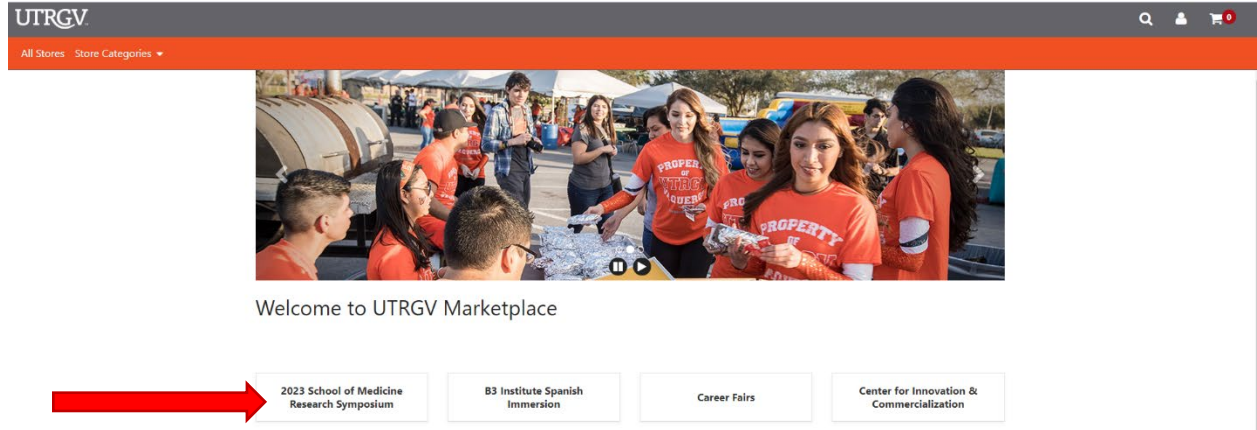


Marketplace Quick Reference Guide 2025

1. Click on the event registration link (UTRGV Marketplace) provided:
https://secure.touchnet.net/C20545_ustores/web/index.jsp#tabsAllStores
2. Select “2025 School of Medicine Research Symposium” Store button,



3. Select the appropriate “Store Category” based on your academic status and/or Partnership Level.
- 4.



Welcome to UTRGV Marketplace

2024 School of Medicine Research Symposium

Mall / 2024 School of Medicine Research Symposium

 Store Categories

Marketplace Quick Reference Guide 2025

5. **Add Quantity** needed and “add to cart”. **For Partners**, your quantity will be only 1.

The screenshot shows the UTRGV Marketplace interface. At the top, there's a navigation bar with the UTRGV logo and search, user, and cart icons. Below it, a breadcrumb trail reads: 'Mall / 2023 School of Medicine Research Symposium / Undergraduate/ Medical Students'. The main product card for 'Early Undergraduate/ Medical Student Registration' is displayed. It includes a small image of a person in a lab coat, the product title, a description: 'Undergraduate/ Medical Student in person Registration for the 2023 UTRGV SOM Research Symposium', a price of '\$20.00', and a quantity input field. The quantity field is highlighted with a red rectangular box. To the right of the quantity field is an 'Add to Cart' button, which is circled in red.

6. **If registering for only 1 registrant**, please scroll through the page and fill out all registrant information, then click “Continue” Button at the bottom of the page. **For Partners**, if bringing your Team, register only the primary contact person and provide us a list of your Team via email.

The screenshot shows the 'Early Undergraduate/ Medical Student Registration - Options' page. The breadcrumb trail is: 'Mall / 2023 School of Medicine Research Symposium / Undergraduate/ Medical Students / Early Undergraduate/ Medical Student Registration - Options'. The page contains a product card with a lab coat image, stock number '3867733', price '\$20.00', and quantity '1'. Below the product card is a registration form with the following fields: 'Name' (First Name and Last Name), 'Classification' (a dropdown menu), 'Email' (with a placeholder 'name@email.com' and a note '(6-1,000 characters)'), and 'Phone' (with a placeholder '(956) 296-1705'). There are three additional questions with dropdown menus: 'Please list any special dietary restrictions you may have. If none, type N/A.', 'Will you be needing translation services during the event?', and 'Do you need any more special accommodations during the Symposium?'. The 'Continue' button at the bottom right of the form is circled in red.

Marketplace Quick Reference Guide 2025


1. **Note:** If you are **registering multiple people** from the same category, you can do so all together, adding information by number of registrants, as seen below. **For Partners**, if bringing your Team, register only the primary contact person and provide us a list of your Team via email.

UTRGV

All Stores Store Categories ▾

Early Undergraduate/ Medical Student Registration

Mail / 2023 School of Medicine Research Symposium / Undergraduate/ Medical Students / Early Undergraduate/ Medical Student Registration - Options



Stock number: 3867733

Price: \$20.00

Quantity: 2

* Indicates required information

Name

1 First Name *

Last Name *

2 First Name *

Last Name *

Classification *

1 Select One

2 Select One

e.g. Jane Doe

→

e.g. Jack Doe

→

e.g. Jane Doe's classification

→

e.g. Jack Doe's classification

→

2. Please check all items in the cart are accurate and press “Checkout.”

Note: if you are registering people from different categories, please press “Continue Shopping” and add the other registrants to the cart at this point. **For Partners**, skip this screen.

UTRGV

Items in your Cart

Item Name	Store	Quantity	Remove	Amount
Early Undergraduate/ Medical Student Registration	2023 School of Medicine Research Symposium	1		\$20.00

Stock number: 3867733

Name: Aniella Perez

Classification: Undergraduate Student

Email: aniella.perez01@utrgv.edu

Phone: +1 956 296 1705

Please list any special dietary restrictions you may have. If none, type N/A.: N/A

Will you be needing translation services during the event?: No

Do you need any more special accommodations during the Symposium?: N/A

Total: \$20.00

Promotional Code Apply

Continue Shopping
Checkout

Marketplace Quick Reference Guide 2025

3. To Checkout, you can either register for a Marketplace account, or Checkout as Guest.

UTRGV

My Cart Delivery Payment Confirmation Receipt

Login

Username:

Password:

New User? [Register Now](#) [Login](#)

Contact Information

Email: *

Back Continue Shopping [Checkout as Guest](#)

4. Once you log in as either “new user” or doing a “guest checkout”, you will proceed to the payment screen. Please select a payment method and fill out all required payment information.

UTRGV

Payment Method: *

Available Payment Methods

Discover American Express Visa Mastercard

Electronic Check (ACH) - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

Billing Address

Name: *

Address Line 1: *

Address Line 2:

Country: *

City: *

State/Province: *

Postal Code:

Back Continue Shopping [Continue](#)

5. Once you click continue and pay, **you will receive a receipt via email**. If you have any questions email us at somresearchsymposium@utrgv.edu.