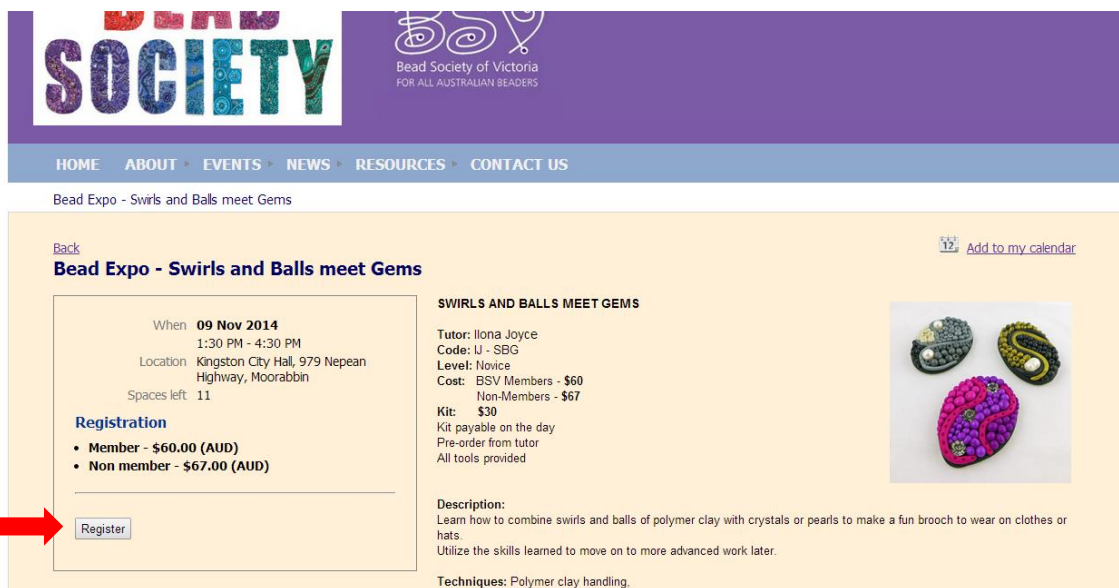


How to register for multiple events at one time.

If you are booking in to member only events or want the membership prices for an event you must be a paid up confirmed member, if not, go ahead and complete that transaction and pay for it.

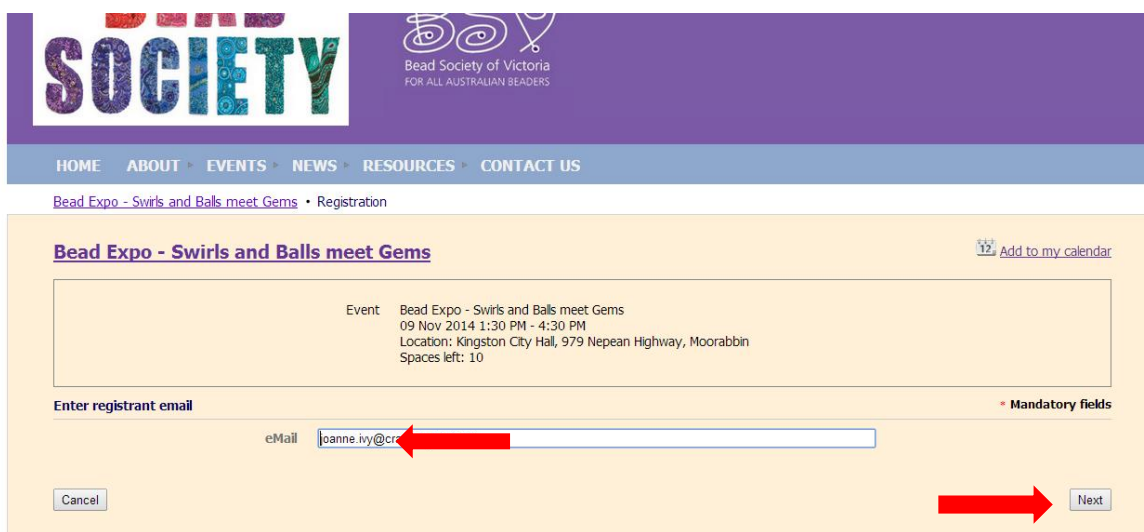
1: If you are a member log in, if not continue without logging on.

2: Find the first event you wish to register for. Click on the **Register** box. Sample below.



The screenshot shows the website header with the logo 'BEAD SOCIETY' and 'Bead Society of Victoria FOR ALL AUSTRALIAN BEADERS'. A navigation bar includes 'HOME', 'ABOUT', 'EVENTS', 'NEWS', 'RESOURCES', and 'CONTACT US'. Below the header, the page title is 'Bead Expo - Swirls and Balls meet Gems'. A 'Back' link and an 'Add to my calendar' button are visible. The main content area is divided into two columns. The left column contains event details: 'When: 09 Nov 2014, 1:30 PM - 4:30 PM', 'Location: Kingston City Hall, 979 Nepean Highway, Moorabbin', and 'Spaces left: 11'. Under 'Registration', it lists 'Member - \$60.00 (AUD)' and 'Non member - \$67.00 (AUD)'. A red arrow points to a 'Register' button. The right column is titled 'SWIRLS AND BALLS MEET GEMS' and lists the tutor 'Ilona Joyce', code 'U - SBG', level 'Novice', and costs: 'BSV Members - \$60', 'Non-Members - \$67', and 'Kit: \$30'. It also includes a 'Description' and 'Techniques' section. An image of colorful beaded jewelry is shown on the right.

3: Your email should auto fill from your website membership record, or complete it, if not a member. Click **Next**



The screenshot shows the same website header and navigation bar as the previous image. Below the header, the page title is 'Bead Expo - Swirls and Balls meet Gems'. A 'Back' link and an 'Add to my calendar' button are visible. The main content area is divided into two columns. The left column contains event details: 'Event: Bead Expo - Swirls and Balls meet Gems', '09 Nov 2014 1:30 PM - 4:30 PM', 'Location: Kingston City Hall, 979 Nepean Highway, Moorabbin', and 'Spaces left: 10'. Below this, there is a section titled 'Enter registrant email' with a red asterisk indicating 'Mandatory fields'. The email field is filled with 'joanne.ivy@cr...' and a red arrow points to the end of the text. Below the email field, there are 'Cancel' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

4: Below the registration type: Select member or non-member, then click next.

SOCIETY Bead Society of Victoria FOR ALL AUSTRALIAN BEADERS

HOME ABOUT EVENTS NEWS RESOURCES CONTACT US

Bead Expo - Swirls and Balls meet Gems • Registration

Bead Expo - Swirls and Balls meet Gems [Add to my calendar](#)

Event: Bead Expo - Swirls and Balls meet Gems
09 Nov 2014 1:30 PM - 4:30 PM
Location: Kingston City Hall, 979 Nepean Highway, Moorabbin
Spaces left: 10

Choose registration type * Mandatory fields

Registration Member - \$60.00 (AUD) Non member - \$67.00 (AUD)

5: Check or complete the address and other registration information section, then click next

Enter registration information * Mandatory fields

First Name: Joanne
Last Name: xxxxxxxxxxxxxxxxxxxx
Street: xxxxxxxxxxxxxxx
Suburb: xxxxxxxx
State: ACT NSW NT QLD SA TAS VIC WA Other
Postcode: 3190
Country:
eMail: joanne.ivy@cranberry.net.au
Home Phone:
Mobile Phone: xxxxxxxxxxxxxx

6: Click Confirm

Bead Expo - Swirls and Balls meet Gems [Add to my calendar](#)

Review and confirm

Event: Bead Expo - Swirls and Balls meet Gems
09 Nov 2014 1:30 PM - 4:30 PM
Location: Kingston City Hall, 979 Nepean Highway, Moorabbin
Spaces left: 10
Registration type: Member - \$60.00
Total amount: **\$60.00 (AUD)**

Registrant data

First Name: Joanne
Last Name: Ivy
Street: 29A George St
Suburb: HIGHETT
State: VIC
Postcode: 3190
Country:
eMail: joanne.ivy@cranberry.net.au
Home Phone:
Mobile Phone: 0410 233 253

7: This page is your confirmation. If just paying for one item, you can click the **Pay online** button or pay via bank transfer.

IF YOU WANT TO BOOK ANOTHER EVENT, **DO NOT** DO EITHER OF THOSE THINGS, **JUST NAVIGATE** TO THE NEXT EVENT TO BOOK.

Please note in the bottom corner your running balance due:



My profile Balance due: \$60.00

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Invoices and payments](#)

Balance due (1 items): \$60.00
Payment must be received within three working days.

Payment options:

- * Credit/debit card or PayPal - Click on "Pay online"
- * Bank deposit - quote the invoice number received via email

Make the payment for the full amount to:

Account: The Bead Society of Victoria
BSB: 633-000
Account: 129-000-873

[Pay online](#)

Search Records found:1

| Date | Transaction | Balance due |
|-------------|--|-------------|
| 29 Jul 2014 | Invoice#00273 Event registration Bead Expo - Swirls and Bals meet Gems | \$60.00 |



Balance due: \$60.00
Messages

8: Once you have registered for your second event you will get a page like this:

My profile Balance due: \$120.00

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Invoices and payments](#)

Balance due (2 items): \$120.00
Payment must be received within three working days.

Payment options:

- * Credit/debit card or PayPal - Click on "Pay online"
- * Bank deposit - quote the invoice number received via email

Make the payment for the full amount to:

Account: The Bead Society of Victoria
BSB: 633-000
Account: 129-000-873

[Pay online](#)

Search Records found:2

| Date | Transaction | Balance due |
|-------------|--|-------------|
| 29 Jul 2014 | Invoice#00274 Event registration Bead Expo - Cosmos Discs | \$60.00 |
| 29 Jul 2014 | Invoice#00273 Event registration Bead Expo - Swirls and Bals meet Gems | \$60.00 |



Two events are now listed at the bottom on the page, leave them both ticked on the right and click pay online, or note the total at the bottom and pay via bank transfer, quoting the invoice numbers supplied for events.

Note: If you pay by bank transfer the confirmation of payment is manually updated by the treasurer in admin, so will take a few days to be confirmed.

**** After payment is confirmed, you will receive a Registration confirmation email for every event. These emails may include a link to click to download additional information or tutor contacts/requirements lists. You may have to scroll down the page a bit, but it will be under the heading **Additional Information**.