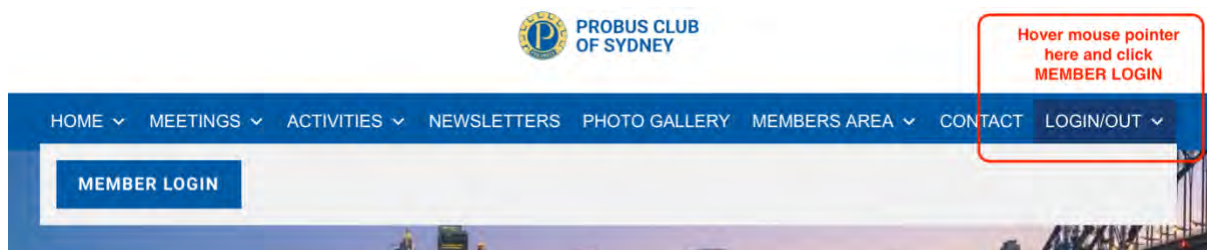


How to Register and Pay for an Activity

Four Very Important points!

- 1 This is a guide, do not click on this or any following pages
It may assist to print these pages
- 2 At any time if your screen goes blank white, click the blue arrow at the bottom right corner of the screen or scroll up or down to find the next step
- 3 Remember the website may take a few seconds to respond!
- 4 It is necessary to Login to Register for an Activity



2 Select Activity

Go to ACTIVITIES and select UPCOMING ACTIVITIES

3 Select REGISTER

As Member's details are now included in the Sydney Probus system, to Register for an event, you just click REGISTER and follow the prompts.

Tour of the Sydney Mint

When 11 Mar 2021
10:00 AM - 12:30 PM
(UTC+11:00)

Location Macquarie Street
Sydney

Registered 3 registrants


REGISTER

Already registered

Show details

Example only, there is no such tour planned!

One of Sydney's
MOST FAMOUS OLD BUILDINGS



Click to Register

If you are already registered

More information here

4 Complete your email address

(if not already showing) and click NEXT and your details will appear.

5 You may wish to add a guest

At the foot of the next screen (partially shown below) on the left side click ADD GUEST and then NEXT

Note – Only the First and Second names of guests are required

Public list of event registrants

Include name in list of event registrants
You may wish to exclude your name for privacy or security reasons

Guests registration

No guest registration entered

ADD GUEST \$95.00 (AUD) each

CANCEL Review my registrations **BACK** **NEXT**

REVIEW AND CONFIRM will appear (you may need to scroll up to view)

REVIEW AND CONFIRM

Event Sydney Institute of Marine Science
30 Aug 2021 10:30 AM
Location: 19 Chowder Bay Road Mosman

Registration Member – \$25.00
type
Total **\$25.00 (AUD)**
amount

Payment instructions Payment may be made by Credit Card, Electronic Funds Transfer (EFT) or Cheque
Credit Card payments are preferred as they enable automatic processing
All the usual Credit Cards are accepted eg Visa, Mastercard
You DO NOT need to join PayPal

EFT Payments should be made to:
Probus Club of Sydney Inc
BSB 032-044
Account No 750838
Ensure you enter your name and the purpose of the payment.

For Cheque payments please contact the Treasurer

CANCEL **BACK** **INVOICE ME** **PAY ONLINE**

6 Review and Confirmation of your Registration appears

To finalise your Registration, it is essential to select **PAY ONLINE** or **INVOICE ME** (to pay by EFT)

(Going back or cancelling are still options BEFORE you select a payment choice)

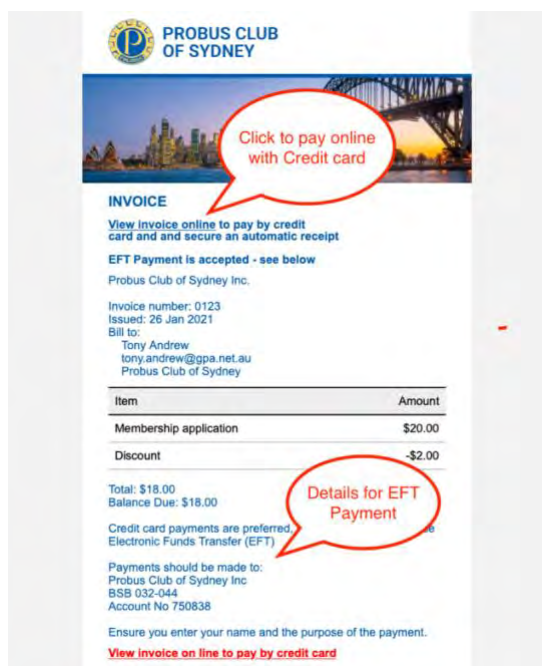
Cheques are still accepted (select INVOICE ME) but they involve additional work for our Treasurer.

7 Payment

PAY ONLINE by Credit Card is strongly preferred as the system will automatically send a Receipt by email and update your Profile. This substantially improves efficiency and significantly reduces the risk of error.

If **INVOICE ME** is selected and Invoice will be received (see below) for payment ONLINE, by EFT or Cheque

The details for EFT payment are on the Invoice.



If **PAY ONLINE** is selected, the PayPal gateway will appear as below.

Payment may be made by all regular credit cards, there is no need to join PayPal

PayPal members may pay directly through PayPal

Select

'Pay with a Card'

Ignore the other material unless you wish to pay with your PayPal account

This screen will appear

Select

'No, I don't want an account now'

and

Tick the box

'You are least 18 years old and you confirm that you have read, etc. . . .'

Select

'Continue'

The regular **Credit Card screen** appears

Complete and accept the **Terms and Conditions**

After the transaction is completed,

Select

'Close Now'

PayPal Service will send you two different emails confirming your transaction but will list it as a Registration for 1 transaction even if you have registered guests.

8 Confirmation of Registration (optional)

Go to **MEMBERS AREA -> MEMBERS PROFILE -> My event registrations**

Even if a guest has been Registered, only one registration will be shown, the amount of your invoice or receipt will confirm the guest booking or hover the pointer over the entry and click 'view registration details'.

9 Before leaving the website, you should logout as below.

