SOM 17
SUMMIT 2027



A GUIDE FOR PROSPECTIVE PARTICIPANTS

Registration, Sign-in *& E-ticket Guide*

Step by step from filling in the form on the website, to signing in to your account, to downloading your e-ticket, with a picture of every page.

EVENT
17th Sumatera Ophthalmologist Meeting

DATE
April 9–10, 2027

VENUE
Muraya Ballroom, Banda Aceh

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Forgotten password & help

BEFORE YOU START

Have these ready

Registration is fully online and takes about 5 minutes.

An active email address
Your account username and password are sent here. Make sure you can open it.

A WhatsApp number
So the committee can contact you if needed.

Your institution details
The name of your hospital or workplace, and your full address.

A phone or computer
With an internet connection. The pictures in this guide were taken on a phone.

The process at a glance

1	**Fill in the registration form** Choose a category and profession, enter your details, then tap Continue.	Steps 1–5
2	**The invoice page opens** It shows your registration code and the total fee. Pay now or later.	Step 6
3	**Open the registration email** It contains the username and password you need to sign in.	Step 7
4	**Sign in to your account** Use your email and the password from that email.	Steps 8–9
5	**Follow your registration** Check your payment status and change your password.	Steps 10–11
6	**Pay, then download your e-ticket** Once paid, download your QR code e-ticket from your account.	Steps 12–14

Registration fees

CATEGORY	FEE
Participant · Ophthalmologist	Rp 2.250.000
Participant · Resident	Rp 1.250.000
Participant · General Practitioner	Rp 750.000
Exhibition (companies)	Rp 15.000.000
Sponsorship (companies)	By package

The current fees are always shown on the registration page. Amounts are in Indonesian rupiah (IDR).

How to read the pictures



A red box marks the button or area to look at. Its number matches the one in the text, for example 1.

The names, email, and password in the pictures are **examples**. Use your own details.

The website has an **EN / ID** language switch. The emails from the committee are in **Indonesian**; this guide translates the parts you need.

PART 1 · FILLING IN THE FORM

Registering on the website

1 Open the registration page

1. Go to **somperdami17.com** in your phone or computer browser.
2. Tap the **Registration** 1 button at the top of the page.

The **Register Now** button on the home page opens the same page.

> To see the website in English, choose **EN** in the language switch. On a phone it is inside the menu ≡.

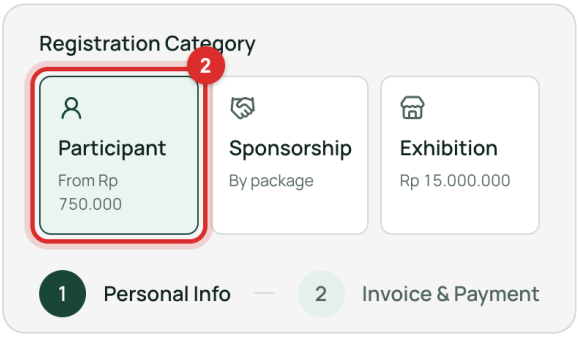


The somperdami17.com home page

2 Choose a category

1. Choose **Participant** 2 if you are a doctor attending the meeting.
2. **Sponsorship** and **Exhibition** are for companies. The differences are explained on page 5.

Below the categories you can see the two stages of registration: **Personal Info**, then **Invoice & Payment**.



Categories on the Registration page

3 Choose your profession

1. Tap the **Profession** field.
2. Choose your profession: **Ophthalmologist**, **Resident**, or **General Practitioner**.
3. Your registration fee appears right below the field, based on the profession you chose.



The profession list after tapping the field

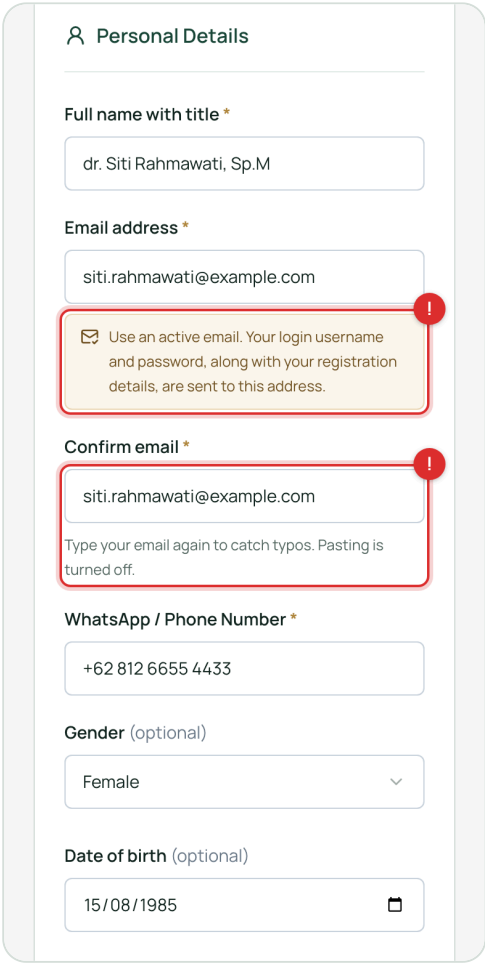


The fee appears once a profession is chosen

4 Enter your personal details

- **Full name with title:** write it in full, as on your ID card. It is checked against your ID on the event day.
- **Email address:** check the spelling once more.
- **Confirm email:** type the same email again. This field cannot be pasted into, and you cannot continue until both emails match.
- **WhatsApp / Phone Number:** 8–20 digits, may start with +62.
- **Gender** and **date of birth** are optional.

> **Your email must be correct**
>
> Your account username and password are **sent only to this email**. If it is mistyped, you will not receive them and cannot sign in.



The Personal Details section

5 Enter your institution, then tap Continue

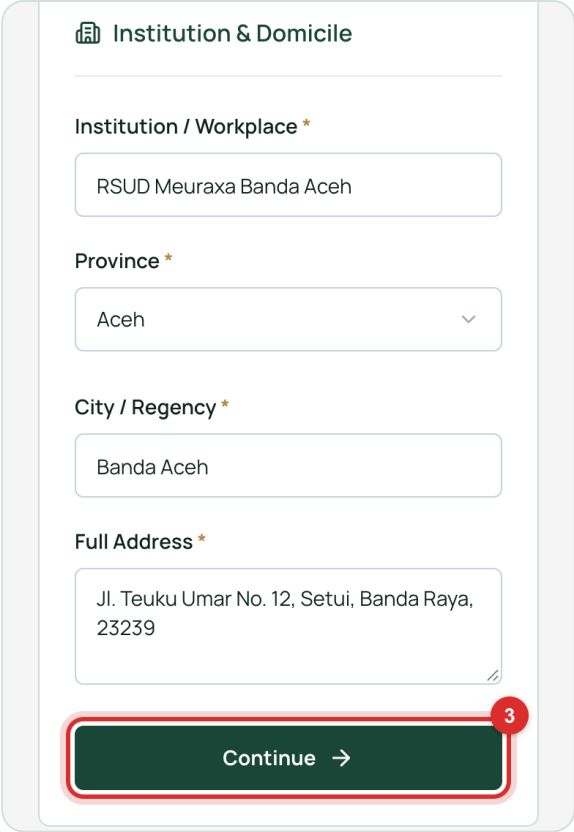
1. Enter your **institution or workplace**.
2. Choose your **province**. If you live outside Sumatra, choose "*Di luar Sumatra*" (outside Sumatra).
3. Enter your **city/regency** and **full address**.
4. Tap **Continue** 3, then wait a few seconds for the next page to open. Do not tap the button repeatedly.

If a red message appears above the button

"Please fill in all required fields."
A field marked * is still empty.

"This email is already registered in this category."
You have already registered with that email. Just sign in (step 8).

"Too many attempts. Please wait a minute and try again."
Wait about a minute, then tap Continue again.



The Institution & Domicile section and the Continue button

Registering for an exhibition or sponsorship?

Exhibition: the form asks for company and contact person details. After you tap Continue, the invoice page opens as it does for participants, but the exhibition fee is **not paid through DOKU**. Skip step 12. Tap **Contact via WhatsApp** on the invoice page to get payment instructions from the committee: **Reza Saihak, +62 811-7893-374**. Once the committee confirms your payment, the invoice shows Paid and steps 13–14 apply as usual.

Sponsorship: there is no invoice page. After you tap Continue, the screen shows **"Sponsorship application sent."** with an application code and a **Contact via WhatsApp** button to discuss the package and payment with the committee. The email with your login is still sent, so steps 7–11 still apply. Your e-ticket appears in your account once the committee approves the application (step 14).

PART 2 · AFTER TAPPING CONTINUE

Invoice and registration email

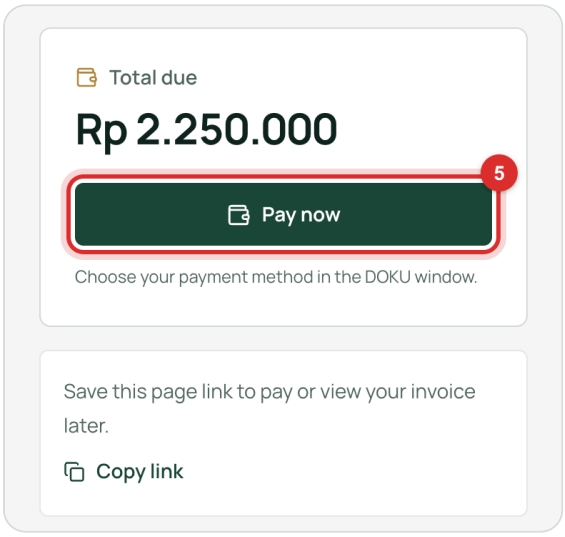
6 The invoice page opens

The invoice page opens straight away. It shows:

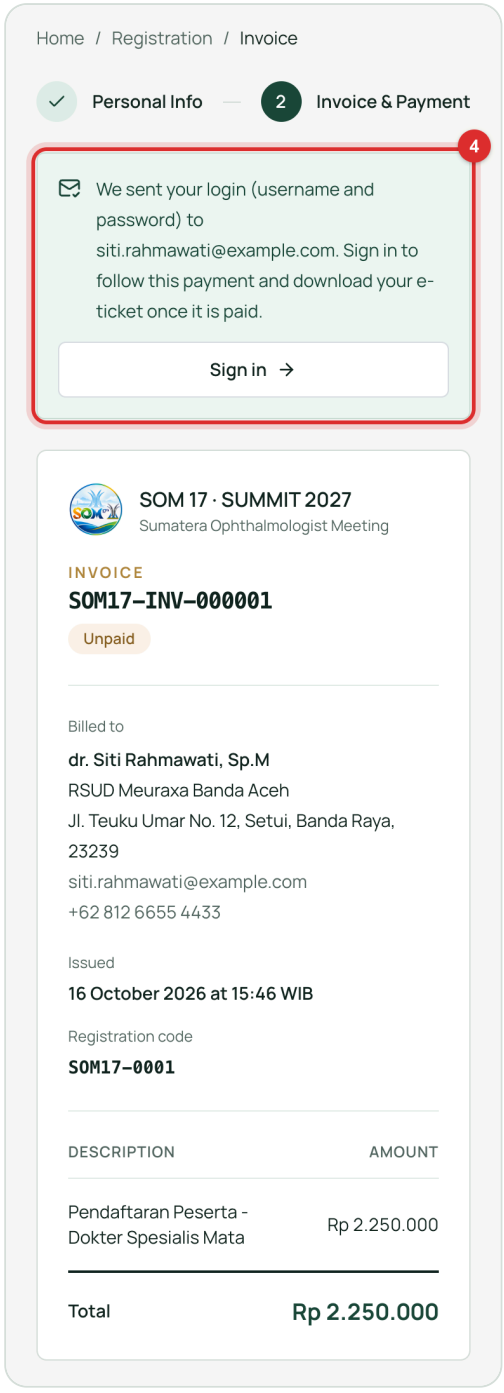
- A green box 4 saying your username and password have been sent to your email.
- The invoice number and the status **Unpaid**.
- Your details and your **registration code**, for example `SOM17-0001`.
- The item and the total fee. The item description is always written in Indonesian.

The **Pay now** 5 button opens the DOKU payment window. Paying is explained in step 12.

> You can **pay now or later**. You can open this invoice again from the email (step 7) and from your account (step 10).



Total due and the Pay now button, at the bottom of the page



The top of the invoice page

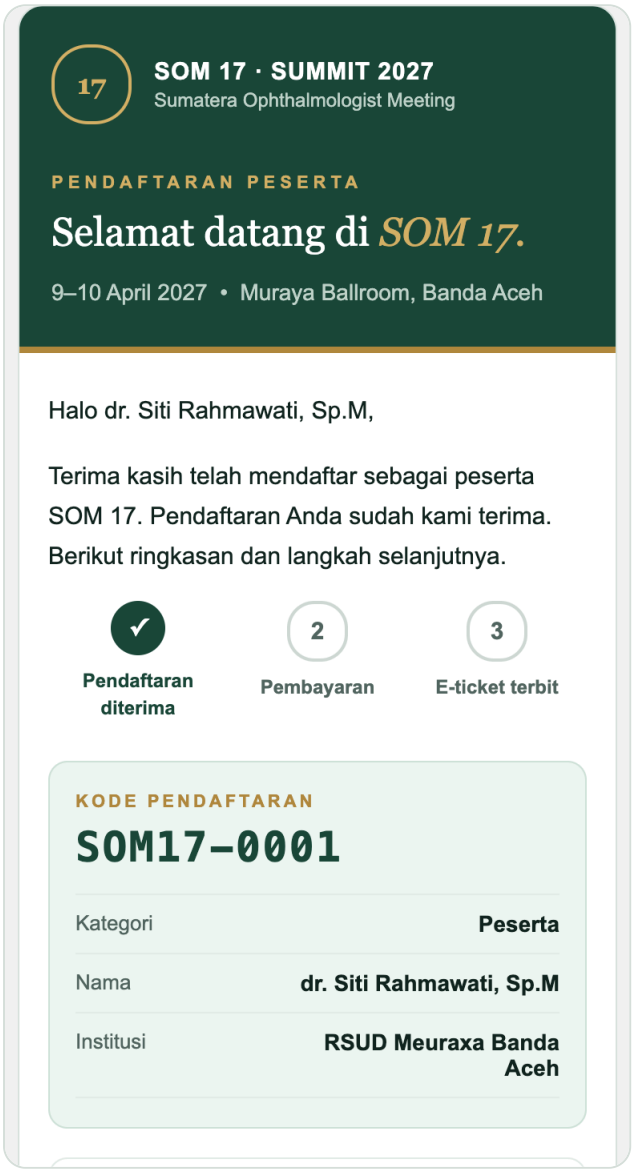
7 Open the registration email

Shortly after registering, check your inbox for this email. It is written in Indonesian:

From	**Panitia SOM 17**
Subject	**Pendaftaran Peserta SOM 17 diterima (SOM17-...)** *"SOM 17 participant registration received"*

Can't find it? Check your **Spam** or **Promotions** folder. If it is not there, set a new password with **Forgot password?** (page 14).

- *Kode pendaftaran* (registration code) and a summary of your details, at the top.
- *Total tagihan* (total due) with a *Bayar sekarang* (pay now) button.
- *Akun login Anda* (your login, red box): the **Username**, which is your email, and the *Kata sandi* (**password**).
- The password has 12 letters and numbers. Upper and lower case must be typed exactly.
- **Keep this email.** The password is sent only once.



Top of the email: registration code



Middle of the email: invoice and login details

Registered with the same email before? The email has no new password. Sign in with your existing password.

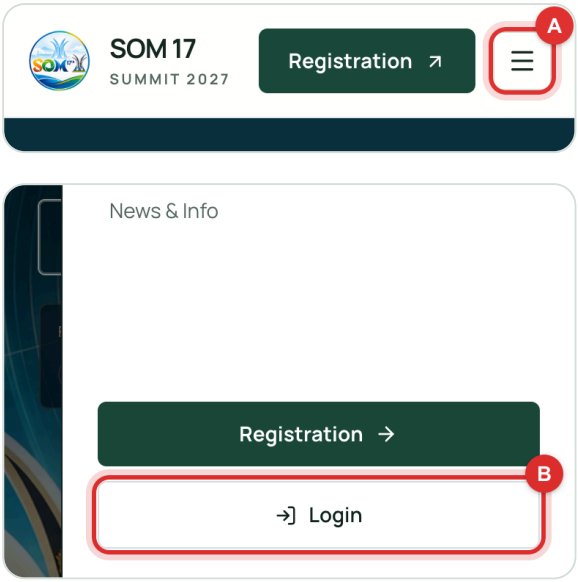
PART 3 · SIGNING IN

Sign in to your account

8 Open the sign-in page

There are three ways:

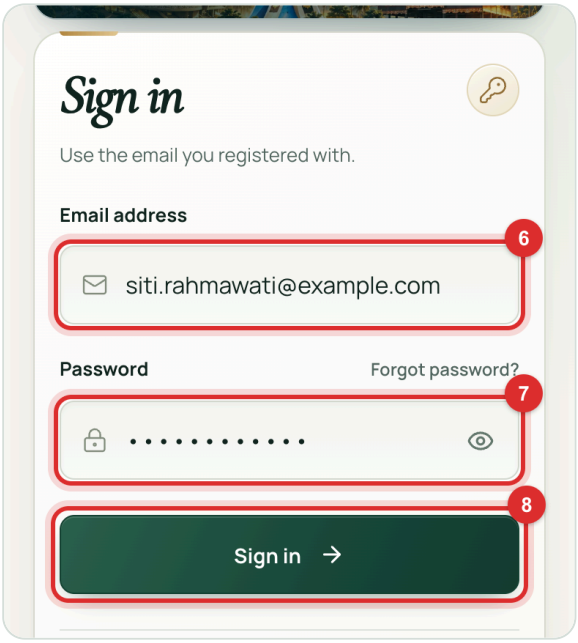
- The **Login ke akun** button (sign in to account) in the registration email (step 7).
- The **Unduh e-ticket** button (download e-ticket) in the payment email, then **Sign in** on the page that opens (step 13).
- The **Login** button at the top right of somperdami17.com. On a phone, first tap the menu ≡ A, then **Login** B at the bottom of the menu.



The menu button and the Login button on a phone

9 Enter your email and password

1. Enter the **Email address** 6 you registered with.
2. Enter the **Password** 7 from the registration email, or your new one if you changed it. Tap the eye icon to see what you typed.
3. Tap **Sign in** 8. You go straight to the **My registrations** page.



The Sign in page

While you are signed in, the Login button at the top right becomes **My account**. Tap it to return to your account at any time.

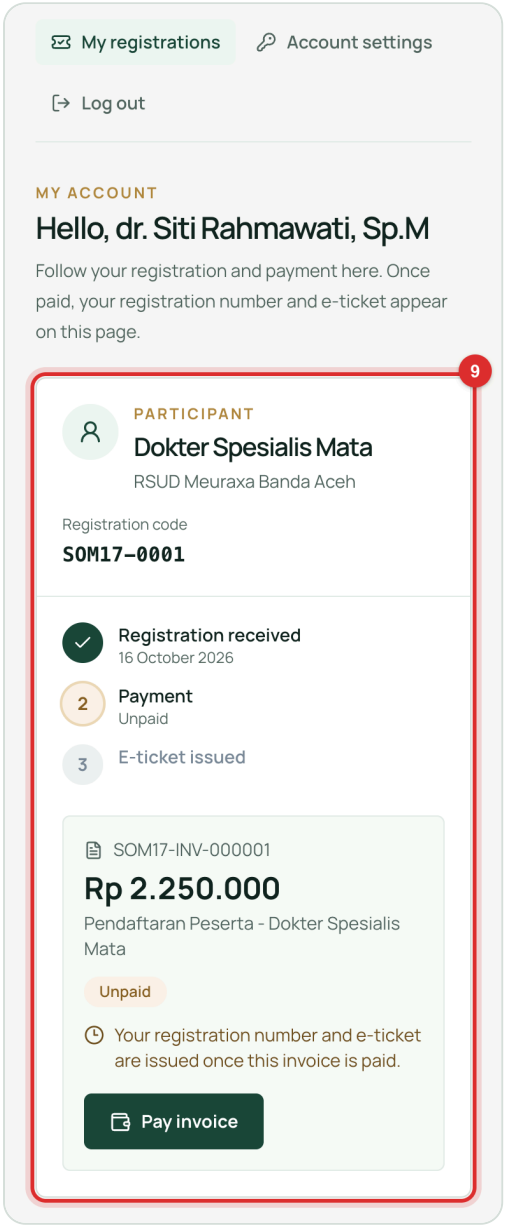
"Incorrect email or password."?

Check upper and lower case, or copy the password straight from the email. After 5 failed attempts within a minute, wait a minute before trying again.

After you sign in

10 The "My registrations" page

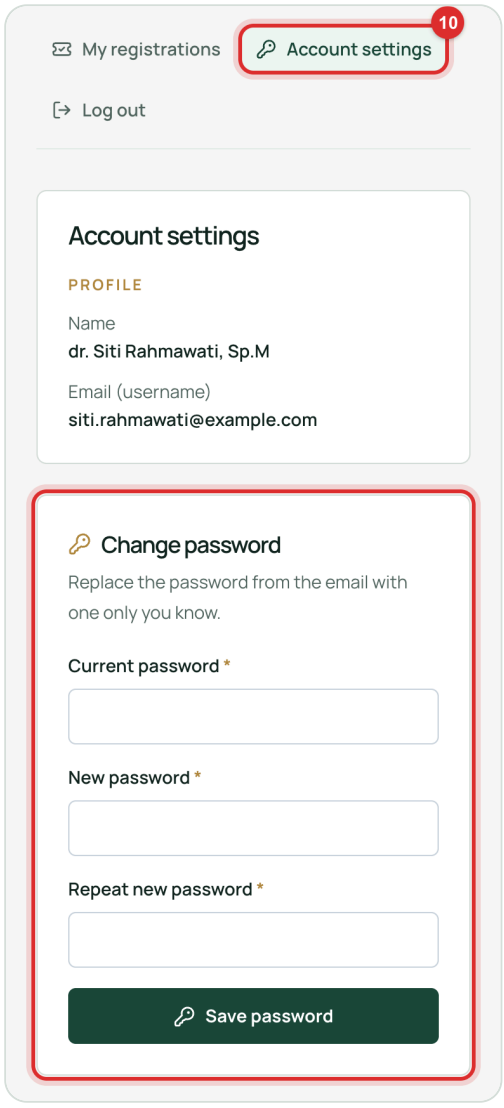
- This page opens right after you sign in.
- Your registration card 9 shows your registration code and three stages: **Registration received**, **Payment**, and **E-ticket issued**.
- Until you pay, a **Pay invoice** button is shown here. Once paid, your e-ticket appears on the same page (step 14).



My registrations, before payment

11 Change your password (recommended)

1. Tap **Account settings** 10.
2. Enter your **current password** (from the email), a **new password** of at least 8 characters, and repeat the new password.
3. Tap **Save password**.
4. To leave your account, tap **Log out**.



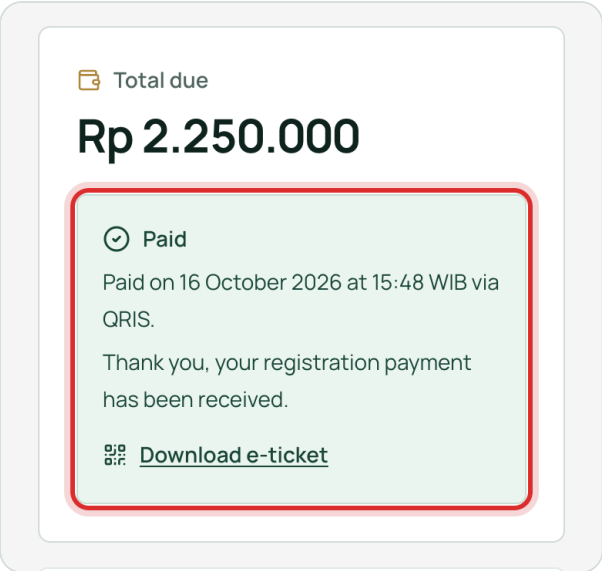
The Account settings page

Pay, then download your e-ticket

12 Pay the invoice

1. Tap **Pay now** on the invoice page, or **Bayar sekarang** in the registration email, or **Pay invoice** on the My registrations page.
2. The **DOKU** payment window opens. Choose a method: bank virtual account, QRIS, an e-wallet such as OVO or ShopeePay, credit card, or Alfamart/Indomaret.
3. Follow the instructions until you finish.

Once your payment is received, the invoice page shows a **Paid** box with a **Download e-ticket** link.



The invoice page after payment

What the invoice status means

STATUS	MEANING	WHAT TO DO
Unpaid	You have not started paying.	Tap **Pay now**.
Awaiting payment	A method was chosen but the money has not arrived, for example a virtual account transfer not yet made.	Finish following the instructions. **View payment instructions** shows them again.
Paid	Your payment was received.	Go on to steps 13 and 14.
Expired	The payment time (24 hours) ran out.	Tap **Pay again**. No need to register again.
Payment failed	The transaction did not go through.	Tap **Pay again**.

The status updates by itself. You can also tap **Check payment status** on the invoice page.

Closed the payment window too early?

Open the invoice page again and tap the payment button. While it is still valid, the same order is shown again, including any virtual account number you already received.

Keep your proof of payment

Once paid, you receive a payment email with the invoice number, amount paid, and payment method. Keep that email.

13 Open the payment email

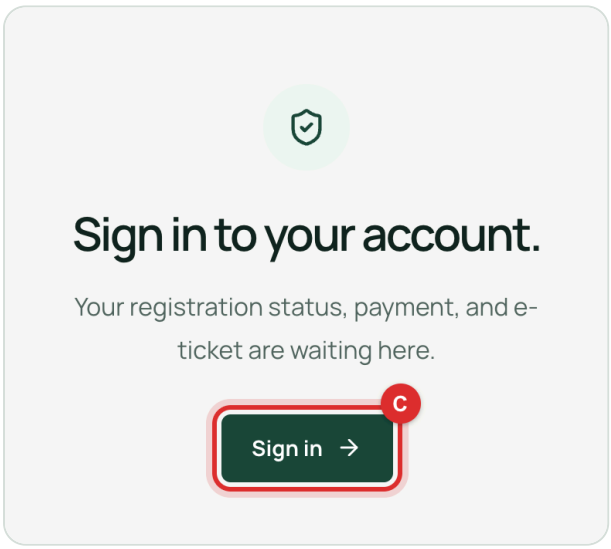
After a successful payment, a second email arrives, also in Indonesian:

From	**Panitia SOM 17**
Subject	**Pembayaran diterima, e-ticket SOM 17 siap (SOM17-…)** *"Payment received, SOM 17 e-ticket ready"*

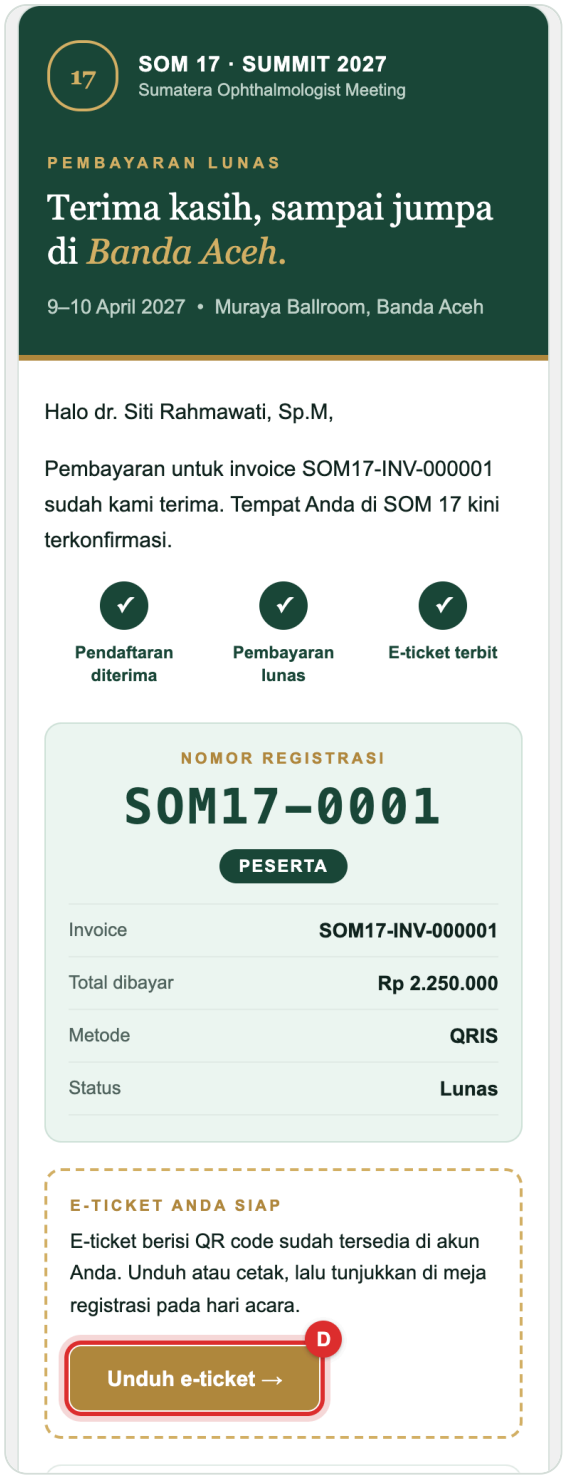
- Your *Nomor registrasi* (**registration number**).
- Payment details: invoice number, amount paid, method, and the status *Lunas* (**paid**).
- An **Unduh e-ticket** D button (download e-ticket), which opens your account page.
- A list of what to bring on the event day.

Asked to sign in first?

That is expected: the e-ticket is only available after signing in. On the **"Sign in to your account."** page, tap **Sign in** C, enter your email and password, then tap **Sign in** (step 9). You go straight back to your account with the e-ticket.



The page you see if you are not signed in



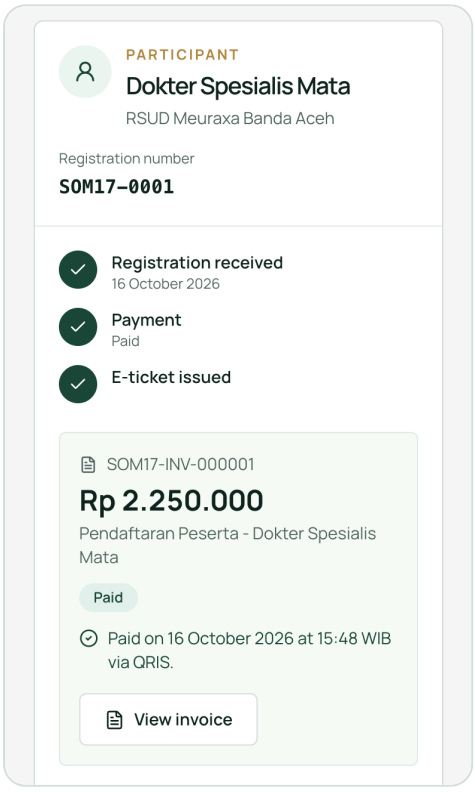
The payment email (in Indonesian)

14 Download your e-ticket

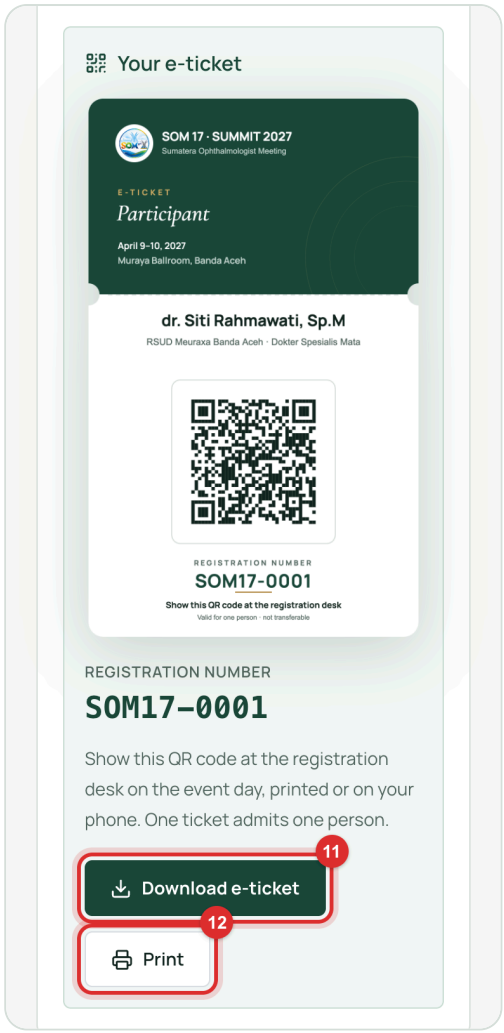
Your e-ticket appears in your account once the invoice is paid. For sponsorship, it appears once the committee approves the application.

1. Sign in (step 9), or tap **My account** if you are still signed in. You are on the **My registrations** page.
2. Find your registration card. Once the e-ticket is issued, all three stages are ticked, including **E-ticket issued**.
3. Scroll down past the invoice details to **Your e-ticket**. It shows a picture of the e-ticket with your name, QR code, and registration number.
4. Tap **Download e-ticket** 11. While the e-ticket is being prepared, the button reads *Preparing…*. Wait a few seconds until it changes.
5. The e-ticket is saved as an image named after your registration number, for example `e-ticket-SOM17-0001.png`.

The **Print** 12 button is explained on the next page.



The registration card after payment: all three stages ticked



Your e-ticket, below the invoice details

Saving and printing your e-ticket



Example of the downloaded file, e-ticket-SOM17-0001.png

Where is the file saved?

DEVICE	LOCATION
Laptop / computer	The **Downloads** folder.
Android phone	The **Download** folder. You can also tap the download notification to open it.
iPhone / iPad	If Safari asks, tap **Download**. The file is saved in the **Files** app, in **Downloads**.

Want it in your photo gallery? On a phone, press and hold the e-ticket picture on your account page, then choose **Save to Photos** (iPhone) or **Download image** (Android).

How to print

1. Tap **Print**, next to the Download e-ticket button.
2. Your browser's print window opens. The e-ticket prints on one page.
3. Choose your printer and print. To keep a PDF copy, choose **Save as PDF** as the printer or destination.

"Your e-ticket" has not appeared?

- **Status *Unpaid*:** tap Pay invoice on that card and complete the payment.
- **Status *Awaiting payment*:** your money has not arrived yet. If you just transferred, wait a few minutes. The account page checks the status by itself regularly, so the e-ticket appears without reloading the page.
- **Sponsorship *In review*:** the committee has not approved your application yet.
- **No registration card at all:** make sure you signed in with the same email you registered with.

More than one registration?

Each registration has its own card and e-ticket, for example one as a participant and one for an exhibition. Download the e-ticket from each card.

Download again at any time

Sign in and download again whenever you need; the result is the same. One e-ticket admits one person and cannot be transferred. After you check in on the event day, the card shows **Checked in** with the time.

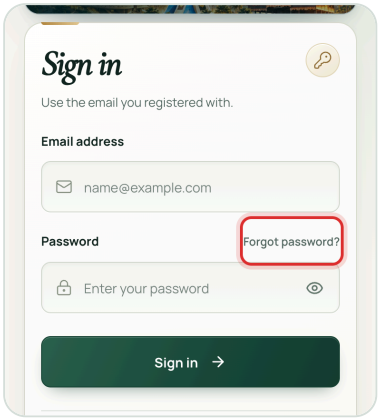
HELP

Forgotten password & common questions

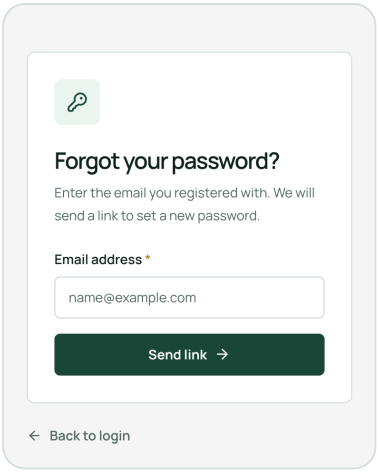
If you forget your password

1. On the sign-in page, tap **Forgot password?**
2. Enter the email you registered with, then tap **Send link**.
3. Open the email "*Atur ulang kata sandi akun SOM 17*" (reset your password) and tap **Buat kata sandi baru** (create a new password).
4. Create a new password of at least 8 characters, then sign in with it.

The link in the email is valid for **1 hour** and can be used **once**.



The Forgot password? link on the sign-in page



The Forgot your password? page

Common questions

The registration email has not arrived.

Check Spam or Promotions. If it is not there, use Forgot password?. Your registration is still saved.

The download button in the email asks me to sign in.

That is expected. Tap Sign in, enter your email and password, then tap Sign in. You go straight back to your account with the e-ticket.

I see "The e-ticket could not be created."

Reload the account page. If it still fails, open your account in another browser, such as the latest Chrome or Safari.

I deleted the e-ticket file, or changed phones.

Sign in again and tap Download e-ticket. You can download it as often as you like, and the QR code stays the same.

I want to register another category.

Register with the same email. The new registration goes into the same account, with the same password.

Will the committee ask for my password?

Never. Do not give your password to anyone, including people claiming to be the committee.

On the event day, bring

Your QR code e-ticket, printed or on your phone, and an ID card with the same name as your registration. Arrive early: the registration desk opens before the first session.