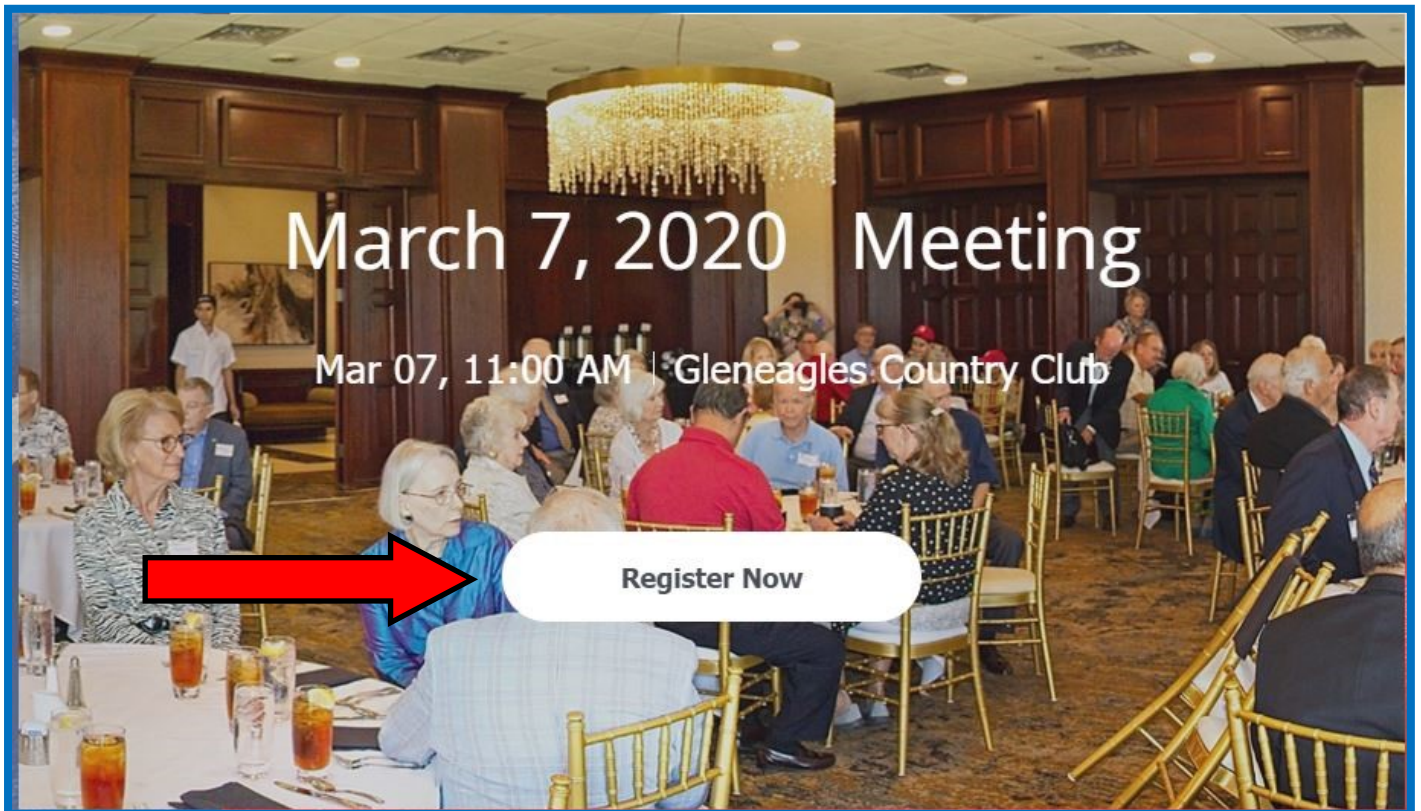


# Event Registration Tutorial

This tutorial is intended to help with the event registration process. A new tool for the GD-NT Chapter to make it easier for members to register and pay for events. We will be changing the tutorial as changes to the events application occur and to update any errors or items that are confusing.



Clicking on the "Register Now" button will start the process.

Sat, Mar 07 | Gleneagles Country Club

# March 7, 2020 Meeting

First meeting of combined chapters with an excellent speaker



## Time & Location

Mar 07, 11:00 AM – 2:00 PM

Gleneagles Country Club, 5401 W Park Blvd, Plano, TX 75093, USA

**Clicking the “Register Now” button takes you to the next page, which contains multiple sections. The first section is shown above. The sections contain more information and the beginning of the Tickets area.**

Tickets	Price	Quantity	Total
March 2020 Membership Meeting <a href="#">More Info +</a>	\$25	<div>- 2 +</div>	\$50
		Total	\$50
<div>Checkout</div>			

This is the tickets area. The price shown is for this specific events. Other events may have different pricing per ticket. The number of tickets shown will register you for the event and if more than one ticket is purchased, it will also register that ticket. The names will be entered in another area.

# 1. Buyer Details

\*First Name

Fred

\*Last Name

Flintstone

\*Email

Freddy@gmail.com |

Continue

Time remaining: 19:13

March 7, 2020 Meeting

Mar 07, 11:00 AM – 2:00 PM  
Gleneagles Country Club

March 2020 Membership Meeting

Price: \$25

Qty: 2

\$50


Total

\$50

The person purchasing the tickets will fill out this area (1. Buyer Details) The items with and asterisk are required to be filled. Once you have completed this area click the “Continue” button which will take you to 2. Tickets Details.

## 2. Tickets Details

Ticket #1 - March 2020 Membership Meeting ^

 ☒ Same as buyer details

\*First Name

Fred

\*Last Name

Flintstone

\*Email

Freddy@gmail.com

\*Phone Number

214-555-5555

Gleneagles Country Club

March 2020 Membership Meeting

Price: \$25

Qty: 2 \$50

Total \$50

Next Ticket

 Ticket #1

**The Ticket Details must be filled out. Ticking or checking the box by “same as buyer details” will fill in everything but the phone number for Ticket #1. If you purchased 2 or more tickets there will be a Ticket #2 , Ticket #3 etc that will need to be filled out. We will use the information to insure that we have nametags for each person attending the event. They will be provided a PDF (Adobe Acrobat) ticket via email that will have all of the information needed. Click the “Continue” button to go to the payment section.**

Ticket #2 - March 2020 Membership Meeting ^		Total	\$50
<hr/>			
*First Name	*Last Name		
<input type="text" value="Wilma"/>	<input type="text" value="Flintstone"/>		
*Email			
<input type="text" value="Wilma@gmail.com"/>			
*Phone Number			
<input type="text" value="972-555-5555"/>			
<hr/>			
<input type="button" value="Continue"/>			

Ticket #2

**This is Ticket #2. The information is typed in. This ticket will go to the email shown. If you purchased more tickets at the same time the information from them would follow. There would be a “next ticket” indication that when clicked , will go on to the next ticket.**

## ✓ Buyer Details

Fred Flintstone  
Freddy@gmail.com

[Edit](#)

Time remaining: 14:42

## ✓ Tickets Details

Ticket #1 - March 2020 Membership Meeting

Fred Flintstone  
Freddy@gmail.com

[Edit](#)

### March 7, 2020 Meeting

Mar 07, 11:00 AM – 2:00 PM  
Gleneagles Country Club

March 2020 Membership Meeting

Price: \$25

Qty: 2 \$50

Total \$50




Ticket #2 - March 2020 Membership Meeting


Wilma Flintstone  
Wilma@gmail.com

**After you have completed your buyer and ticket details, you can still edit them before you go forward. Note that the box in the upper right shows the time remaining before the activity must be completed.**



### 3. Payment

<input checked="" type="radio"/> PayPal		
<p>Pay with PayPal</p> <p>When you hit "Buy Now" you will be redirected to PayPal where you can complete your purchase securely.</p>		
<input type="radio"/> Manual Payment		



[Place Order](#)

**You have the option to use Pay Pal or a manual payment. Above shows the Pay Pal Option. Click "Place Order" and you will be taken to the Pay Pal site. There you have the option of using your Pay Pal account to pay or there is an option to use a credit/debit card.**



### 3. Payment

☐ PayPal



☒ Manual Payment



Manual payments can be sent to Bonnie Rahne at 1116 Bridgeway LN, Allen, TX 75013 or can be paid at the door by check or cash. The tickets will show unpaid. You are liable for the full amount unless cancelled 7 days prior to the event. You can cancel via email at [Bonnie.rahne@att.net](mailto:Bonnie.rahne@att.net) or calling 972-523-6760.



Place Order

**Selecting “Manual Payment” will get you a ticket that says unpaid. You have registered for the amount of tickets reserved/purchased . Note that you must cancel at least 7 days prior or you will be liable for payment. Instructions will also be shown on the ticket which will be sent to each ticket holder identified.**