

Registering two or more people for an Event

Login to Wild Apricot

Click on **Events** in the main menu

Click on **Register** under the Event you want

Your email should appear on the next screen

Click on **Next**

Check your details are correct and fill in any choice fields such as Pick-up Points

Click on **Next**

Click on **Invoice Me** but DO NOT PAY

Click on **Events** again on the main menu bar.

Click on **Register**

Click on **New Registration**

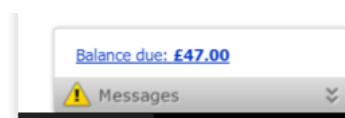
Replace your email with the email address of the member you want to register (it must be the email they use to login to Wild Apricot)

Click on **Next**

Fill in the form for that person and click on **Next**

Click on **Invoice me** but DO NOT PAY

Do this for however many members you want to register then click on the small message at the very bottom right of the screen which gives the total to be paid.



The next screen gives you the total you have to pay. (see below)

A screenshot of a payment screen. On the left, there is an invoice summary for 'Sheffield USA' with invoice #13494 and a total of £33.00. The description is 'Registration for "Stamford and the Open Air Theatre" (15 Aug 2020, Stamford, Stamford and the Open Air Theatre)'. At the bottom of the invoice, it says 'Powered by stripe' with links for 'Terms' and 'Privacy'. On the right, there is a 'G Pay' payment form. It has a header 'Or pay with card' and an email field containing 'clare.chiba@btinternet.com'. Below that is a 'Card information' section with fields for card number (1234 1234 1234 1234), MM / YY, and CVC. There is also a 'Name on card' field. A 'Billing address' section includes a dropdown for 'United Kingdom', and fields for 'Address line 1', 'Address line 2', 'Town or city', and 'Postal code'. At the bottom of the form is a blue button that says 'Pay £33.00'.

You must pay by debit or credit card. Follow the on-screen instructions to pay.