

ACAT REGISTRATION GUIDE

STEP 1

Log in to
<https://acat.aatf-africa.org/>

STEP 2

Click the register button on the menu.

STEP 3

We have three categories; **general**, **government officials** and **students**. Click register button on the column matching your category. If buying for a group, click the register button on the corresponding group column. Otherwise, use individual.

STEP 4

Fill in your details on the registration form provided. Have a passport photo ready. Ensure it is below **5 MB**

STEP 5

Once you have filled in your details, click the register button at the bottom. It will take just a few seconds to upload the data, depending on your internet speed, then redirect to the checkout page.

STEP 6

On the checkout page, click view cart to ensure that you've bought the correct category ticket. If you have made an error, simply click the 'red x' on the extreme left, then return to the registration page and follow the same steps.

STEP 7

If the billing order details are okay, click update cart on the bottom of the table.

STEP 8

Confirm the cart totals, then click proceed to place order.

STEP 9

Once on the checkout page, fill in your details on the billing section.

STEP 10

Select Generate Invoice to remit via direct bank transfer/deposit later or Pay Now to settle ticket fees immediately via card or mobile money

For Direct Bank Transfers

STEP 11

When you select “Generate Invoice” you will be redirected to a page where you will print an invoice in PDF or physical format for use in payment at your bank. You can close the page after generating the invoice

STEP 12

Once you make payment, upload proof of payment/slip to acatcoordinator@aaf-africa.org.

For Mobile Money & Card Payments

STEP 13

Select Pay Now if you would like to pay via mobile money or card payments. Ensure you have adequate funds before proceeding. Note that your billing details must match the details registered at your bank.

STEP 14

You will be redirected to the checkout page, where you will choose your preferred payment option and remit the ticket fees.

STEP 15

After making payment, you will receive an email/SMS notification. Send proof of payment to acatcoordinator@aaf-africa.org