Book and pay for multiple events in Hello Club



Setting up the calendar to view multiple events.

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

= Ride with Pride	
	Ride with Pride
	WELCOME TO THE CLUB Triumph Riders Motorcycle Club (TRMCC) consists of members who are passionate about Triumph motorcycles, whether they be
100	from the Coventry, Meriden or modern Hinckleyera. We enjoy good companionship, good rides and a lways welcome the opportunity to meet like-minded people. The club was formed to meet the need of Triumph enthusiasts to have a brand specific club. Full membership requires that you own and ride a Triumph motorcycle, but associate membership is open to those who own and ride a BEARs motorcycle.
11/15-	PROFILE CALENDAR SENEFITS & DISCOUNTS ONLINE STORE

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

≡ Ca	lendar												0
< >	Febru	ary 20	24		All activities	Motorcyclin;	g Monthly C		🗞 🚍 🗖	TODAY	Monthly 🔻	All events	•
Mon		Tue		Wed		Thu	1	Fri	2	Sat Nelson Cha 10:30 – 17:	3 apter Monthly Ride 00	Sun	Z
Mon	5	Tue	6	Wed	7	Thu	8	Fri	9	Sat	10	Sun	1.
Mon	12	Tue	13	Wed	14	Thu Nelson Mon 18:00 – 21:0	15 thly Chapter Me 0	Fri	16	Sat	17	Sun	18
Mon	19	Tue	20	Wed	21	Thu	22	Fri	23	Sat Manawatu 08:30 – 18:	24 Chapter Dice Run 00	Sun	2!
Mon	26	Tue	27	Wed	28	Thu	29	Fri		Sat		Sun	

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.



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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.

≡ Calendar								0	1
< > April 2024			Z		TODAY	Monthly 👻	All events	1	•
	All activities	Motorcycling	Monthly Chapter	Meeting					
Event	Attendance	Organisers	Acti	vity	Date				
Nelson Monthly Chapter Meeting and Drin Chapter Monthly Meeting		Chris Harvey, St	teve Bolton			or 2024 🛅 18:00 - 21:00	VIEW		
Auckland chapter meeting Chapter Monthly Meeting		Stewart Hinks, F	Richard Johns		/	or 2024 🛅 8:30 – 20:00	VIEW		
Annual General Meeting 2024 Gub Meeting	16 going Chris Harvey, Kahren Sturm, Ger	Gerry Halcrow,	Jo Skelsey		and the second	or 2024 🖬	VIEW	SIGN L	JP
AGM - FRI night BBQ buffet - MEMBER Meals - MEMBERS	2 going Kahren Sturm, Gerry Halcrow	Chris Harvey <mark>,</mark> Jo	Skelsey		and the second second	or 2024 3:30 - 21:00	VIEW	SIGN L	JP
AGM - FRI night Buffet - NON MEMBER Meals - NON MEMBERS	0 going Open to sign up	Chris Harvey, Jo	Skelsey		and the second second	or 2024 3:30 - 21:00	VIEW	SIGN U	JP

Booking multiple events.

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 202	24
Signing up for event	
You are signing up for the event Annual General Meeting 2024 from Friday 2	26 April to Sunday 28 April.
You can pay the entry fee of \$15.00 online now or arrange payment later if y The fee is refundable until 12 Apr 2024 15:00.	you prefer.
	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.

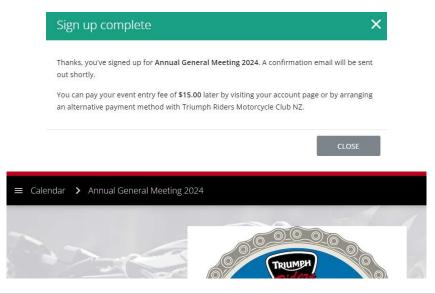
Card number	MM / YY CVC	
Store card details for future	payments 🕘	

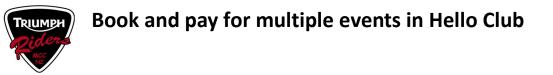
6. Do not select card payments unless this is the only event you wish to book and pay for. The Red Arrow above points to a **PAY LATER** option. Click on this, and then **NEXT**.

As shown below, you are then asked to confirm that you agree to pay later. **Tick** the agreement and click on **CONFIRM**.

You can p	y your event entry fee of \$15.00 late	er by visiting your account	page or by arranging
an alterna	ve payment method with Triumph	Riders Motorcycle Club N2	<u>.</u>
V lagre	to pay later or to arrange an altern	ative payment method	

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.





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.

AGM - FRI night Buffet -	NON MEMBER
Additional information PLEASE ADVISE IF YOU HAVE ANY DIETARY REQUIREMENTS No PLEASE ADVISE NAME OF YOUR GUEST / PARTNER ATTENDING Mrs Guy	
← BACK	CANCEL

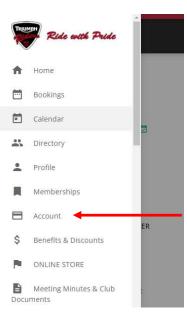
Paying for multiple events.

10. When you have finished booking all the events you wish to attend, select the **menu icon** as shown by the red arrow below.

≡ Calendar					0	S.
Annual General Meeting 2024 🔁	17 going Chris Guy, Chris Harvey, Kahren	Gerry Halcrow, Jo Skelsey	26 Apr 2024 🖬 💽	VIEW		
AGM - FRI night BBQ buffet - MEMBER	2 going Kahren Sturm, Gerry Halcrow	Chris Harvey, Jo Skelsey	26 Apr 2024 Fri, 18:30 - 21:00	VIEW	sign ui	P
AGM - FRI night Buffet - NON MEMBER	1 going Chris Guy	Chris Harvey, Jo Skelsey	26 Apr 2024 Fri, 18:30 - 21:00	VIEW		



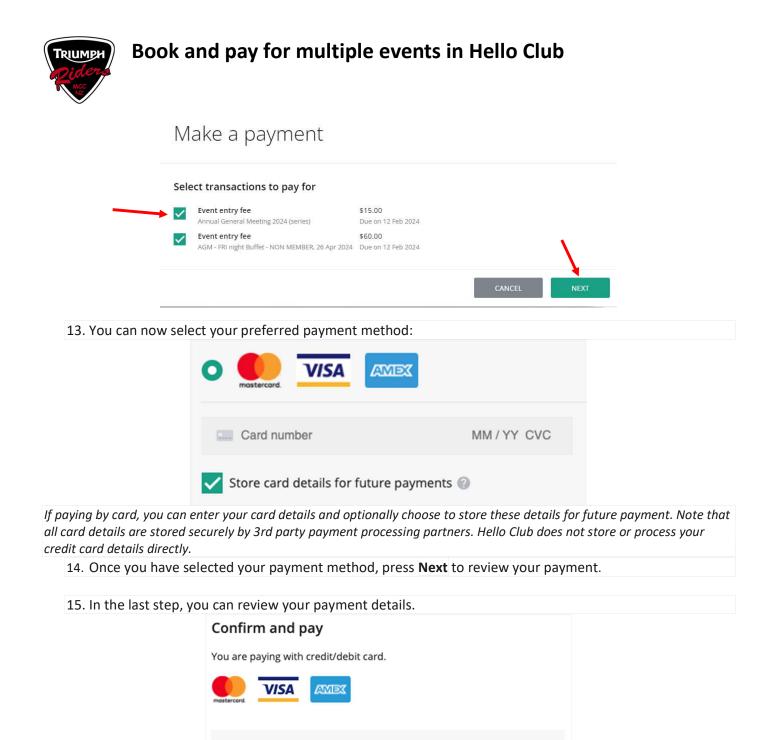
This will take you to the main menu (as shown below). Select the **Account** option. You can also visit your **Account** page at any time and manually select transactions you want to pay.



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.

≡ Account							(
	Acco	unt		B M	AKE A PAYMENT	-		
	PAYMENTS DUI ACCOUNT CREE			CR	- OR			
5	Transactions	Payments Account credit Cards						
10	DATE	DESCRIPTION	AMOUNT	STATUS				
1	5 Feb 2024 Mon, 16:49	Event entry fee Annual General Meeting 2024 (series)	\$15.00	Not paid Due on 12 Feb 2024	INVOICE	E PAY		
11100 2	5 Feb 2024 Mon, 20:20	Event entry fee AGM - FRI night Buffet - NON MEMBER, 26 Apr 20	\$60.00	Not paid Due on 12 Feb 2024	INVOICE	E PAY		

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.



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

Membership fee

Payment processing fee 🕐

Using account credit

Deposit

Total

E PAY NOW

\$100.00

\$20.00

\$3.20

- \$40.00

\$83.20

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.