

# Members: How to register for multiple events and pay all in one action.

1: If you are a member log in using your BSV registered email and password.

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

**Cupcake Crown (Part 1)**

When **20 Jan 2018**  
1:30 PM - 4:30 PM

Location University College, 40 College Crescent, Parkville

Spaces left 10

**Register**

**Cupcake Crown (Part 1) - Paula Gething**  
*Note: Part 1 & Part 2 must be booked if registering for workshop*

**Level:** Intermediate/Some Knowledge  
**Kit:** Not Provided  
List supplied

Embellish a felted woolen ball with all types crystals, pearls and beads. Challenge yourself to build a colour palette you love! Capture a large Rivoli to create a crown base.

3: Your email should auto fill from your website membership record. Click **Next** →

**Cupcake Crown (Part 1)** Add to my calendar

Event Cupcake Crown (Part 1)  
20 Jan 2018 1:30 PM - 4:30 PM  
Location: University College, 40 College Crescent, Parkville

Enter registrant email **Mandatory fields**

eMail Your email shows here

Cancel Next

4: Event details and all your member details will show. If correct, click on **Next**.



**Enter registration information** **Mandatory fields**

First Name  
Last Name  
Street  
Suburb  
State  
Postcode  
Country  
eMail  
Home Phone  
Mobile Phone

Your name, address, email and contact number details shows here

Cancel Back Next

5: On the next **Review and confirm** page, select the **Invoice me** option if you want to choose more events. You can then pay on the final amount.

**Cupcake Crown (Part 1)** Add to my calendar

**Review and confirm**

Event Cupcake Crown (Part 1)  
20 Jan 2018 1:30 PM - 4:30 PM  
Location: University College, 40 College Crescent, Parkville

Registration type Cupcake Crown (Part 1) - \$30.00

Total amount **\$30.00 (AUD)**

Payment instructions Your event registration is now reserved. Payment must be received within three working days.

Payment options:  
\* PayPal/credit card - Click on "Pay online"  
\* Bank deposit - quote the invoice number received via email

Cancel Back Invoice me Pay online

6: The next window will show like this with:

Balance due: \$30.00  
 MESSAGES at the bottom right of the page.

**✗ IGNORE** the **View/ Pay Invoice** options.

7: Instead, click on the **New Registration** box, and in the next window under the event heading, select the next event you want.

Repeat Steps 2 – 6 to register in any other events you need to before making your final payment as in Step 8.

8: A new total balance is now at the bottom right of the page, click on Balance due:

8: The next page has your multiple events now totalled with the Pay Online option or Bank Deposit details for payment of these events.

Choose **Pay online** and follow the prompts either by Paypal or using a credit card.

A confirmation email be received straight away with any links to download additional information if it is provided, e.g. Req. lists

**NOTE:** If you choose to pay via Bank transfer, please note your Name and Invoice numbers so that we can reconcile your payment to your invoice easily.

★ ★ Registration confirmation emails for event payments made via bank transfer will take longer due to banking delays and manual reconciliation by admin.