



KAO Instructors Conference 2026 Registration Guide for Non-KAO 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. This guide is intended for all non-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? [7](#)
3. How to cancel your registration? [10](#)

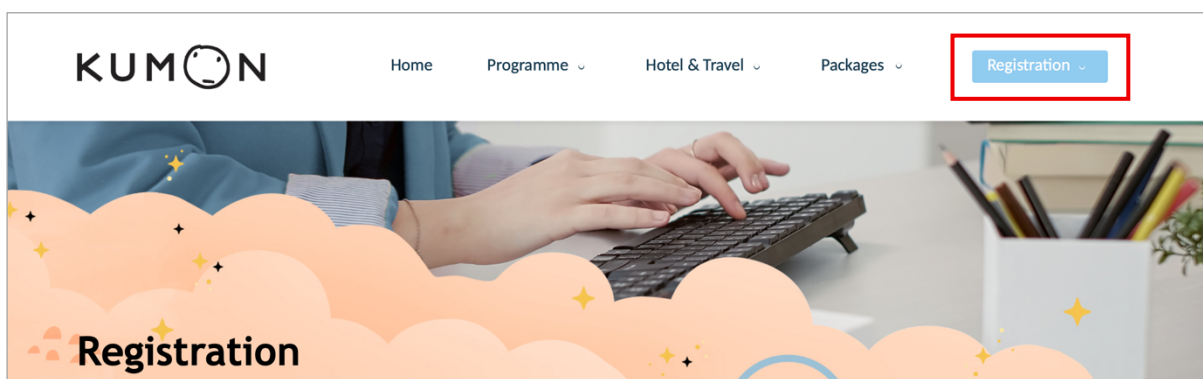
1. How To Register?

Step 1: Visit the KAOIC website

Go to www.kaaic.com/others to access the KAOIC website.

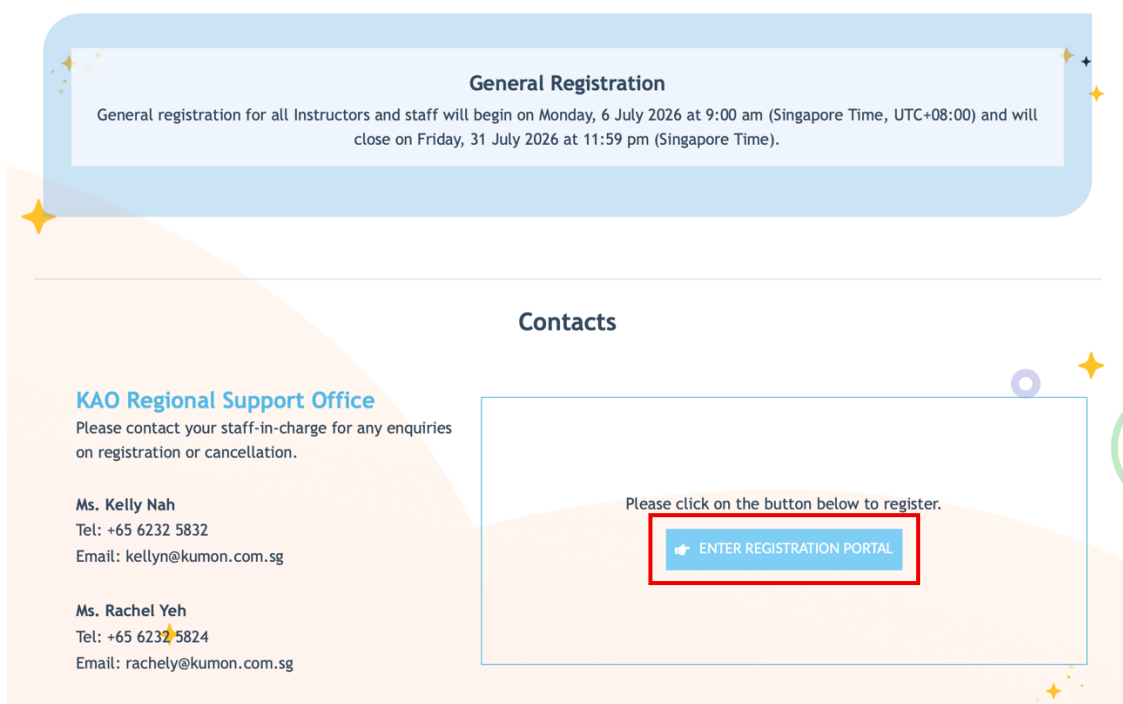
Step 2: Access the registration page

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.



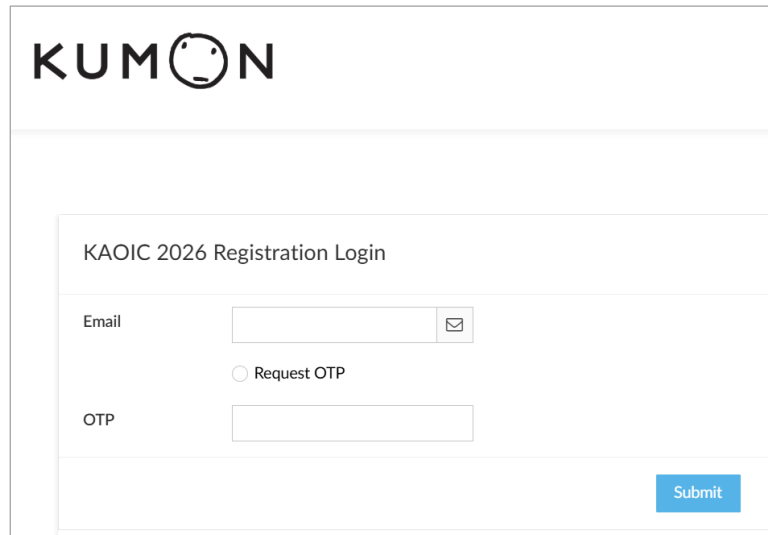
Step 3: Enter the registration portal

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



Step 4: Log in to the Registration Portal

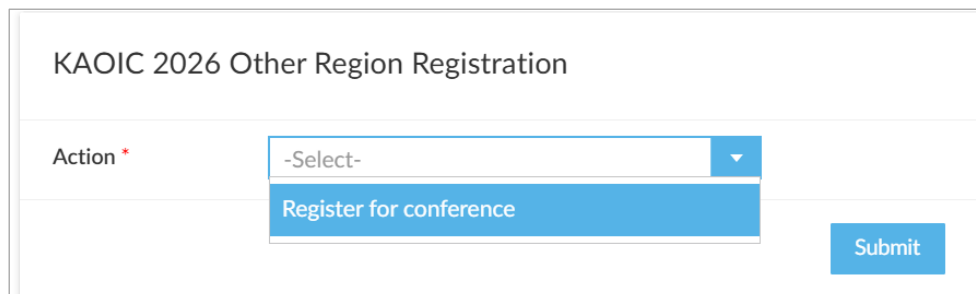
Enter your email address (yahoo mail is not recommended) and request a One-Time Password (OTP). Check your email for the OTP and enter it on the web page. Once logged in successfully, you will be directed to the registration form.



The screenshot shows the KUMON logo at the top left. Below it is a form titled "KAOIC 2026 Registration Login". The form contains an "Email" input field with an envelope icon to its right. Below the email field is a radio button labeled "Request OTP". Below that is an "OTP" input field. A blue "Submit" button is located at the bottom right of the form.

Step 5: Access the registration forms

Once you have successfully logged in, select the dropdown under "Action" and click "Register for Conference" to access the registration form. You will then be redirected to the form to fill in your registration details.



The screenshot shows a form titled "KAOIC 2026 Other Region Registration". It features a label "Action *" followed by a dropdown menu. The dropdown menu is open, showing the option "Register for conference" highlighted in blue. A blue "Submit" button is located at the bottom right of the form.

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.

Registration Details

Application Date *	<input type="text" value="26-May-2026"/>	
Salutation *	<input type="text" value="-Select-"/> ▼	
Name *	<input type="text"/> First Name	<input type="text"/> Last Name
Email *	<input type="text" value="kellyn@kumon.com.sg"/>	
Mobile Number *	<input type="text" value="+65 8123 4567"/>	
Country *	<input type="text" value="-Select-"/> ▼	
Centre Name *	<input type="text"/>	
Gender *	<input type="radio"/> Male <input type="radio"/> Female	
Virtual or In-person *	<input type="radio"/> Virtual <input checked="" type="radio"/> In-person	
Entry Visa Required	<input type="radio"/> Yes <input type="radio"/> No	
Dietary Requirement		

Important notes:

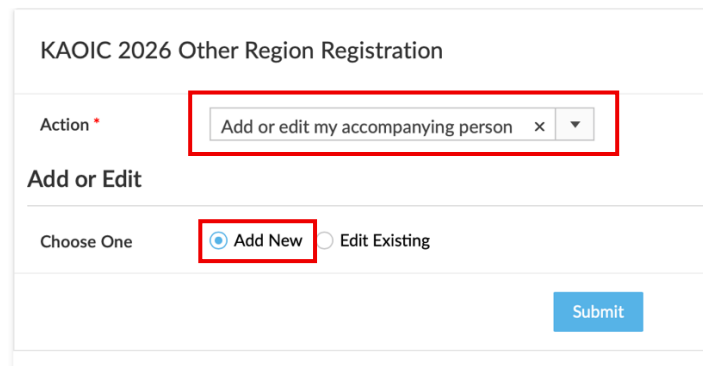
- You may only select one registration type:
 - In-person or Virtual
 - If you change your mind later, you may edit your selection in the form before the registration closing date on 31 July 2026.
- If you plan to bring accompanying person(s), please indicate the number during this step and complete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

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

Step 7: Add accompanying person(s)

After submitting your registration, if you have accompanying person(s) to register, please log in again to the registration portal.

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



KAOIC 2026 Other Region Registration

Action * Add or edit my accompanying person × ▾

Add or Edit

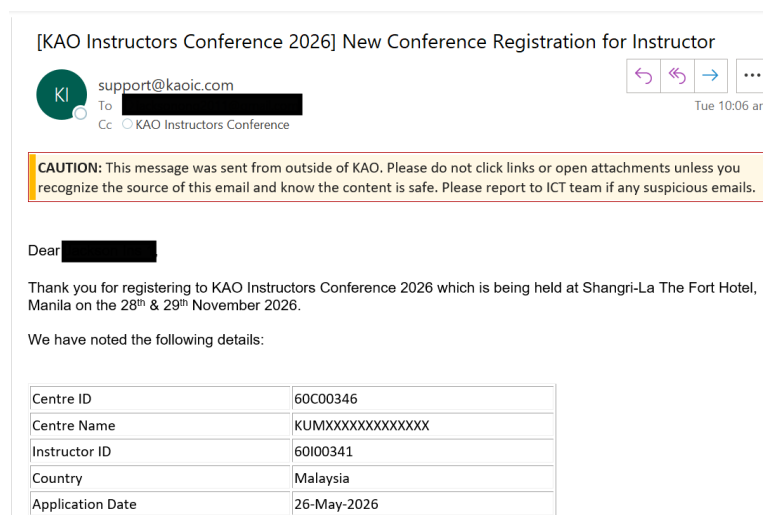
Choose One Add New Edit Existing

Submit

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 the registration portal.

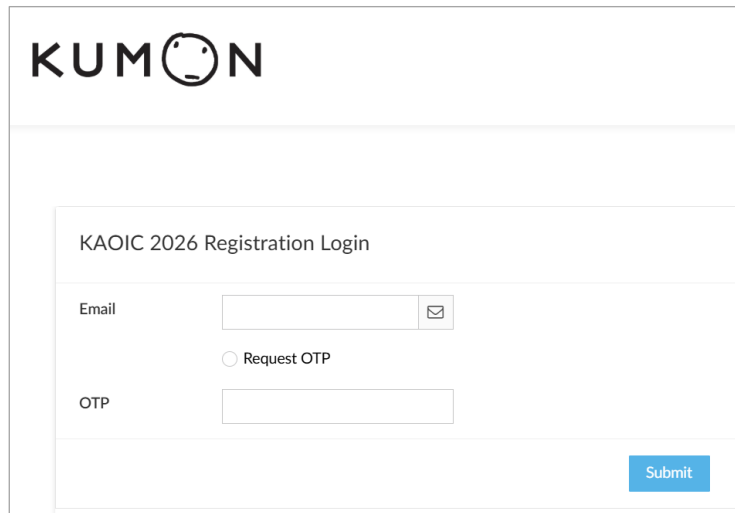


-----This completes your registration for the KAO Instructors Conference 2026.-----

2. How to Update/Edit Your Registration Details?

Step 1: Log in to the Registration Portal

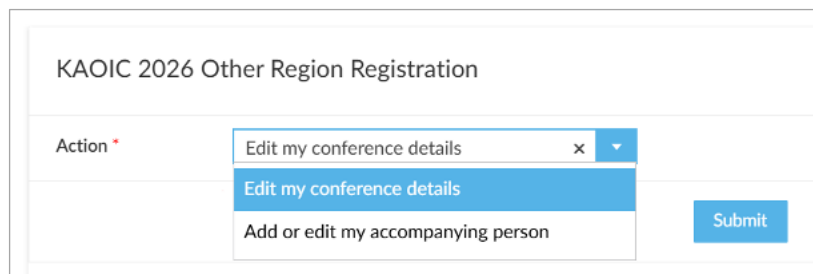
Enter your email address and request a One-Time Password (OTP). Check your email for the OTP and enter it on the web page. Once logged in successfully, you will be directed to the registration form.



The screenshot shows the KUMON logo at the top. Below it is a form titled "KAOIC 2026 Registration Login". The form contains an "Email" input field with an envelope icon, a radio button labeled "Request OTP", and an "OTP" input field. A blue "Submit" button is located at the bottom right of the form.

Step 2a: Update/Edit your registration form

Once you have successfully logged in, select the dropdown under "Action" and click "Edit my conference details" to access the registration form.



The screenshot shows the "KAOIC 2026 Other Region Registration" form. The "Action" dropdown menu is open, showing three options: "Edit my conference details" (highlighted in blue), "Edit my conference details", and "Add or edit my accompanying person". A blue "Submit" button is visible to the right of the dropdown.

Edit the relevant details that you would like to make changes to and resubmit 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: Edit accompanying person's registration form

To edit existing accompanying person(s) details, click on the "Edit Existing" and select the relevant accompanying persons' form you have previously submitted.

The screenshot shows a web form titled "KAOIC 2026 Other Region Registration". Under the "Action" section, there is a dropdown menu with the text "Add or edit my accompanying person" and a close button (x). Below this is the "Add or Edit" section, which includes a "Choose One" label and two radio buttons: "Add New" and "Edit Existing". The "Edit Existing" radio button is selected. Below the radio buttons is a dropdown menu for "Name" with the text "-Select-" and a blue "No Data" button. 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@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 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.

The screenshot shows a form with the question "Do you have Accompanying Person?". There are two radio buttons: "Yes" (selected) and "No". Below this is the "Number of Accompanying Person" field, which contains the number "1". A red box highlights the field, and next to it is the text "E.g. Change 1 -> 2" in red.

2. After updating, log in to the registration portal again, select “Add or edit my accompanying person” and “Add New” to access the accompanying person registration form and fill in the details. Repeat this step if you have more than one accompanying person.

KAOIC 2026 Other Region Registration

Action * Add or edit my accompanying person × ▾

Add or Edit

Choose One Add New Edit Existing

Submit

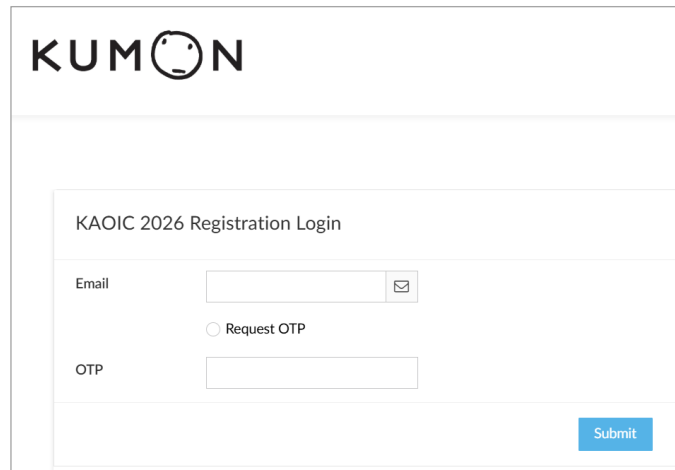
3. After submitting each accompanying person’s registration, a confirmation email will be sent to your mailbox from support@kaoic.com. Please ensure that you receive this email. If you do not see it, check your spam or junk folder.

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

3. How to cancel your registration?

Step 1: Log in to the Registration Portal

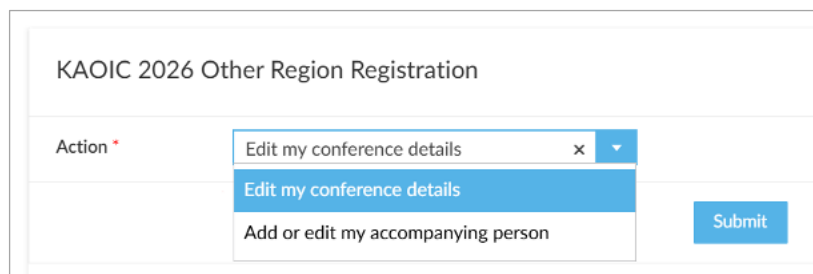
Enter your email address and request a One-Time Password (OTP). Check your email for the OTP and enter it on the web page. Once logged in successfully, you will be directed to the registration form.



The screenshot shows the KUMON logo at the top. Below it is a form titled "KAOIC 2026 Registration Login". The form contains an "Email" input field with an envelope icon, a "Request OTP" radio button, and an "OTP" input field. A blue "Submit" button is located at the bottom right of the form.

Step 2: Update/Edit your registration form

Once you have successfully logged in, select the dropdown under "Action" and click "Edit my conference details" to access the registration form.



The screenshot shows the "KAOIC 2026 Other Region Registration" form. The "Action" dropdown menu is open, showing three options: "Edit my conference details" (selected), "Edit my conference details", and "Add or edit my accompanying person". A blue "Submit" button is visible to the right of the dropdown.

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.-----