



[KAO Instructors Conference 2026 Registration Guide for Instructors](#)

Welcome to the KAOIC 2026 Registration Guide

This guide intends to give you a step-by-step walkthrough on how to register for KAO Instructors Conference 2026 using My Centre App. This guide is intended for all KAO Instructors participating in the event.

Please follow the instructions in this guide to seamlessly navigate through the conference registration forms and complete your registration.

Important Notice:

- The registration forms will only be accessible **until 31 August 2026**.
- Please ensure that all your details entered into the system are correct and up to date.
- After this date, any changes must be made through your respective office.

Recommended Web Browsers:

For the best performance, we recommend using one of the following web browsers:

- Chrome
- Microsoft Edge
- Mozilla Firefox

Recommended Email Provider:

- Outlook
- Gmail
- Yahoo (Not Recommended)

Table of Contents:

1. How to register? [3](#)
2. How to update/edit your registration details? [8](#)
3. How to cancel your registration? [11](#)

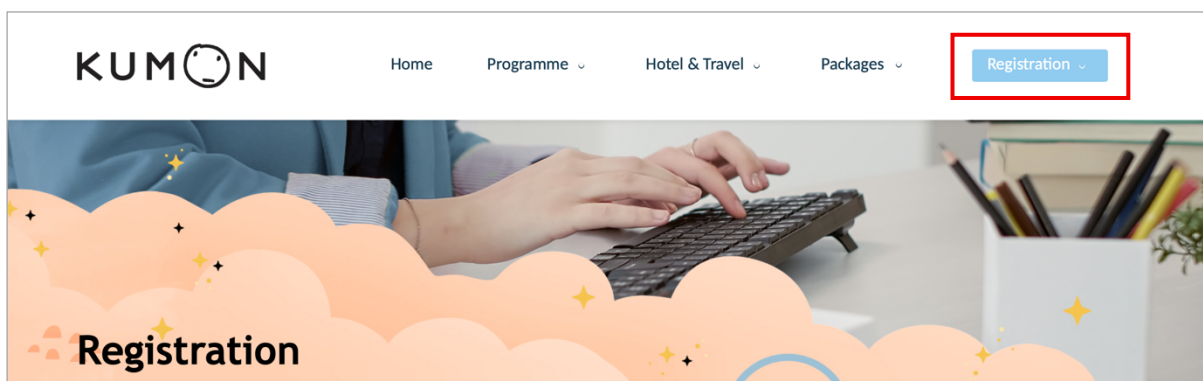
1. How To Register?

Step 1: Visit the KAOIC website

Go to the URL provided in your official KAOIC invitation to access the KAOIC website. Each country has a unique link.

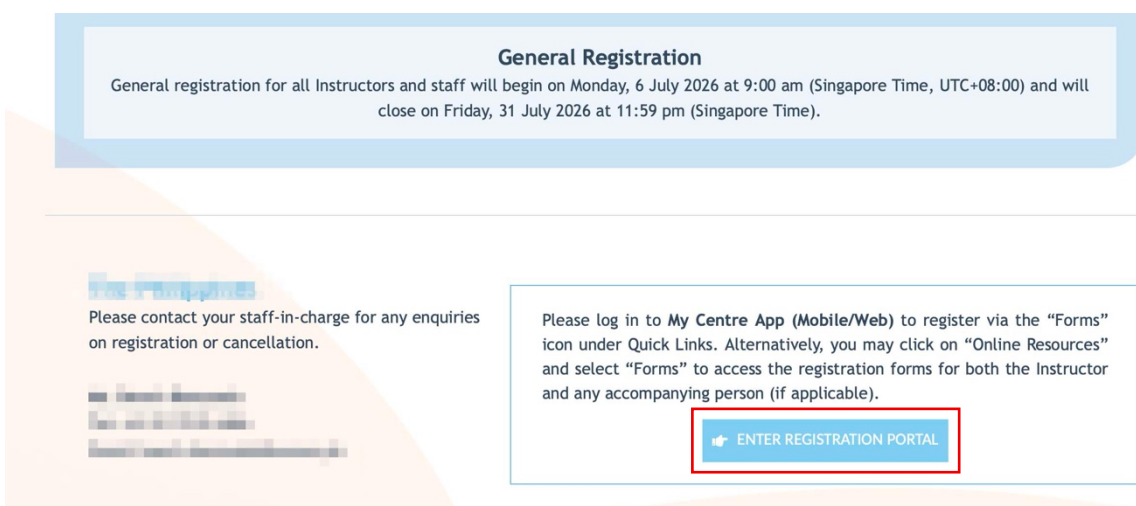
Step 2: Access the registration page

On the conference website, click the “Registration” button located at the top right corner of the website. This will direct you to the registration page.



Step 3: Enter the registration portal

On the registration page, click on the “Enter Registration Portal” button, you will be redirected to My Centre App where the registration form is located.



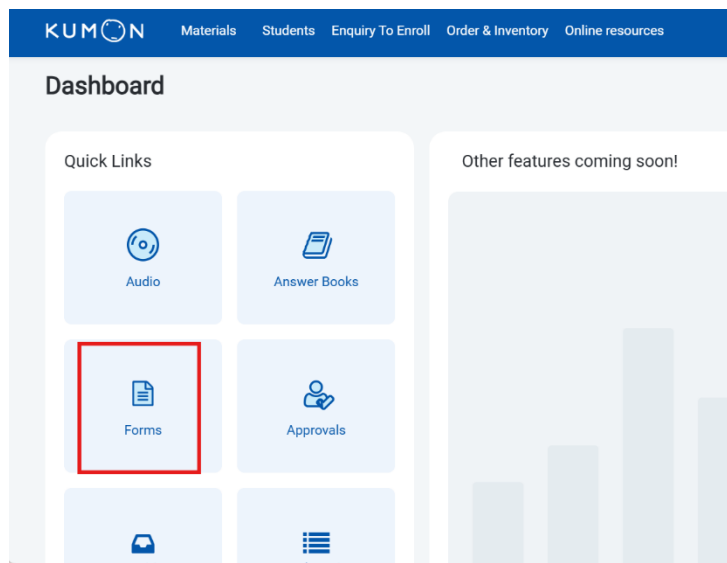
Step 4: Log in to My Centre App

Proceed to log in to My Centre App with your User ID and Password. After logging in successfully you will be directed to the Dashboard page.

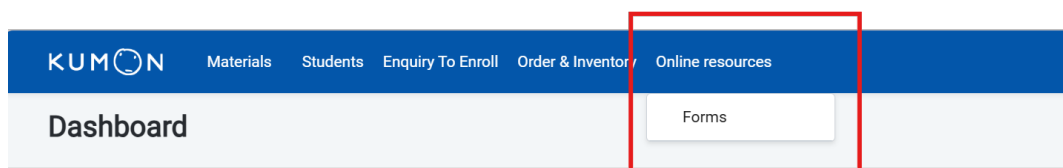


Step 5: Access the registration forms

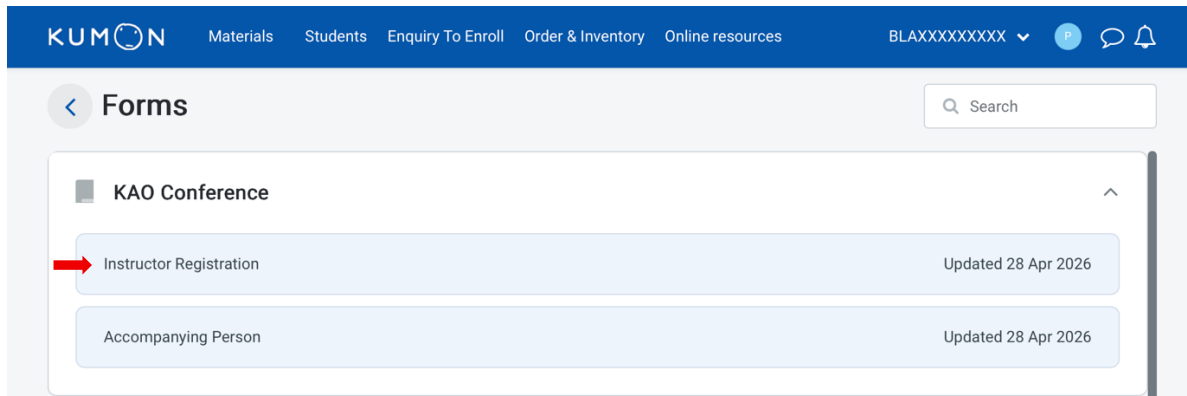
Click on the “Forms” option in the Quick Links section to access the registration forms.



Alternatively, you may also navigate via “Online Resources” → “Forms” in the top menu to access the registration forms.

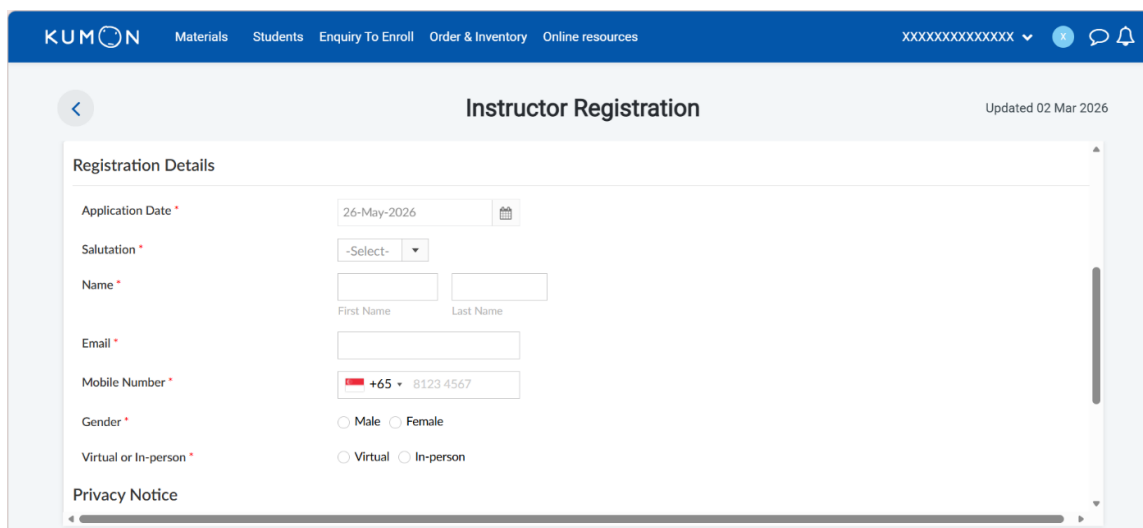


Once inside the Forms page, first complete the Instructor Registration Form, after which you may proceed to fill in the Accompanying Person form (if applicable).



Step 6: Complete all registration fields

Fill in all required fields in the registration form displayed on the page. Please ensure all information is correct before clicking on the “Submit” button.



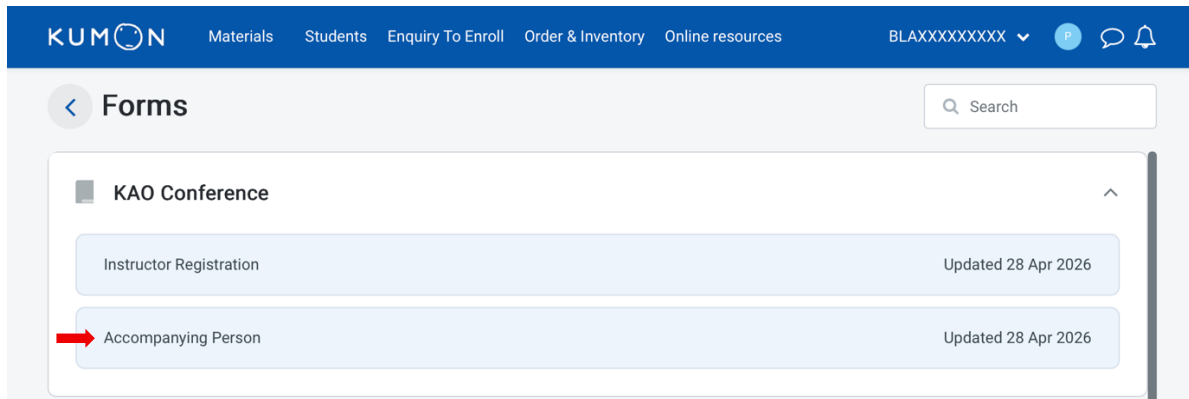
Important notes:

- You may only select one registration type:
 - In-person or Virtual
 - If you change your mind later, you may edit your selection in the form before the registration closing date on 31 July 2026.
- If you plan to bring accompanying person(s), please indicate the number during this step and complete the form for accompanying person(s).

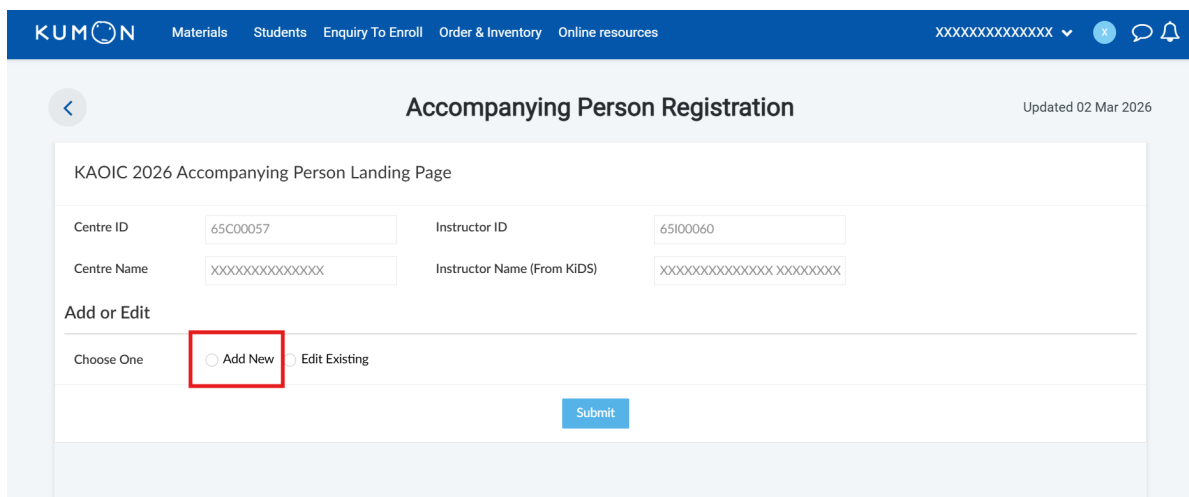
Do you have Accompanying Person?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Number of Accompanying Person	#####

Step 7: Add accompanying person(s)

After submitting the Instructor registration, return to the “Forms” section and choose “Accompanying person” to fill in the details for your accompanying person.



Click “Add New” to access the form and fill in the details. Repeat this step if you have more than one accompanying person.




Step 8: Check your confirmation email

After submitting your registration, a confirmation email will be sent to your mailbox from support@kaoic.com. Please ensure that you receive this email. If you do not see it, check your spam or junk folder.

You can view or edit your registration details at any time by logging back into your My Centre App.

[KAO Instructors Conference 2026] New Conference Registration for Instructor

 support@kaoic.com
To: [Redacted]
Cc: KAO Instructors Conference

Tue 10:06 am

CAUTION: This message was sent from outside of KAO. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe. Please report to ICT team if any suspicious emails.

Dear [Redacted]

Thank you for registering to KAO Instructors Conference 2026 which is being held at Shangri-La The Fort Hotel, Manila on the 28th & 29th November 2026.

We have noted the following details:

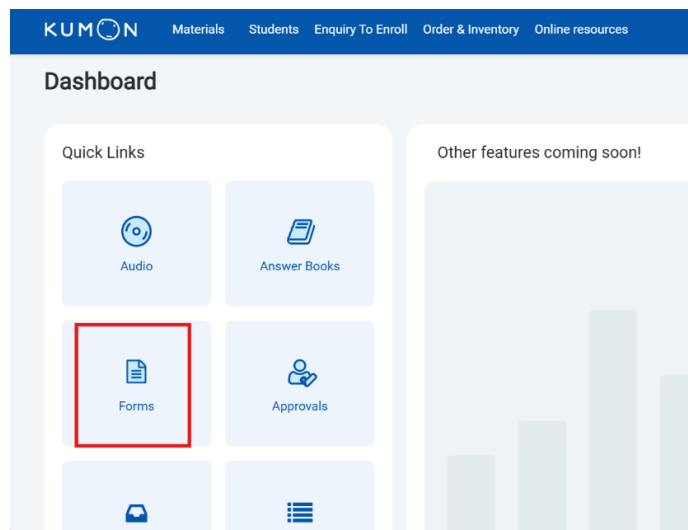
Centre ID	60C00346
Centre Name	KUMXXXXXXXXXXXXXX
Instructor ID	60I00341
Country	Malaysia
Application Date	26-May-2026

-----This completes your registration for the KAO Instructors Conference 2026.-----

2. How to Update/Edit Your Registration Details?

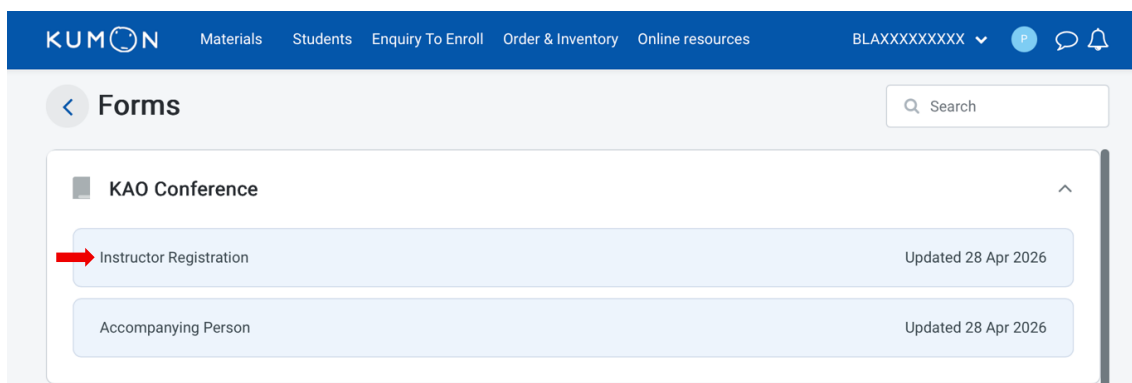
Step 1: Access My Centre App

Log in to My Centre App and click on the “Forms” option in the Quick Links section to access the registration forms.



Step 2a: Update/Edit your registration form

Choose “Instructor Registration” and edit the relevant details that you would like to make changes to and submit the form.



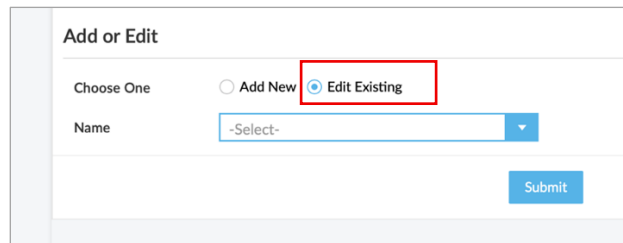
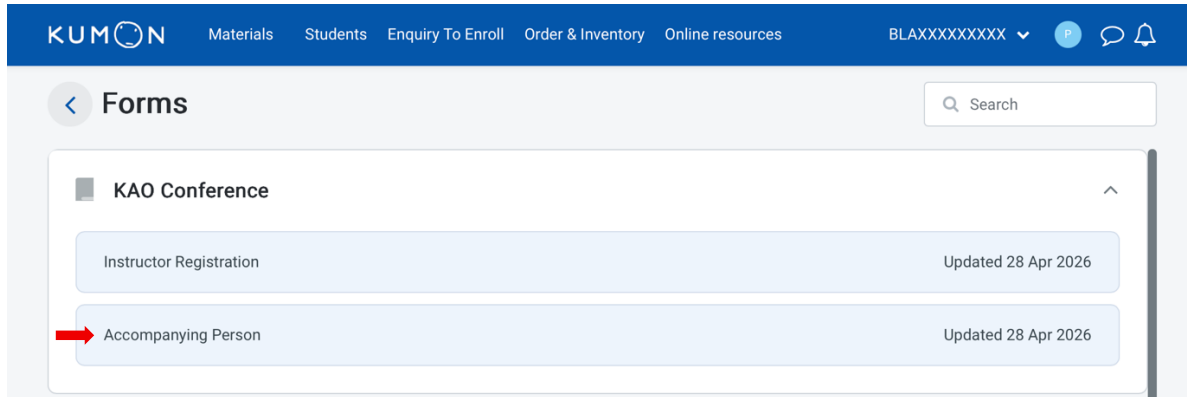
After submission, a confirmation email from support@kaoic.com will be sent to you. Please review it carefully to ensure that all updates are reflected correctly. If you do not see it, check your spam or junk folder.

We have noted the following updated details:

Field	Old Value	New Value
Arrival Time	19:15:00	15:30:00
Arrival Flight Number	456	123
Departure Time	15:30:00	19:15:00
Departure Flight Number	123	456

Step 2b: Update/Edit accompanying person's registration form

To edit the details of existing accompanying person, choose "Accompanying Person", click "Edit Existing", and then choose the relevant accompanying person's form that you have previously submitted.

A screenshot of the "Add or Edit" form. It features two radio buttons under the heading "Choose One": "Add New" and "Edit Existing". The "Edit Existing" radio button is selected and highlighted with a red rectangular box. Below the radio buttons is a dropdown menu labeled "Name" with the text "--Select--". A blue "Submit" button is located at the bottom right of the form.

Edit the relevant details that you would like to make changes to and submit the form.

After submission, a confirmation email from support@kaaic.com will be sent to you. Please review it carefully to ensure that all updates are reflected correctly. If you do not see it, check your spam or junk folder.


We have noted the following updated details:

Field	Old Value	New Value
Arrival Time	19:15:00	15:30:00
Arrival Flight Number	456	123
Departure Time	15:30:00	19:15:00
Departure Flight Number	123	456

Step 3: Add additional accompanying person(s)

Should you need to add additional accompanying person(s) after your initial registration, please follow the steps below:

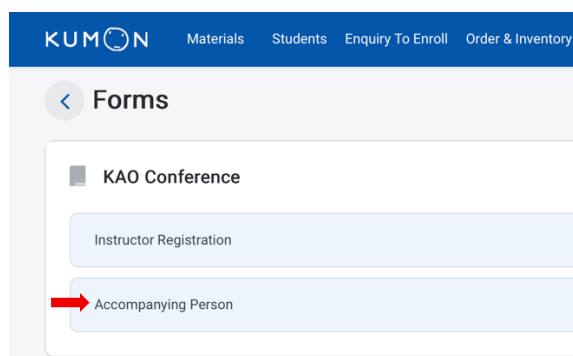
1. In your Instructor registration form, update the number of accompanying person(s) as required and submit the form.



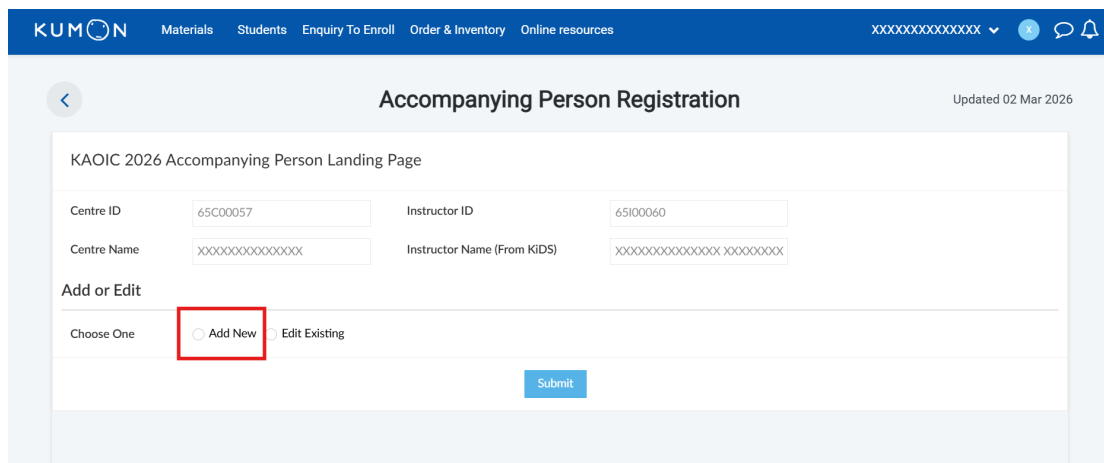
Do you have Accompanying Person? Yes No

Number of Accompanying Person **E.g. Change 1 -> 2**

2. Return to the main “Forms” section and click on “Accompanying person”.



3. Click “Add New” to access the form and fill in the details. Repeat this step if you have more than one accompanying person.



KUMON Materials Students Enquiry To Enroll Order & Inventory Online resources XXXXXXXXXXXXXXXX

< Accompanying Person Registration Updated 02 Mar 2026

KAOIC 2026 Accompanying Person Landing Page

Centre ID Instructor ID

Centre Name Instructor Name (From KIDS)

Add or Edit

Choose One Add New Edit Existing

Submit

4. After submitting each accompanying person’s registration, a confirmation email will be sent to your mailbox from support@kaoic.com. Please ensure that you receive this email. If you do not see it, check your spam or junk folder.

-----***This completes the editing of details for your registration forms.***-----

3. How to cancel your registration?

Step 1: Access My Centre App

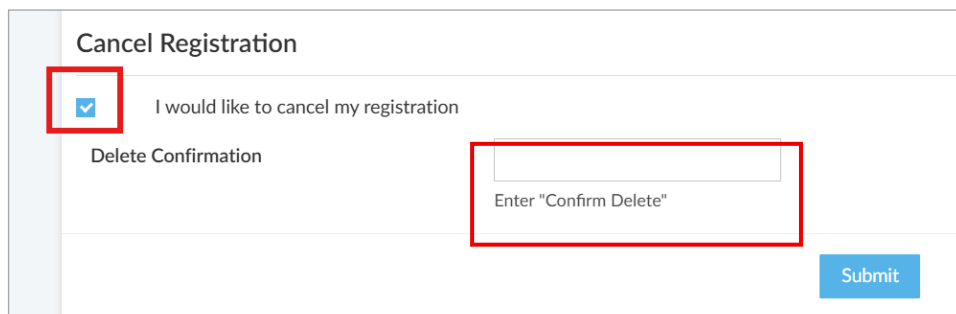
Log in to My Centre App to access your submitted Instructor registration form.

Step 2: Cancel your registration

Scroll to the bottom of the form to submit your cancellation request by clicking “I would like to cancel my registration”, then enter “Confirm Delete” in the box provided to proceed.

Note:

If you cancel your registration, all accompanying person(s) registered under your submission will be automatically cancelled. No separate cancellation is required for them.



Cancel Registration

I would like to cancel my registration

Delete Confirmation

Enter "Confirm Delete"

Submit

Step 3: Cancel an accompanying person’s registration only

If you wish to only cancel an accompanying person’s registration, go to the relevant accompanying person’s registration form page and submit your cancellation request by clicking “I would like to cancel my registration”, then enter “Confirm Delete” in the box provided to proceed.

After submitting your cancellation request, a confirmation email will be sent to your mailbox from support@kaoic.com. Please ensure that you receive this email. If you do not see it, check your spam or junk folder.

-----This completes the cancellation of your registration.-----