

Event Registration Process Instructions

Event registration consists of five (5) basic steps:

- **Step 1** - Email Entry
- **Step 2** - Selection of Registration Type which defines basic event price
- **Step 3** - Filling out Event Registration Form
- **Step 4** - Enter any Guest Registrations (if more than one is registering for an event – a group)
- **Step 5** - Final Review and Payment Processing (payment made with or without a PayPal account)

Process in detail

Step 1 - Email Entry

Once the user click on the event they want to register for, the user is asked to provide an email. When the user enters his email and clicks on **[Next]** button the email is verified against the Contact database.

Big City Walk for MS [Add to my calendar](#)

Start **December 15, 2009**
Location **Erin Mylls Park**

Enter registrant e-mail

Identify yourself * Mandatory fields

Please enter e-mail of the person being registered.

e-Mail

[Cancel](#)

- If the email is found in database and it matches a contact which is not a member, the application will proceed normally. Contact card fields filled out on the event registration form are stored in each event registration and do not affect the original contact card if it already existed. For example, you might have a contact card originally created under 'Jim Black' and have two event registrations attached to it under 'Jim C. Black' and 'James Black'.
- If the email is found in database and they are a member, the user will see **"Member email match"** message. Also the member may have more options to choose from the **Registration types** (in Step 2 of 4).

Note: when a logged-in member registers for an event, his basic contact information is pre-filled automatically from the member's profile. However, if the system has determined membership status by email, information cannot be pre-filled for security reasons (since someone else might enter member email and system should not disclose member contact information in this case)

- If the user already registered for the event he will see **"You are already registered for event"** message.
- If the email is not found user will be taken to Step 2 automatically. If email is found user will have to review the message(s) and proceed to Step 2 by clicking on **[Next]** button one more time. Completing the registration will create a new contact card for the registrant. **[Next]** button one more time.

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Big City Walk for MS - Toronto

Start **May 02, 2008**
10 AM

End **3 AM**

Location **Erin Mylls Park**

Event registration: zlobin@gmail.com Step 1 of 4

Please note:

i **Member email match**
 Email matched to a member record. You can login to fill out contact details automatically.

i **You are already registered for event**
 You are already registered for this event. Feel free to register more people using the same email or contact [administrator](#)

[Cancel](#) [Back](#) or **Next**

Step 2 - Select Registration Type

This step can have one or many registration types available to the user. Different registration types with different prices may be available to the public user and to the member. User will make a selection and click on **[Next]** button to proceed to Step 3.

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Walk thith your Pet Challenge for Cancer

Start **December 02, 2007**
10 AM

End **3 AM**

Location **Toronto High Park**

Event registration: Choose registration type Step 2 of 4

Registration type * Mandatory fields

Registration

- Board Members - Free
- VIP - Free
- Basic - \$10.00 (USD)
- Regular - \$20.00 (USD)
 Anyone can participate in the event
- Premium - \$40.00 (USD)
- Non-Member - \$50.00 (USD)

[Cancel](#) [Back](#) or **Next**

Step 3 - Fill out Registration Form

User is asked to fill out registration form including any additional costs that may be associated with the event.

Click **[Next]** button to continue to Step 4.

Event registration: Enter registration information

Registration form * Mandatory fields

First name	<input type="text" value="John"/>
Last name	<input type="text" value="Smith"/>
Organization	<input type="text"/>
e-Mail	<input type="text" value="johnsmith@companyabc.org"/>
Phone	<input type="text"/>

Attendees list Include name in list of event attendees

[Cancel](#) [Back](#)

Step 4 - Enter Any Guest Registrations

If your registration type is set up to allow multiple registrations, the registrant can enter them here. If you are only collecting the number of guests, you can do it on the registration page. If you are collecting information about the guests, the registrant can add a guest by clicking on the "Add guest" button.

Last name	<input type="text" value="Smith"/>
Organization	<input type="text"/>
e-Mail	<input type="text" value="johnsmith@companyabc.org"/>
Phone	<input type="text"/>

Attendees list Include name in list of event attendees

Guests

Additional guests

[Cancel](#)

Step 5 - Review and Confirm Registration Details

User is asked to review the event registration information, submit the registration and pay for the registration. Click **[Next]** button to continue to payment process.

PayPal Pro User Payment Process

The screenshot shows a web interface for event registration. On the left is a navigation menu with items: Home, Apply, Forum summary, Members, About Us, Blog, Events, Donate, and Easy of use. The main content area is titled 'Walk thith your Pet Challenge for Cancer' and includes a calendar icon and a link 'Add to my calendar'. Below this, a blue box displays event details: 'Start: December 02, 2008' and 'Location: Toronto High Park'. The main heading is 'Event registration: Select your payment method'. Under 'Payment', it shows 'Registration type: Non-Member - \$50.00 (USD)'. The 'Payment type' section is marked with a red asterisk and the text '* Mandatory fields'. It displays 'Total registration price: \$50.00 (USD)'. Under 'Payment method', there are two options: 'Credit Card' with logos for MasterCard, VISA, AMEX, and DISCOVER, and 'Express Checkout with Paypal' with the PayPal logo. At the bottom, there are links for 'Cancel' and 'Back', and a 'Next' button.

When user fill out any of the integrated online forms on BGCVA Wild Apricot website (e.g. event registration as demonstrated above) and chose to pay online, they will have 2 options: to pay directly with Credit Card or with PayPal Express checkout (this option is provided by PayPal and it cannot be removed/disabled).

If the user selects Express checkout, they will be redirected to the PayPal site in order to pay with their PayPal account. After completing the purchase, they will be redirected to your confirmation page.

If user chooses payment by credit card, they will be redirected to the secure integrated Wild Apricot payment form to initialize the payment process.

Payment for:

Registration to event 'Walk thith your Pet Challenge for Cancer'

Total amout: \$50.00 (USD)

Enter credit card information

Credit card details

* Mandatory fields

* Card number

* Card type

    

* Card expiry

 - (mm - yy)

* CVV

 (3 or 4-digit number in the back of your card)

Name on card

Wild

Apricot

(first name)

(last name)

Credit card billing address

Country

* Address 1

Address 2

* City

* State / province

* Postal code

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On the form, they will be asked to fill out their credit card details, a billing address.

Next, they will be able to review the payment information on the summary page (correct any error if any) and proceed with the payment. After the successful payment user will be redirected to the confirmation page from where they can proceed to any other page on BGCVA Wild Apricot website.

i For security reasons, Credit Card information is not stored in Wild Apricot. Instead, it is securely transmitted to PayPal where it is processed. In return, PayPal returns the status of the payment transaction, which is recorded in your transaction details.