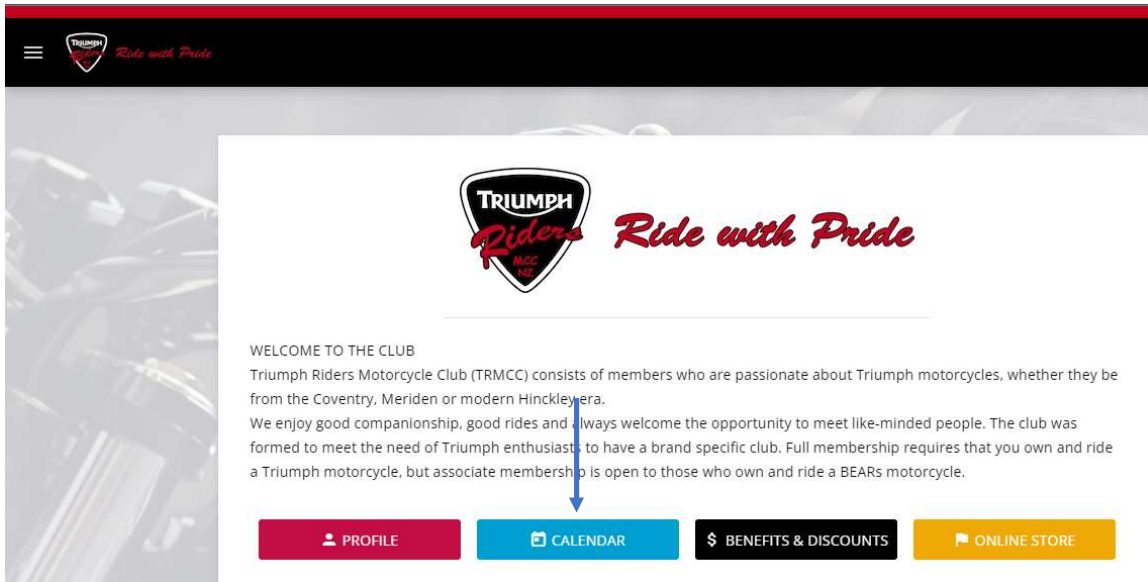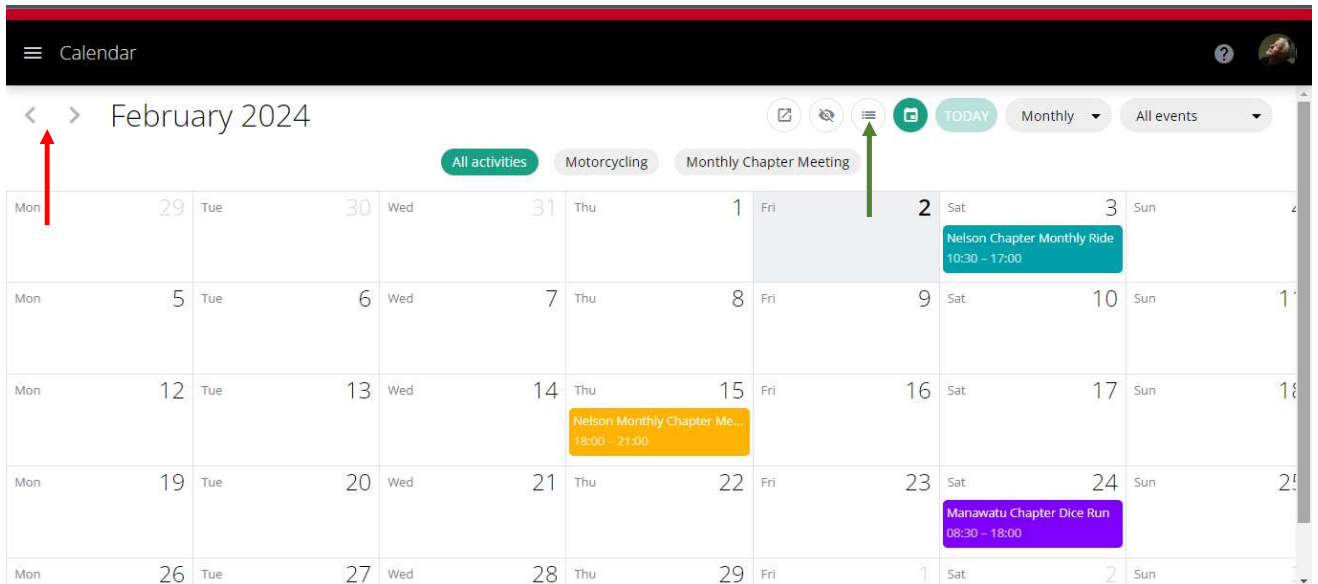# Book and pay for multiple events in Hello Club

Setting up the calendar to view multiple events.

1. Login to the membership website. You can do this via the link on the TRMCC website and click on the red banner titled "**LOGIN TO YOUR MEMBERSHIP ACCOUNT**".
   This will take you to the membership home page.

2. Select the **CALENDAR** option shown above. This will take you to the following screen.

The date scroll bars (< >) are above the **red arrow.** *Use these to select the month you wish to view. The icon above the* **Green arrow** *allows you to select the list view. List view enables you to see all events. NOTE: Calendar view doesn't necessarily show all events on a given day.*

Book and pay for multiple events in Hello Club

3. Once you have selected the month (April in the case of this year's AGM) and list view, you will see the screen below. From this screen you can either VIEW (blue arrow) or SIGN UP (Green arrow) to any events shown. If you have already registered for the AGM, or any other AGM events (Meals) you will not get the option to SIGN UP. This prevents anyone double booking. Scroll down this screen to see all events for the AGM.

Booking multiple events.

4. You will need to select the **SIGN-UP** option for each event you wish to book.
Do these one at a time. If you start with AGM registration (the first AGM event shown above), clicking on SIGN-UP takes you to the event information page as shown below:

Annual General Meeting 2024

Signing up for event

You are signing up for the event Annual General Meeting 2024 from **Friday 26 April** to **Sunday 28 April**.

You can pay the entry fee of **$15.00** online now or arrange payment later if you prefer.
The fee is refundable until 12 Apr 2024 15:00.

CANCEL   NEXT

5. Select **NEXT**. This will take you to the payment page as shown below.

Select payment method

You will be able to review your payment in the next step.

Card payments are processed securely through Stripe

Card number   MM / YY CVC

Store card details for future payments ⓘ

← BACK   🕐 PAY LATER   CANCEL   NEXT

6. Do not select card payments unless this is the only event you wish to book and pay for. The Red Arrow above points to a **PAY LATER** option. Click on this, and then **NEXT**.
    As shown below, you are then asked to confirm that you agree to pay later. **Tick** the agreement and click on **CONFIRM**.

Paying later   ✕

You can pay your event entry fee of **$15.00** later by visiting your account page or by arranging an alternative payment method with Triumph Riders Motorcycle Club NZ.

✓ I agree to pay later or to arrange an alternative payment method

CANCEL   CONFIRM

7. You will receive a confirmation that you have booked the event. Click on **CLOSE**. This will take you back to this event's main page.

Sign up complete   ✕

Thanks, you've signed up for **Annual General Meeting 2024**. A confirmation email will be sent out shortly.

You can pay your event entry fee of **$15.00** later by visiting your account page or by arranging an alternative payment method with Triumph Riders Motorcycle Club NZ.

CLOSE

☰ Calendar > Annual General Meeting 2024

Book and pay for multiple events in Hello Club

8. To select the next event you wish to book for, click on the **Calendar** button on the top left of the event page. This will take you back to the Calendar where you can choose to **SIGN UP** for your next event.

NOTES

- *Ensure the month is selected as April 2024 to see all relevant events.*
- *The event you have just booked does not have a SIGN UP option available.*

9. When you are booking the meal events, there are some questions associated with these. Just type your responses under the question. Once you have done that please follow instructions above to complete each booking.
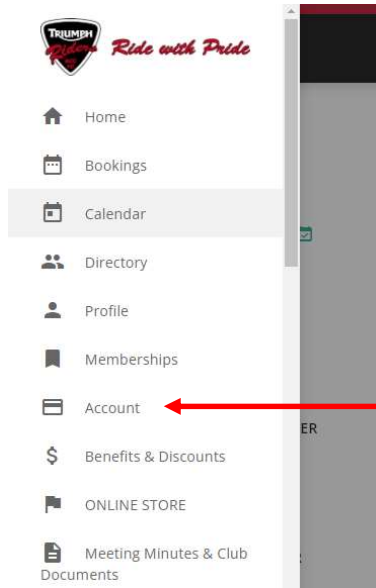

Paying for multiple events.

10. When you have finished booking all the events you wish to attend, select the **menu icon** as shown by the red arrow below.
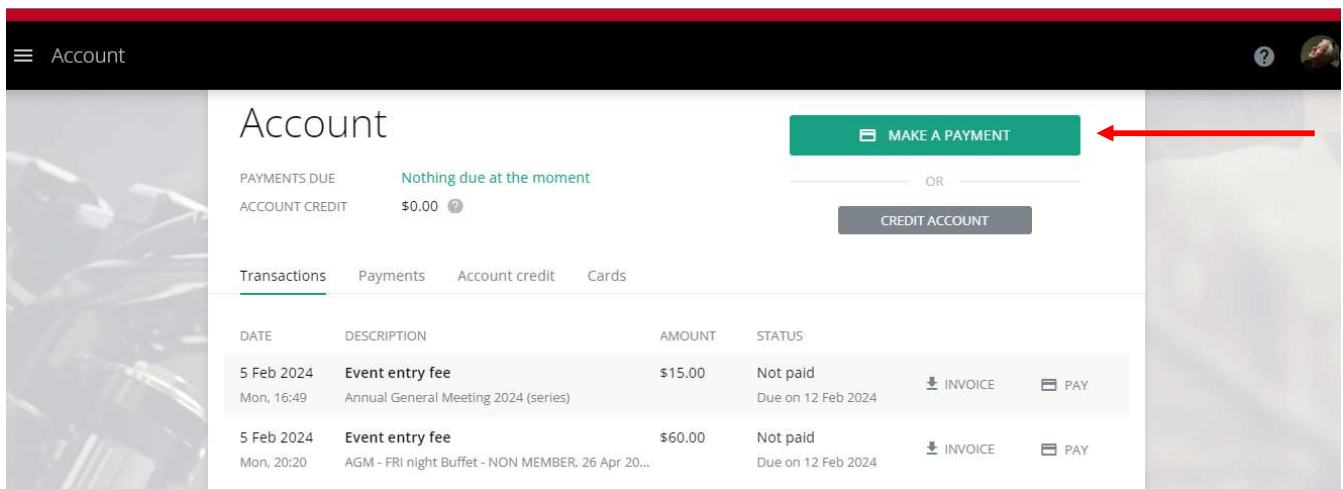
Book and pay for multiple events in Hello Club

This will take you to the main menu (as shown below). Select the **Account** option.
You can also visit your **Account** page at any time and manually select transactions you want to pay.

11. On the **Account** page you will be able to see a list of all your transactions and payments.
Click on the **Make a Payment** button at the top of the page.

12. In the next screen, you will now be able to choose which transactions you want to pay for.
Select the multiple transactions associated with the AGM. Tick the transactions you wish to pay and then click on the **Next** button. See example on the next page.

Make a payment

Select transactions to pay for

☑ Event entry fee $15.00
Annual General Meeting 2024 (series)   Due on 12 Feb 2024

☑ Event entry fee $60.00
AGM - FRI night Buffet - NON MEMBER, 26 Apr 2024   Due on 12 Feb 2024

CANCEL   NEXT

13. You can now select your preferred payment method:

☑ Store card details for future payments ❓

If paying by card, you can enter your card details and optionally choose to store these details for future payment. Note that all card details are stored securely by 3rd party payment processing partners. Hello Club does not store or process your credit card details directly.

14. Once you have selected your payment method, press **Next** to review your payment.

15. In the last step, you can review your payment details.

Confirm and pay

You are paying with credit/debit card.

Membership fee	$100.00
Deposit	$20.00
Payment processing fee ❓	$3.20
Using account credit	− $40.00
Total	**$83.20**

Once you're happy with your payment, press the green **Pay now** button -

⊟ PAY NOW

*Otherwise, you can use the back button to select a different payment method or make other changes to your payment. After a successful payment, you can download a PDF receipt for your payment via the **Account** page. Locate the transaction or payment you want a receipt for and click on the grey **Receipt** button on the right side of it.*