

# Lunch Registration Process

The whole process has to be completed for you to be on the list. One thing to remember: you immediately get a confirmation email once you've hit Confirm/Invoice me (check your spam box). **No email means no registration.**

1- When you click on Register, you see:



## Mock lunch

Add to my calendar

**Event** Mock lunch  
31 Dec 2022 12:00 PM  
Location: Nowhere  
**Registration type** Mock lunch

Enter registration information

\* Mandatory fields

**First name**

**Last name**

**Email**

### Public list of event registrants

Include name in list of event registrants

You may wish to exclude your name for privacy or security reasons

### Guests registration

No guest registration entered

**ADD GUEST**

You can invite up to 1 guests

CANCEL

BACK

**NEXT**

2- If you have a guest, click on Add Guest (see below), otherwise just click Next. Note that you may also have to choose your type of menu, what you bring to a potluck etc. on this page

## Mock lunch

Add to my calendar

**Event** Mock lunch  
31 Dec 2022 12:00 PM  
Location: Nowhere  
**Registration type** Mock lunch

Enter guest registration information

\* Mandatory fields

**\*First name**

**\*Last name**

**Email**

### Guests registration

No guest registration entered

CANCEL

BACK

**DONE**

### 3- Review the information and Confirm \*



#### Mock lunch

Add to my calendar

**Review and confirm**

Event: Mock lunch  
31 Dec 2022 12:00 PM  
Location: Nowhere

Registration type: Mock lunch

Guest (1)

CANCEL

BACK

CONFIRM

Registration information

First name: Anne-Sophie  
Last name: Belloeil  
Email: anne-sophie@beloeil.fr

Public list of event registrants

Include name in list of event registrants

Guest 1

First name: Mr  
Last name: Darcy  
Email: bestbunny@earth.com

### 4- The last page should look like this:



#### Mock lunch

Add to my calendar

Event: Mock lunch  
31 Dec 2022 12:00 PM  
Location: Nowhere

Registration type: Mock lunch

Guest (1)

#### Event registration: Confirmation (Receipt)

Thank you for your registration!  
Your registration is complete.  
Below are your registration details.

Event registration data

First name: Anne-Sophie  
Last name: Belloeil  
Email: anne-sophie@beloeil.fr

Public list of event registrants

Include name in list of event registrants

Guest 1

First name: Mr  
Last name: Darcy  
Email: bestbunny@earth.com

RETURN TO EVENT

Again, MAKE SURE YOU GET THE EMAIL ;)

#### \* Step 3

If online payment is offered for this lunch, the page will look like the screen shot below and you have to click Invoice Me for your registration to be complete.



## mock lunch

Add to my calendar

**Review and confirm**

Event mock lunch  
31 Dec 2022 12:00 PM

Registration Mock lunch – €33.00  
type

Total amount €33.00 (EUR)

CANCEL

BACK

INVOICE ME

PAY ONLINE

Registration information

First name Anne-Sophie  
Last name Belleil  
Email anne-sophie@belloeil.fr

Public list of event registrants

Include name in list of event registrants

If you don't want to use your credit card and choose to pay at the door, click on Invoice me.

To see the process for paying online, see

<https://bordeauxwomensclub.org/resources/Documents/Online%20payment.pdf>

Please note that the “public” list of event registrants is visible only to our members. We recommend you agree to be on the list as it makes things easier for our hostesses – and then your friends look forward to seeing you at the lunch!

A tip: You can check the list of registrants any time. On the registration page, above Register, click on the number of Registrants to access the list.

## Holiday Luncheon

**When** 13 Dec 2022  
12:00 PM

**Location** L'Avenue Carnot, 2 av.  
Carnot, Bordeaux

**Spaces left** 26

**Registered** 34 registrants

**Registration**  
Text

• Holiday Luncheon – €30.00

**REGISTER**

Already registered