

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 or 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: Anne-Sophie
Last name: Belloeil
Email: anne-sophie@belloeil.fr

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

Guests registration
No guest registration entered
CANCEL

BACK DONE

3- Review the information and Confirm *

Add to my calendar 📅

Mock lunch

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@belloeil.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:

Add to my calendar 📅

Mock lunch

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@belloeil.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** confirming your registration ;)

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 20
Registered 34 registrants

Registration
text

• Holiday Luncheon – €30.00

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

OFFLINE

REGISTER

Already registered

* Step 3

If online payment is offered for this lunch, the page will look like the screen shot below.



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)

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

OFFLINE

CANCEL **BACK** **INVOICE ME** **PAY ONLINE**

Registration information

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

Public list of event registrants

✓ Include name in list of event registrants

INVOICE ME:

If you don't want to use your credit card and choose to pay at the door, click on Invoice Me (you have to click Invoice Me for your registration to be complete).

PAY ONLINE:

You can pay online with a PayPal account or your Credit/Debit card. In both cases PayPal processes the payment for the Club.

If you clicked on "Pay Online", the following page opens, with 2 options:

1. Log in to PayPal, and
2. Pay with a card.

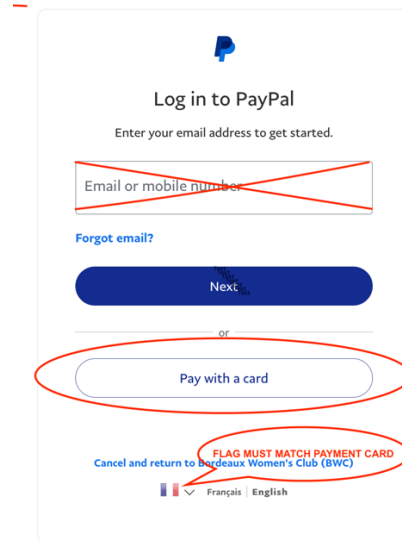
Please note: We recommend you use your computer to pay online. Some members have experienced difficulties when using their phone to pay online.

A PayPal page opens.

DO NOT enter your email address in the PayPal box (see the red cross).

DO Click on “Pay with a card” (see the red circle).

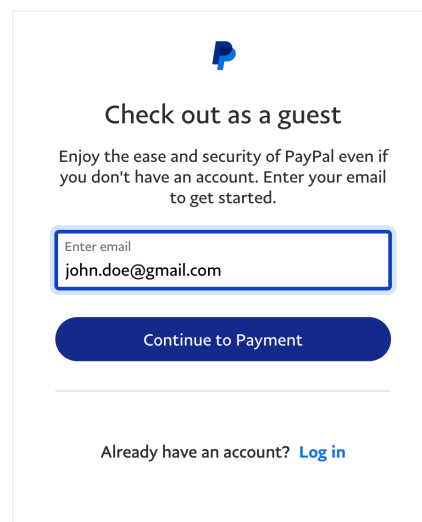
Now use the drop down arrow to select the country/nationality that matches your credit card.



The screenshot shows the PayPal login page. At the top is the PayPal logo. Below it, the text reads "Log in to PayPal" and "Enter your email address to get started." There is a text input field containing "Email or mobile number" which is crossed out with a red 'X'. Below the input field is a link for "Forgot email?". A blue button labeled "Next" is positioned below the link. Underneath is the word "or" and a button labeled "Pay with a card" which is circled in red. At the bottom, there is a link for "Cancel and return to Bordeaux Women's Club (BWC)" and a language selector for "Français | English". A red callout bubble points to the language selector with the text "FLAG MUST MATCH PAYMENT CARD".

Enter your email address in the PayPal box to “Check out as a guest”

Click on “Continue to Payment”



The screenshot shows the "Check out as a guest" page. At the top is the PayPal logo. Below it, the text reads "Check out as a guest" and "Enjoy the ease and security of PayPal even if you don't have an account. Enter your email to get started." There is a text input field labeled "Enter email" containing "john.doe@gmail.com". Below the input field is a blue button labeled "Continue to Payment". At the bottom, there is a link for "Already have an account? Log in".

Continue...

PayPal debit/credit card payment page Opens.

PayPal is the processing service for our online payments.

You do not need to have a PayPal account.

You do not need to open a new PayPal account.

Enter the details of your credit/debit card as required.

The button for “Save info & create your PayPal account” should be grey, not blue (see red arrow and text)

Click on “Continue as a Guest” (blue)

PayPal

30,00 EUR

Pay With Debit or Credit Card

Your financial details won't be shared with the seller.
Or [pay in 4X](#).

Country/Region
France

Card type

Card number

MM / YY CVV

Billing address

First name Last name

Address line 1

Address line 2 (optional)

Postal code

City

Contact Information

Mobile number
+33

Email
john.doe@gmail.com

Save info & create your PayPal account

You acknowledge the [Terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

You authorize up to 45,00 EUR to include any additional merchant charges related to shipping, tax, or other. You only pay for what you agree to.

[Continue as Guest](#)

Already have a PayPal account? [Log in](#)

[Cancel and return to merchant](#)

← Leave it to the left (gray)

Your bank will probably send you a code by text or use another form of identification – like for any online payment. Be patient ;) Confirm your payment.

You will receive a Payment Receipt from Wild Apricot and the usual email confirming your registration, as well as an email from PayPal to say that you have authorized a payment.