

# How to Register and Pay for an Activity

Version 17 May 2023

## 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, scroll up to find the next step
- 3 Remember the website may take a few seconds to respond!
- 4 It is not necessary to Login to Register for an Activity

## 1 Open Sydney Probus website – [sydneyprobus.org](http://sydneyprobus.org)

## 2 Select Activity

Click or tap ACTIVITIES and select UPCOMING ACTIVITIES

A new page will open from which a specific Activity may be selected



## Welcome to your member only area

Members may view and register for **Meetings** and **Activities** above.

Tap or click '**LOG IN**' and sign in to view **Member Directory**, a **Membership Application**, **Documents** or **Member Profile**.

*These additional navigation items will appear as links in the navigation bar after you've logged in.*

**N.B.** When you are finished, you should log out using the  icon above (shows in place of the '**LOG IN**' button) and then close this window!

## 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

The screenshot shows a registration interface for a 'Tour of the Sydney Mint'. It includes event details like date and time, location, and a 'REGISTER' button. A callout points to the button with the text 'Click to Register'. Another callout points to the 'Already registered' text with 'If you are already registered'. A third callout points to a 'Show details' link with 'More information here'. A red note at the top right states 'Example only, there is no such tour planned!'.

Note – [Already registered](#) will not show as you are not logged in.

#### 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**

The screenshot shows the 'Public list of event registrants' section with a checked checkbox for 'Include name in list of event registrants' and a note about privacy. Below is the 'Guests registration' section, which shows 'No guest registration entered' and an 'ADD GUEST' button for \$95.00 (AUD) each. At the bottom, there are 'CANCEL', 'BACK', and 'NEXT' buttons.

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

---

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.

If **INVOICE ME** is selected you will receive an invoice (see below) for payment ONLINE, by EFT or Cheque. The details for EFT payment are on the Invoice.

**PROBUS CLUB OF SYDNEY**



**INVOICE**

View invoice online to pay by credit card and and secure an automatic receipt

EFT Payment is accepted - see below

Probus Club of Sydney Inc.

Invoice number: 0123  
Issued: 26 Jan 2021  
Bill to:  
Tony Andrew  
tony.andrew@gpsa.net.au  
Probus Club of Sydney

Item	Amount
Membership application	\$20.00
Discount	-\$2.00
<b>Total:</b> \$18.00	
Balance Due: \$18.00	

Credit card payments are preferred.  
Electronic Funds Transfer (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.

**Details for EFT Payment**

[View invoice online to pay by credit card](#)

If **PAY ONLINE** is selected, the following will appear as below, select 'PAY ONLINE'

 **BALANCE DUE: \$1.00**

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

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

[PAY ONLINE](#)

Complete the card information below in the usual manner.

 [Pay with link](#) 

Or pay with card

Email

Card information



Name on card

Country or region  

**Securely save my information for 1-click checkout**  
Pay faster on Probus Club of Sydney Inc. and everywhere Link is accepted.

[Pay](#)

It is important not to touch your device until the screen below appears.

## Invoice #00680



### Invoice details

<b>Balance due</b>	\$0.00
<b>Amount</b>	\$1.00
	\$1.00 paid on 1 Nov 2022
<b>Invoice #</b>	00680
<b>Date</b>	1 Nov 2022
<b>Origin</b>	Manual invoice
<b>Invoiced to</b>	Tony Andrew, Probus Club of Sydney tonyandrew460@gmail.com

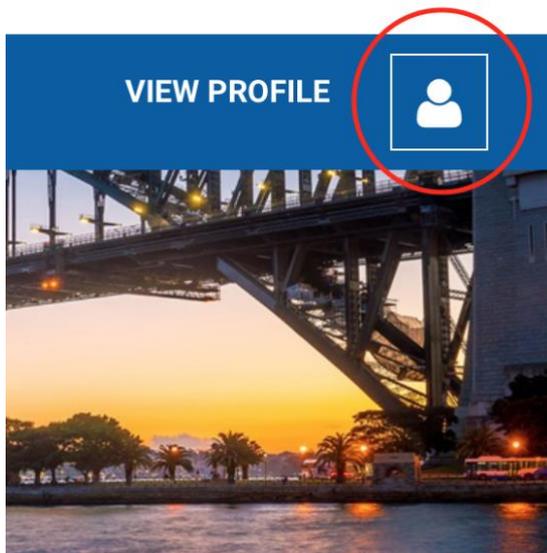
Your payment has been successfully processed.

An email will appear in your inbox confirming the transaction.

No further action is required.

## 8 Before leaving the website, if you had logged in, then you should logout as below.

Select the head and shoulders outline and then **Log out**



If you have any problems, contact Tony Andrew 0411 424 826