.usm.my/login/index.php
   *Klik **LOGIN** dan diikuti **CREATE NEW ACCOUNT** di https://foi.usm.my/login/index.php*

3) **Email verification.**
   *Pengesahan emel.*



4) Please complete the registration form and perform verification through the email you receive. Check your inbox, or in some cases, the email may appear in the **junk/spam** folder.
   *Sila lengkapkan pengisian dan lakukan pengesahan (verify) melalui emel yang diterima. Semak peti masuk emel anda, atau kemungkinan emel tersebut berada dalam **folder junk/spam** bagi sesetengah akaun.*

   Click **'Go Directly to the Main Event Page (Use Key to Enter).**
   *Sila klik **Go Directly to the Main Event Page (Use Key to Enter)**.*

5) Enter the **Dedicated Enrolment Keys (User Access Codes)** to gain access.
   *Sila masukkan **Dedicated Enrolment Keys (User Access Codes)** untuk akses.*
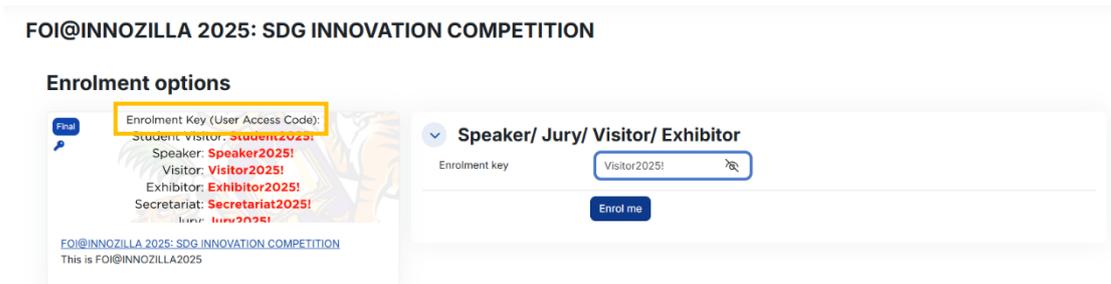


6) Complete your **profile information** for registration and certificate preparation purposes.
   *Pilih lengkapkan **profil** bagi tujuan pendaftaran dan penyediaan sijil penyertaan.*
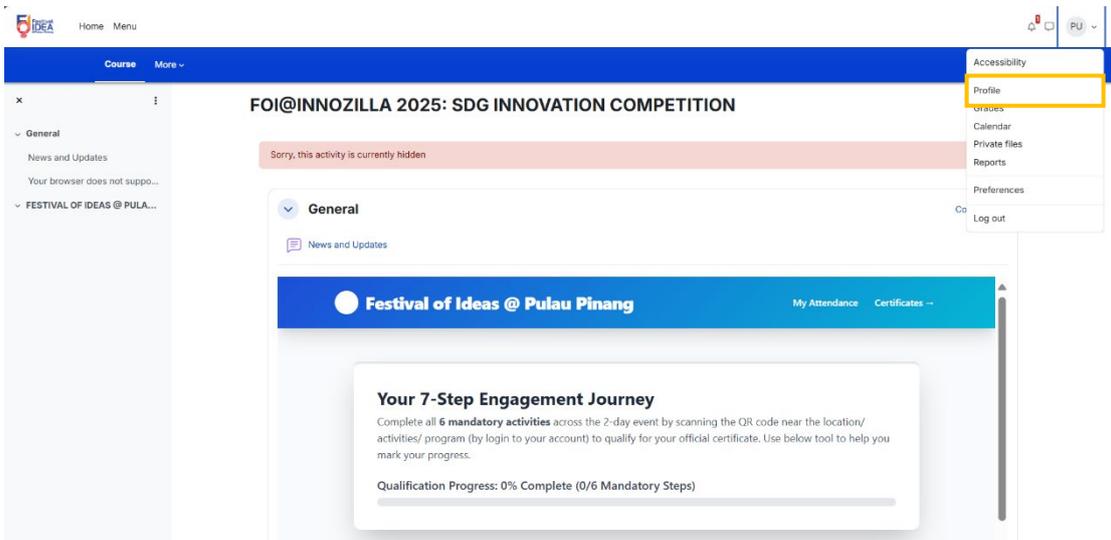


7) Select your participation day(s) in **FOI@PULAU PINANG** according to the event schedule.
   *Pilih penyertaan anda dalam **FOI@PULAU PINANG** mengikut hari penganjuran.*
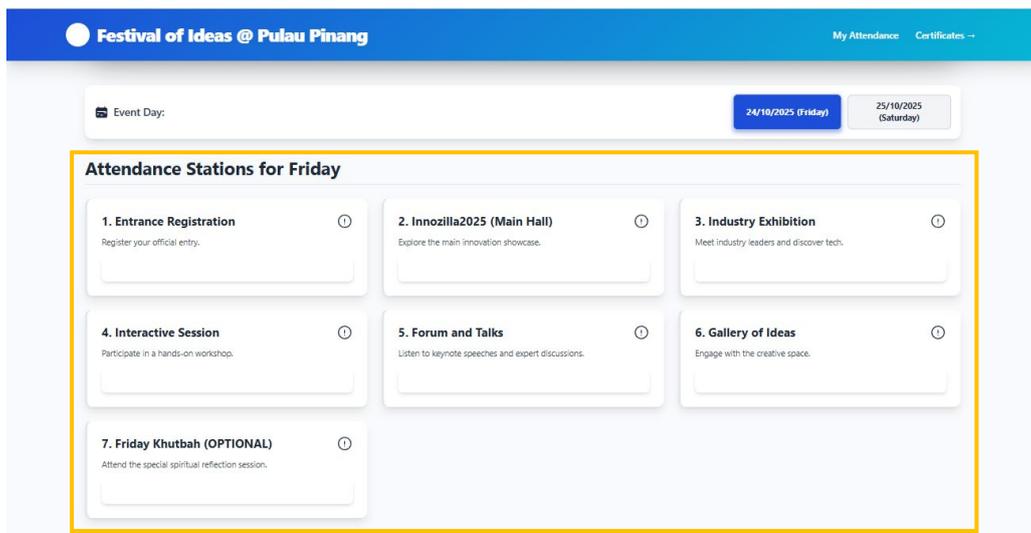
**Participant Attendance Process Using QR Code**
*Proses Kehadiran Peserta Menggunakan QR Code*

1. **Scan & Log In**
   *Imbas & Log Masuk*

   (a) Participants will scan the **QR code** provided at the location.
   *Peserta akan mengimbas kod QR yang disediakan di lokasi.*

   (b) After scanning, participants must **log in** to the system.
   *Selepas imbasan, peserta perlu log masuk ke sistem.*

   (c) Attendance will be **automatically recorded** in the system.
   *Kehadiran akan direkodkan secara automatik dalam sistem.*

   (d) The number of attendees will be stored as **official attendance records**.
   *Jumlah peserta yang hadir akan disimpan sebagai rekod kehadiran.*

2. **Proceeding to the Next Session**
   *Pergerakan ke Sesi Seterusnya*

   (a) Participants will move to the next session location.
   *Peserta akan bergerak ke lokasi sesi berikutnya.*

   (b) At each location, participants must **scan the QR code** and **log in again**.
   *Di setiap lokasi, peserta perlu mengimbas kod QR dan log masuk semula.*

   (c) Attendance for each session will be recorded **separately**.
   *Kehadiran bagi setiap sesi akan direkodkan secara berasingan.*

   (d) This process will be **repeated for every session** throughout the day.
   *Proses ini akan diulang bagi setiap sesi sepanjang hari.*

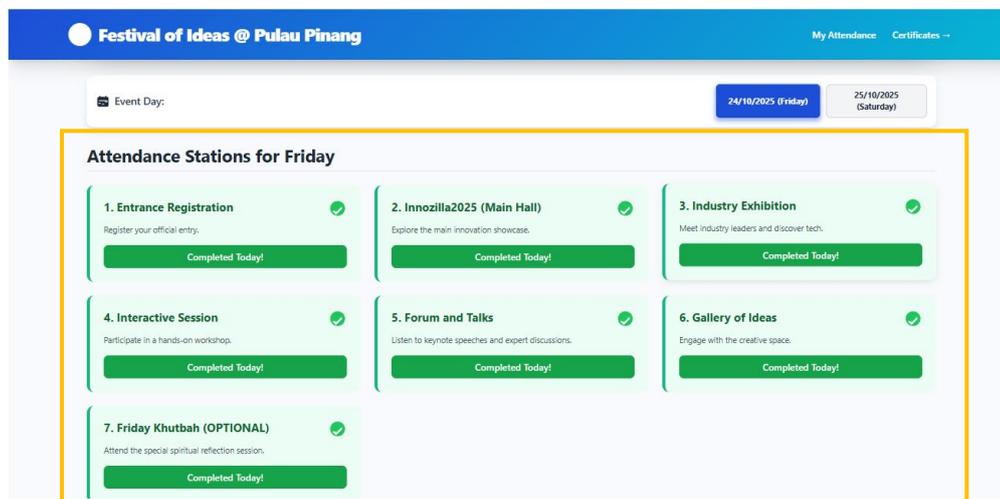3. **Daily Session Count**
   *Jumlah Sesi Harian*

   (a) **Day One:** 7 sessions (including one optional session for attending the Friday Khutbah).
   *Hari Pertama: 7 sesi (termasuk satu pilihan untuk menghadiri khutbah).*

   (b) **Day Two:** 6 sessions.
   *Hari Kedua: 6 sesi.*

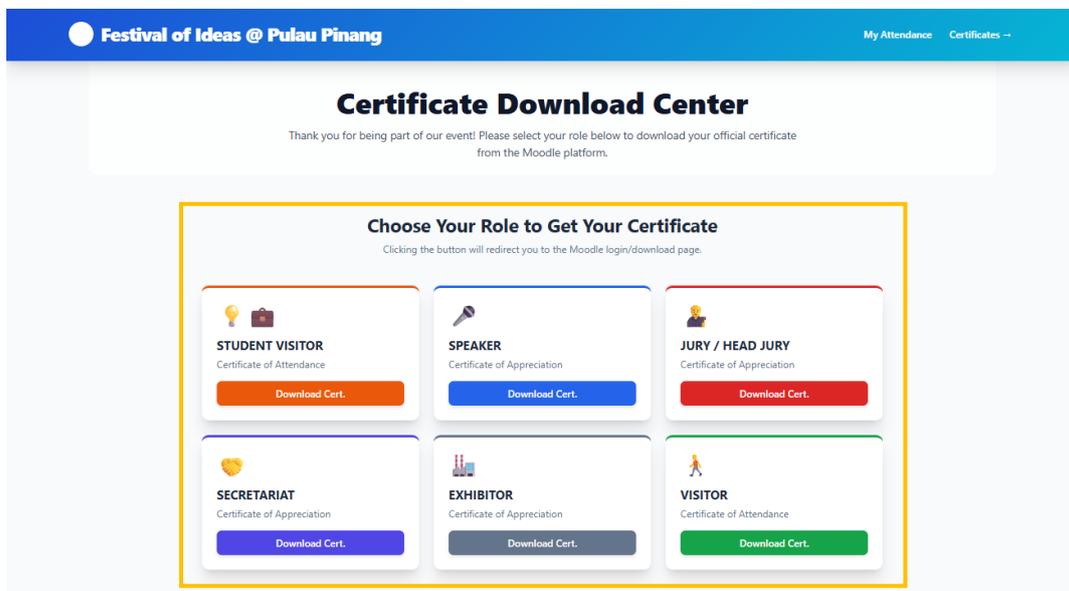i) **First day of FOI@PULAU PINANG:** Friday, 24 October 2025.
*Hari pertama FOI@PULAU PINANG: Jumaat, 24 Oktober 2025.*

ii)      **Second day of FOI@PULAU PINANG:** Saturday, 25 October 2025.
*Hari kedua FOI@PULAU PINANG: Sabtu, 25 Oktober 2025.*
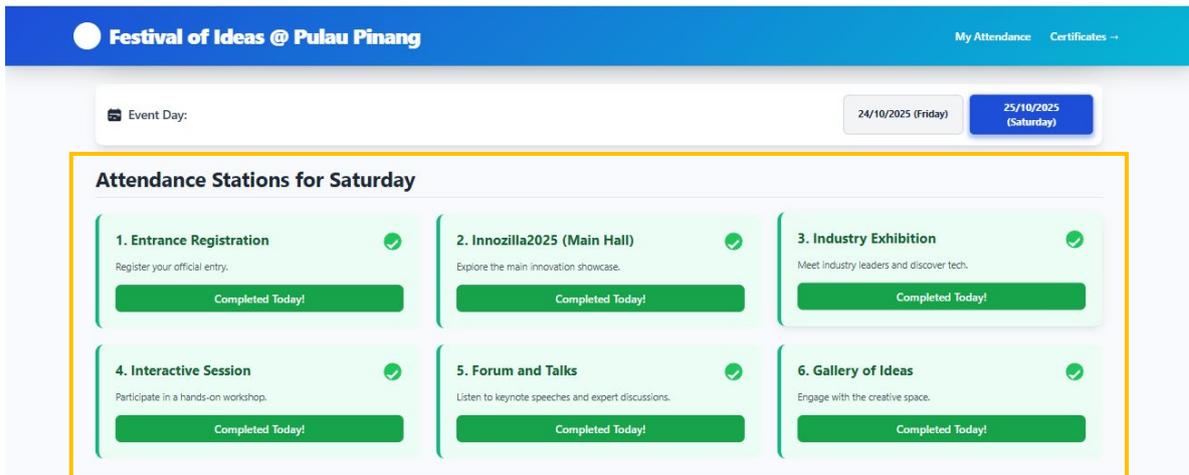


8) Please select your participation according to your **Dedicated Enrolment Keys**.
*Sila pilih penyertaan mengikut status **Dedicated Enrolment Keys**.*



**Participant Attendance Certificate Generation**
*Penjanaan Sijil Kehadiran Peserta*

- Attendance certificates will be generated **on the final day** of the program, after participants have completed QR code scans for **all sessions attended on Day Two**.
  *Sijil kehadiran akan dijana pada **hari terakhir program**, iaitu selepas peserta selesai mengimbas kod QR bagi **semua program/ sesi** yang dihadiri pada **hari kedua**.*

- The system will verify attendance records based on **scanning and login activities**.
  *Sistem akan menyemak rekod kehadiran yang telah direkodkan melalui proses imbasan dan log masuk.*

- Only participants with **complete attendance** for the required sessions will be **eligible** to receive the certificate.
  *Hanya peserta yang lengkap kehadiran bagi sesi-sesi yang ditetapkan akan layak menerima sijil.*

**Certificate Eligibility Criteria Based on Participation Type**
*Kriteria Penerimaan Sijil Berdasarkan Jenis Penyertaan*

- Certificates will be issued according to the **participant category**.
  *Sijil penyertaan akan diberikan berdasarkan **kategori peserta**.*

- For **Visitor** participants, the following conditions must be met:
  *Bagi peserta kategori **pelawat (visitor)**, mereka perlu memenuhi syarat berikut:*

  1. Attend and scan the QR code on **Friday**.
     *Hadir dan imbas kod QR pada hari Jumaat.*

  2. Attend and scan the QR code on **Saturday**.
     *Hadir dan imbas kod QR pada hari Sabtu.*

For any further inquiries regarding **FOI@PULAU PINANG**, the **Secretariat** is ready to assist. Your cooperation and participation are highly appreciated.
*Sebarang pertanyaan lanjut FOI@PULAU PINANG, pihak urus setia sedia membantu. Kerjasama daripada semua pihak amat dihargai.*