



USER GUIDE

REGISTERING FOR RUNNING EVENTS IN INTELLECBOOK

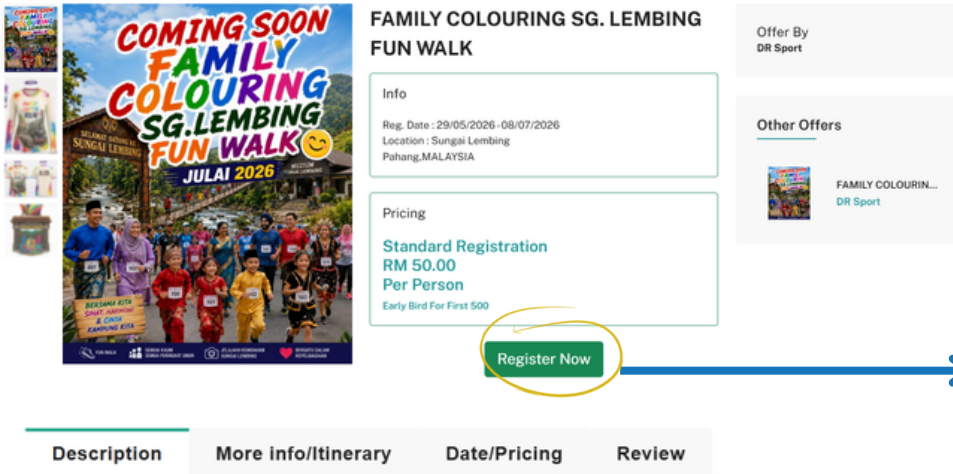
This user guide provides step-by-step instructions for participants to register for running events through the IntellecBook platform. It covers event selection, participant registration, category selection, payment procedures, and registration confirmation to ensure a smooth registration experience.

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1

The system will display the event details page.

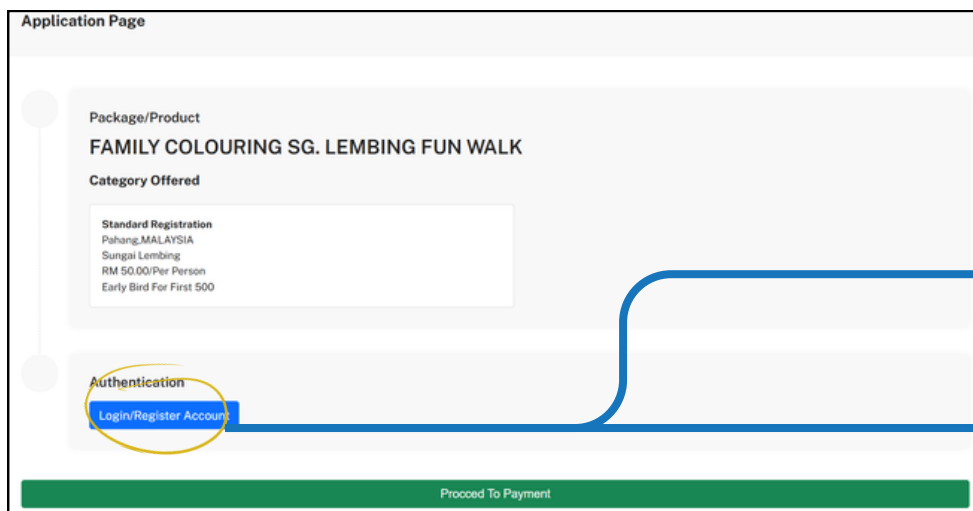


The screenshot shows the event details page for 'FAMILY COLOURING SG. LEMBING FUN WALK'. It includes a banner image, event information (Reg. Date: 29/05/2026 - 08/07/2026, Location: Sungai Lembang, Pahang, MALAYSIA), pricing (Standard Registration RM 50.00 Per Person, Early Bird For First 500), and a 'Register Now' button circled in yellow. A blue arrow points from the 'Register Now' button to the right.

Participants can review the event information, including the event description, itinerary, event date, pricing details, and other relevant information. Once ready, click the **Register Now** button to proceed with registration.

2

The system will redirect participants to the application form page. But the participant need to log in or register the account first

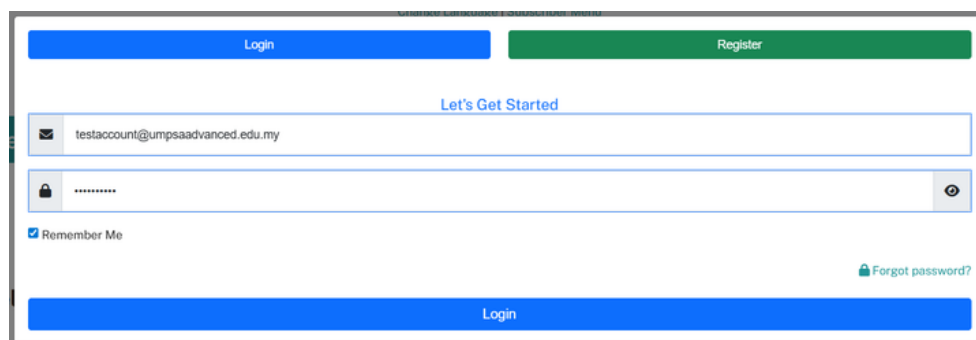


The screenshot shows the 'Application Page' for 'FAMILY COLOURING SG. LEMBING FUN WALK'. It displays the package/product details, category offered (Standard Registration, Pahang, MALAYSIA, Sungai Lembang, RM 50.00/Per Person, Early Bird For First 500), and an 'Authentication' section with a 'Login/Register Account' button circled in yellow. A blue arrow points from the 'Login/Register Account' button to the right. At the bottom, there is a 'Proceed To Payment' button.

To proceed with application, click the **Login/Register Account** button to proceed with registration.

3

The system will redirect participants to the application form page. But the participant need to log in or register the account first



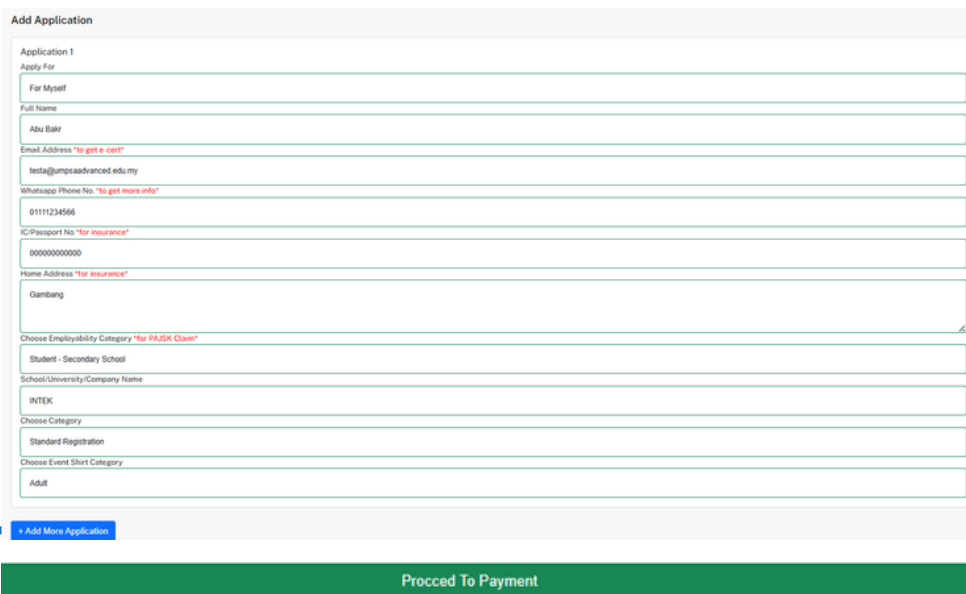
The screenshot shows the 'Login/Registration' form. It has a 'Login' button (blue) and a 'Register' button (green) at the top. Below them is a 'Let's Get Started' link. The form includes fields for email (testaccount@umpsaadvanced.edu.my) and password (masked with dots). There is a 'Remember Me' checkbox and a 'Forgot password?' link. At the bottom, there is a 'Login' button (blue).

3

The system will redirect participants to the application form page. Complete all required information, including:

- Apply For
- Full Name
- Email Address (for e-Certificate delivery)
- WhatsApp Phone Number (for event updates)
- IC/Passport Number (for insurance purposes)
- Home Address (for insurance purposes)
- Employability Category (for PAJSK claim)
- School/University/Company Name
- Event Category
- Event Shirt Category

After completing the form, click **Proceed to Payment**.



The application form allows participants to register for themselves or on behalf of others.



After completing all the required item in the application form, click **Proceed to Payment**.

The system will display the event details page. Select your preferred payment method:

- FPX Online Banking

The registration fee displayed will include a 6% service charge. Review the payment summary and complete the payment transaction.

FAMILY COLOURING SG. LEMBING FUN WALK

Register By

NIKITYSA
testaccount@umpsaadvanced.edu.my
0988576581

UNPAID Application

Application Apply For

For Myself

Full Name

Abu Bahr

Email Address

testa@umpsaadvanced.edu.my

Whatsapp Phone No.

01111234567

IC/Passport No. *for insurance*

00000000000

Home Address *for insurance*

Gambang

Choose Employability Category *for PAJOK Claim*

Student - Secondary School

School/University/Company Name

INTEK

Choose Category

Standard Registration

Choose Event Shirt Category

Adult

Choose Event Shirt Variance

Short Sleeve

Choose Event Shirt Size

M

Edit Application

Delete Application

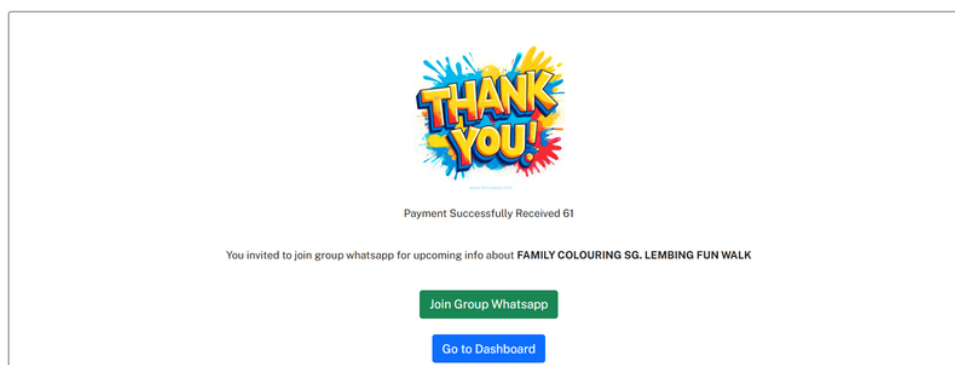
Subtotal
50.00

Payment Total

Subtotal (RM)	50.00
Discount (RM)	0.00
Service Charges(6%) (RM)	6.00
Total (RM)	53.00

Online Payment

Upon successful payment, this might take a while for the below page display. Participants will be redirected to the event confirmation page.



Participant need to click the **Join Group Whatsapp** to join the WhatsApp Group. This group will be used to share important announcements, event updates, race kit collection information, and other event-related communications.

Note: Participants are encouraged to join the WhatsApp group to ensure they receive the latest event information.

Access Intellecbook

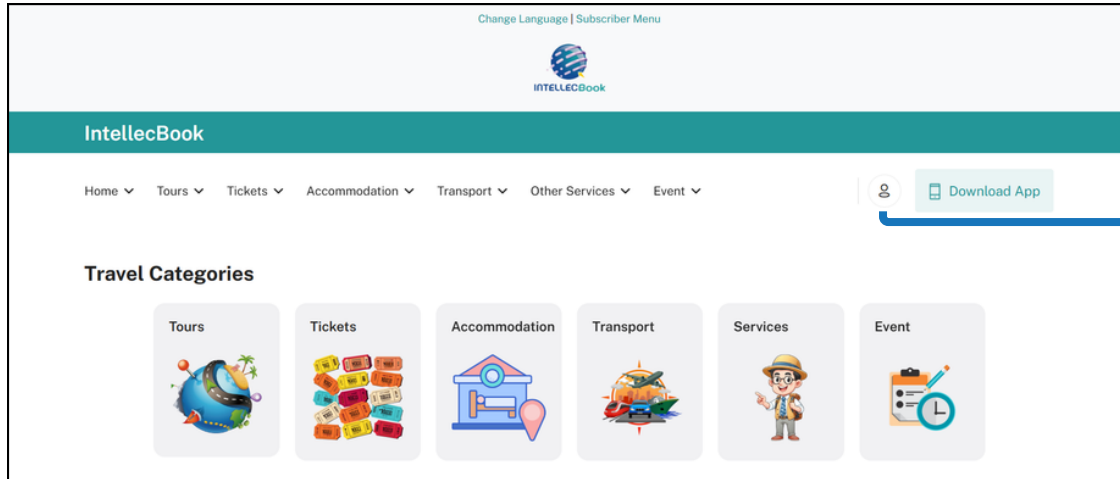
This user guide provides step-by-step instructions for participants to register for running events through the IntellecBook platform. It covers event selection, participant registration, category selection, payment procedures, and registration confirmation to ensure a smooth registration experience.



1. Open a browser and go to the link : <https://intellecbook.com.my/> or scan the given QR Code



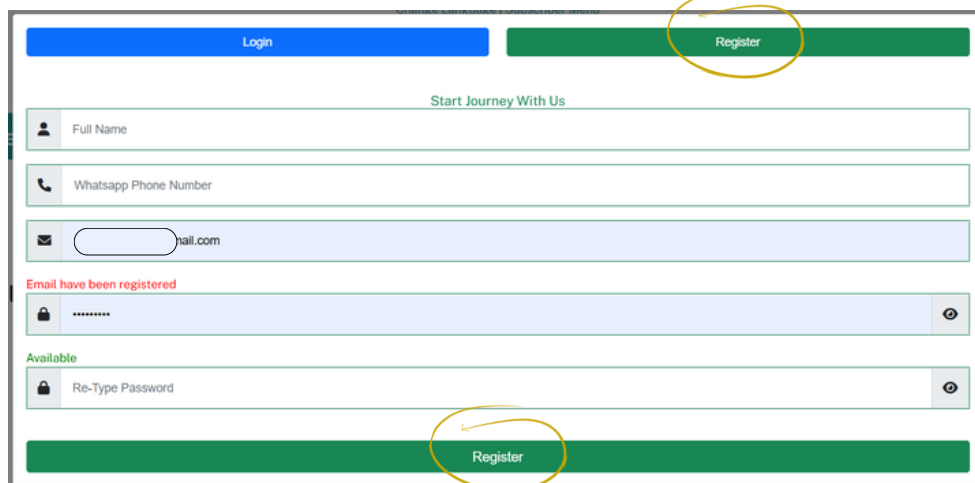
2. The Intellecbook Portal homepage will be displayed.



3. Click **this icon** on right top

4. Click **Register** to create a new account, or log in using your registered email and password if you already have an account

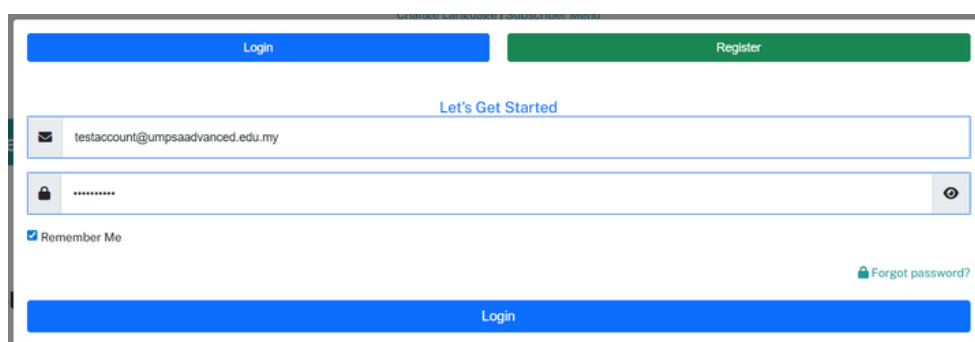
**Register
new
account**



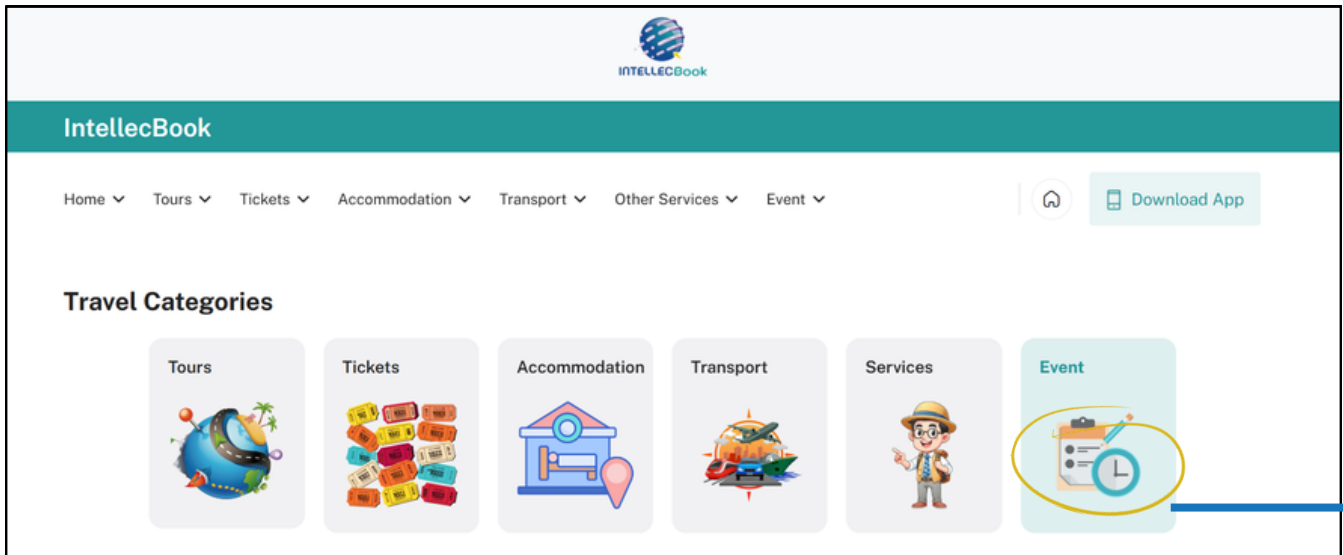
please insert all the required form for account registration and click register button

5. Once your account has been successfully created, or if you already have an account, click the **Login** button, enter your email address and password, and then proceed to log in.

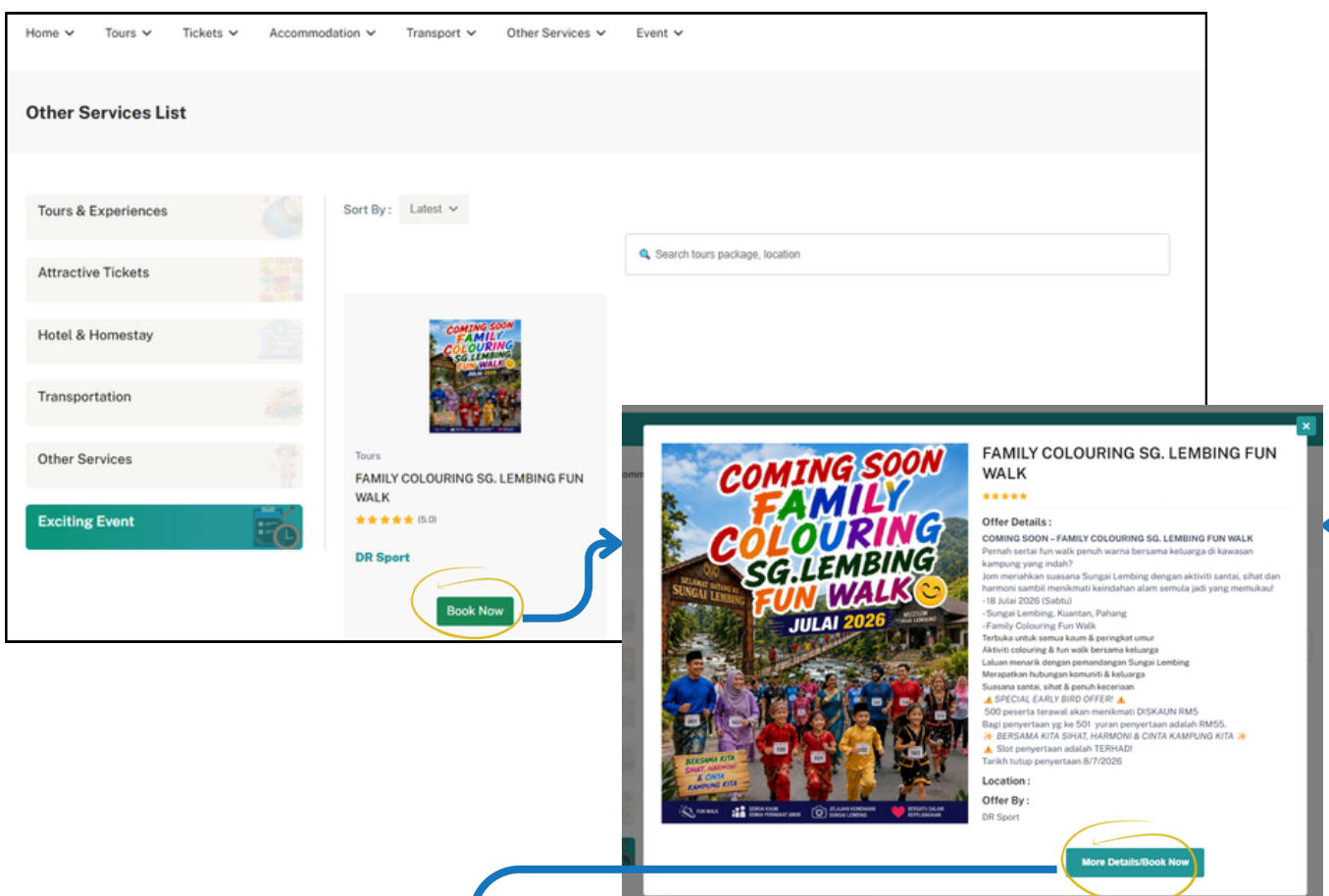
**Login
Existing
Account**



1 In Homepage, please go to Event Card



2 The system displays all available events based on the selected category. Search for your preferred event and click **Book Now** to view the event details.



3 Click the **More Details/ Book Now** button to proceed with application.

The system will display the event details page.

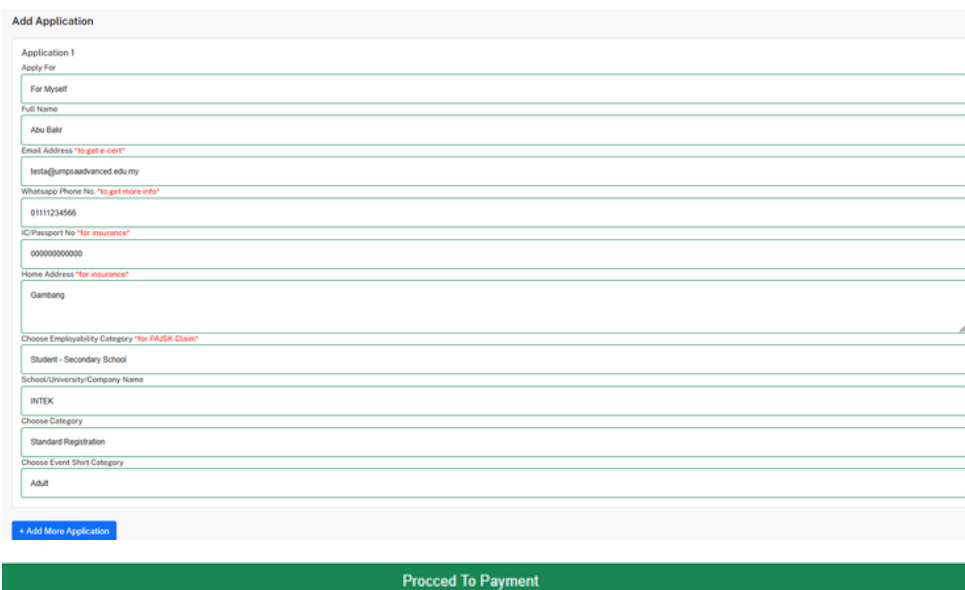


Participants can review the event information, including the event description, itinerary, event date, pricing details, and other relevant information. Once ready, click the **Register Now** button to proceed with registration.

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- Full Name
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- Home Address (for insurance purposes)
- Employability Category (for PAJSK claim)
- School/University/Company Name
- Event Category
- Event Shirt Category

After completing the form, click **Proceed to Payment**.



The application form allows participants to register for themselves or on behalf of others.

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FAMILY COLOURING SG. LEMBING FUN WALK

Register By

NIKITYSA
testaccount@umpsaadvanced.edu.my
0188576581

UNPAID Application

Application Apply For

For Myself

Full Name

Abu Balr

Email Address

testa@umpsaadvanced.edu.my

Whatsapp Phone No.

01111234567

IC/Passport No. *for insurance*

00000000000

Home Address *for insurance*

Gambang

Choose Employability Category *for PAJAK Claim*

Student - Secondary School

School/University/Company Name

INTEK

Choose Category

Standard Registration

Choose Event Shirt Category

Adult

Choose Event Shirt Variance

Short Sleeve

Choose Event Shirt Size

M

Edit Application

Delete Application

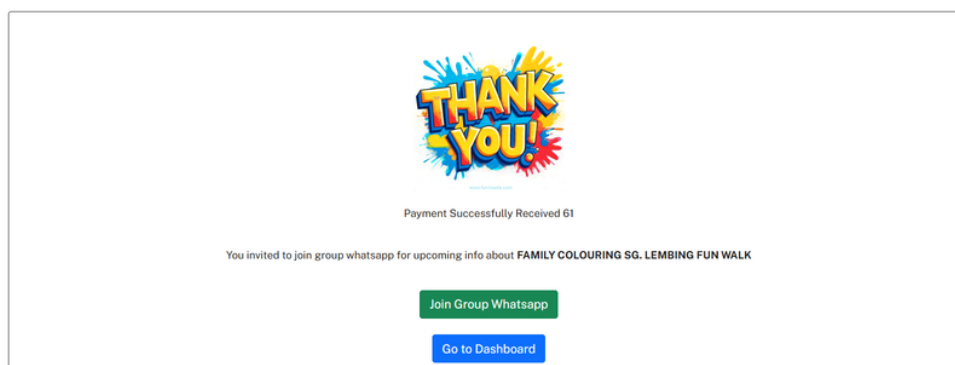
Subtotal
50.00

Payment Total

Subtotal (RM)	50.00
Discount (RM)	0.00
Service Charges(6%) (RM)	0.00
Total (RM)	53.00

Online Payment

Upon successful payment, the registration will be confirmed automatically. Participants will be redirected to the event confirmation page.



After registration is successfully completed, participants will be directed to join the event's WhatsApp Group. This group will be used to share important announcements, event updates, race kit collection information, and other event-related communications.

Note: Participants are encouraged to join the WhatsApp group to ensure they receive the latest event information.

Support & Assistance

If you encounter any issues while applying, registering event, please contact technical for further assistance.

Our Office:

UMPSA ADVANCED, KOMPLEKS PENTADBIRAN UTAMA,
LEBUH PERSIARAN TUN KHALIL YAAKOB,
26300 KUANTAN, PAHANG.

General line : +6012-495 4003

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