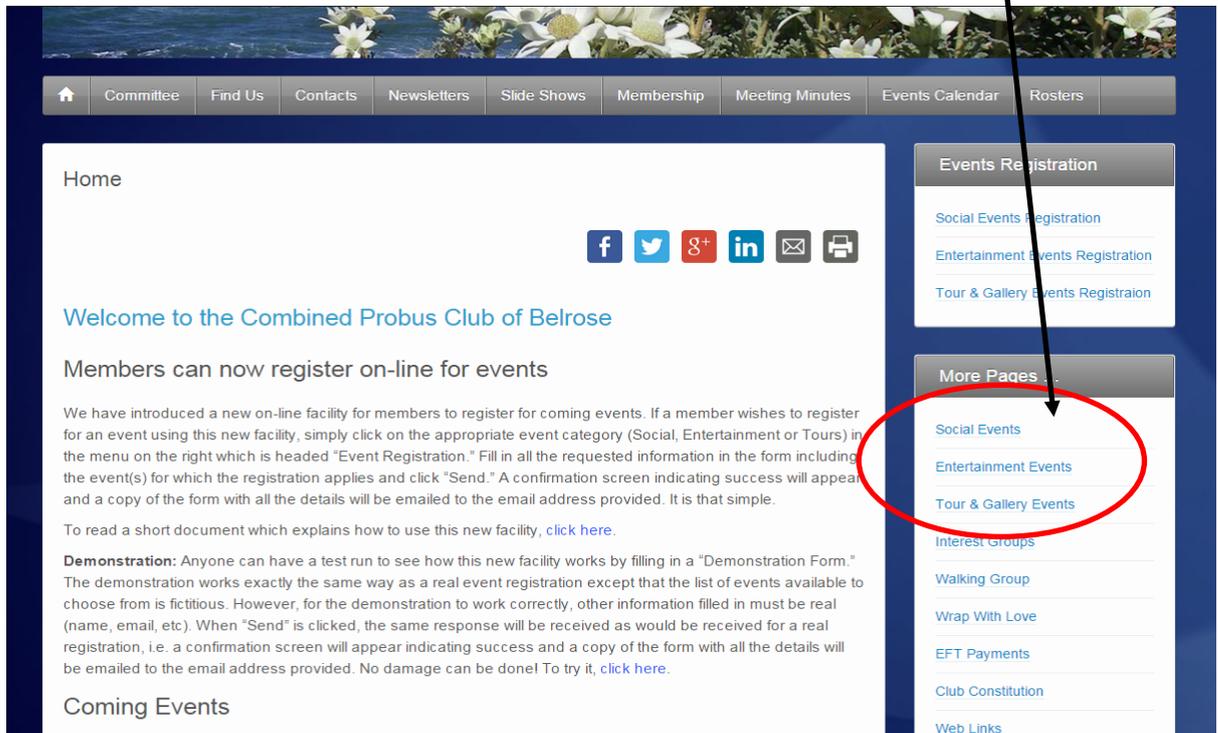


Combined Probus Club of Belrose Inc

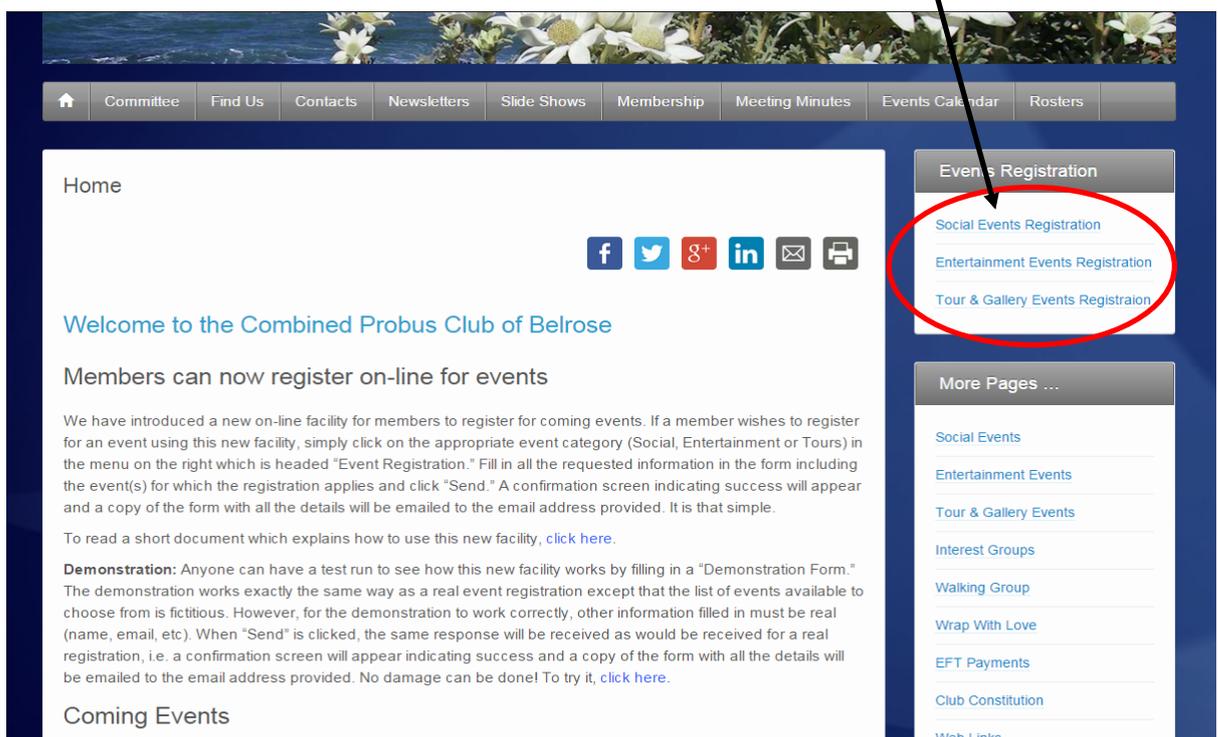
On-line Events Registration

A step by step procedure in using the web based system

1. Go to the Belrose Probus website at: <http://www.belroseprobus.org.au>
2. From the right-hand column menu, select the events category you wish to read about. Events are categorised according to coordinator responsibility (social, entertainment or tours).



4. Decide which event(s) you wish to register for.
5. From the right-hand column menu, select the appropriate events registration category. Registrations are also categorised according to coordinator responsibility.



Example Event Registration Form

Fields marked with an * are required

If more than one person is registering on this form, both must be registering for the same nominated event(s). If this is not the case, separate registrations must be submitted for each person.

Number of registrants (maximum of 2) *

First registrant - given name and surname *

Second registrant (if applicable) - given name and surname

Your email *

Your phone number *

Select at least one of the following events to register. Multiple selections are permitted: *

- Moon Orbit
- A Winter in Antarctica
- Feed the Taronga Lions Inside the Cage

Dietary requirements (if applicable) or any additional information you believe will be useful to the event coordinator:

Anti-spam question... what is 13 minus 6? Enter the answer in numerics *

If you subsequently decide to withdraw from an event, please inform the event coordinator.

SEND

If you wish to pay by EFT when payment becomes due, please follow these steps:

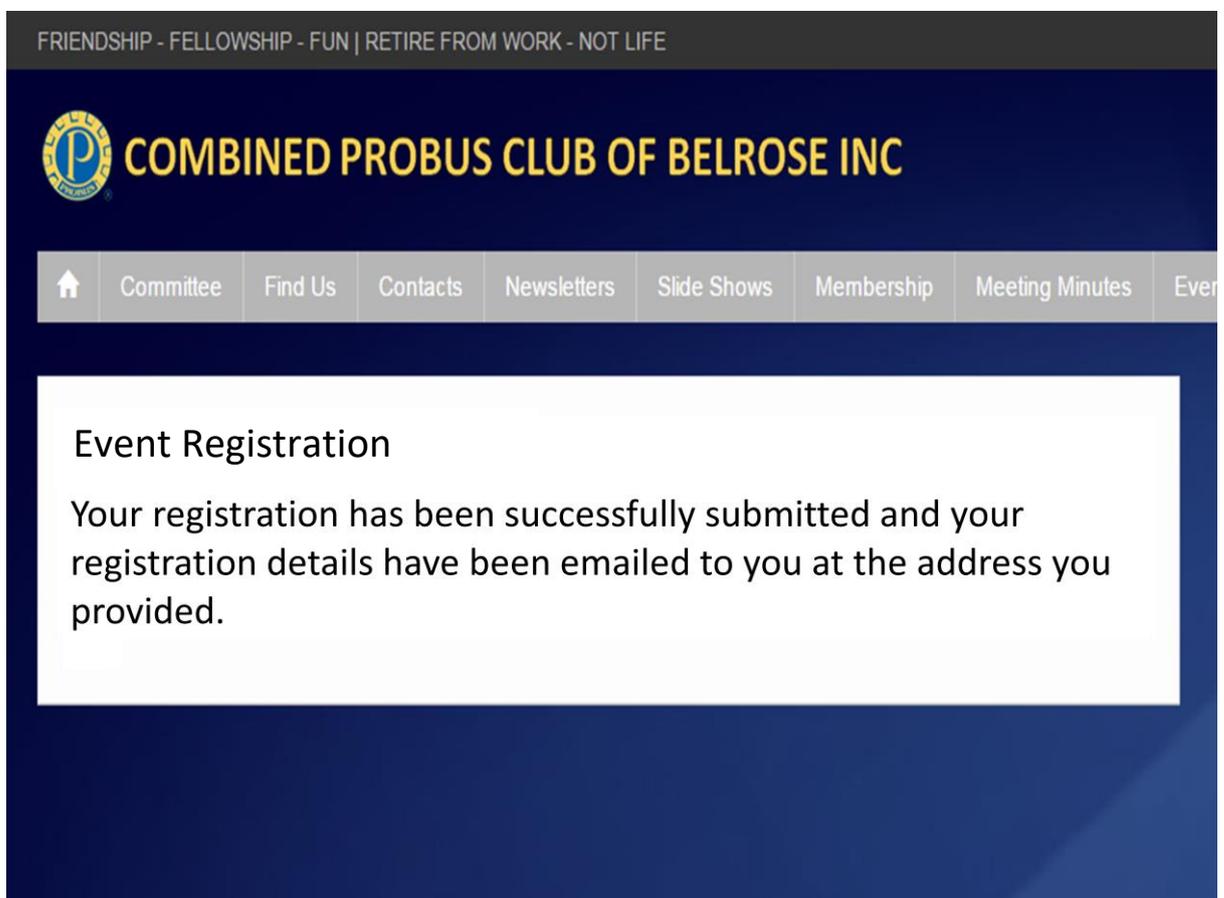
Account name: Combined Probus Club of Belrose Inc

Bank: Westpac BSB: 032 123 Acct: 32 5864

When making your EFT payment(s) ensure your surname is included in the "remitter" field and the function name(s) is/are included in the "reference" field. If you are registering for more than one event, you may need to make a separate EFT payment for each event because the bank's "reference" field may not be large enough to record more than one event.

Print a copy of the bank transaction receipt(s), place it/them in an envelope with your name & the function name(s) on the front and give the envelope to the event coordinator.

6. Complete the registration form and ensure that all details are correct before clicking "SEND".
7. All items marked with an asterisk are required. The form will not lodge if any of these items are incomplete.
8. A maximum of two people are permitted to register on a single form. If two people are registering on the same form, both must be attending the same selected events.
9. Events are selected by clicking on the box to the left of the event. When clicked, a tick will appear in the box. To deselect an event, click the ticked box and the tick will disappear.
10. Multiple events may be chosen on a single form.
11. There is provision for free-form information you may need to tell the event coordinator e.g. dietary requirements if applicable.
12. An anti-spam answer must be entered to the question: 13 minus 6. The question will always be the same and the answer 7 will always be the same.
13. Having completed the form and being sure that all the information is correct, click "SEND".
14. You will immediately see a screen indicating success. If nothing happens, re-check the form for missing information, particularly the asterisk items.



15. You will receive an email in the form of the example shown on the next page. Make sure that the details shown in the email are correct.

Example Email Response to Registrant

Thank you for registering for a Belrose Probus Event.

The details of your registration are shown below.

Number of registrants (maximum of 2):	2
First registrant - given name and surname:	A Registrant
Second registrant - given name and surname:	B Registrant
Your email:	Registrant@email.com
Your phone number:	9400 0000
Moon Orbit	<input checked="" type="checkbox"/> checked
A Winter in Antarctica	<input type="checkbox"/> unchecked
Feed the Taronga Lions Inside the Cage	<input type="checkbox"/> unchecked

If you wish to pay by EFT when payment becomes due, please follow these steps:

Account name: Combined Probus Club of Belrose Inc

Bank: Westpac BSB: 032 123 Acct: 32 5864

When making your EFT payment(s) ensure your surname is included in the "remitter" field and the function name(s) is/are included in the "reference" field. If you are registering for more than one event, you may need to make a separate EFT payment for each event if the bank's "reference" field is not be large enough to record more than one event.

Print a copy of the bank transaction receipt(s), place it/them in an envelope with your name & the function name(s) on the front and give the envelope to the events coordinator.

- 16. If you discover you have made an error in your registration, reply to the email you received from the coordinator and explain the error.**