



AUCKLAND

BEEKEEPER'S CLUB inc

To learn and educate



This user guide will explain step by step how you can make a payment for courses or any other items that are on offer by the Auckland Beekeeper's Club.

1. Log into the Members area of the site

1

Go to the home page and click the Member Login button on the right hand side of the page

Member Login

Login to Auckland Beekeepers Club Inc.

Username
your-username

Password
.....

☐ Remember Me (more info)

[I Have Forgotten My Username or Password](#)

[Please Register Me Now](#)

Login

2

Enter your **Username & Password**

This would have been emailed to you when you first joined the club.

NB

If you check the **Remember Me** check box above it will remember your user name and password for next time you log in. **We do not recommend checking this on Public computer.**

If you have forgotten your **Username** or **Password**, you can click the **I have Forgotten My Username or Password** box and enter your email address

Email Address:

your-registered-email-address

1

Send Email Now

2

Login



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2. Go to Make a Payment Page

On your members home screen you will see any up coming events and any **Items To Be Paid**

Member Home Page

Hi Dave Henricks

Upcoming Events & Courses

Item	When
Option: 1 Wednesday nights beginners Beekeeping Course - Member ticket / Dave Henricks - Delete	Starts: 19-Sep-2018

Items To Be Paid - You currently owe \$140.00

Item	Due (\$)
Option: 1 Wednesday nights beginners Beekeeping Course - Member ticket / Dave Henricks - Delete	140.00

Please [Make a Payment](#)

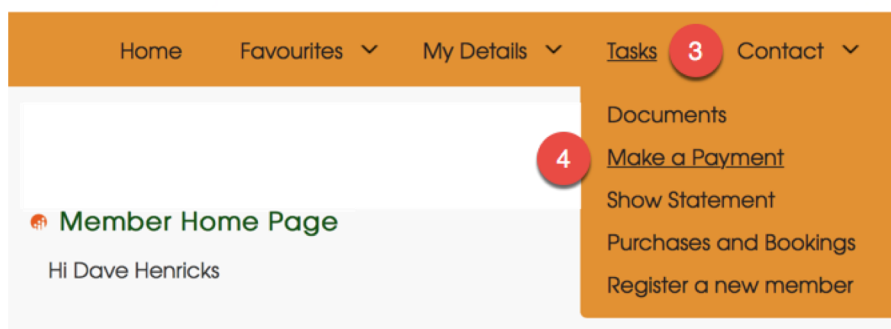
4

Check these details are correct before making your payment!

NB

You can click get to the **Make a Payment** page two ways. From the menu or at the bottom of the Member home page.

In the menu, click on **Tasks** and then **Make a Payment**





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3. Paying by Credit Card

Account Information

You currently owe: \$140.00

Outstanding Items

Item	Due
Option: 1 Wednesday nights beginners Beekeeping Course - Member ticket / Dave Henricks - Delete	140.00

[Continue](#)

5

Click **Continue** to make a credit card payment or for internet Banking details go to the next page.

6

[Online Payment](#)

Pay using Visa or Mastercard - Total Amount Due: \$140.00

Payment Checkout

Merchant Reference:

Order Line 1: Auckland Beekeepers Club Inc.

Order Line 2: Dave Henricks

Amount: **\$140.00 (NZD)**

Credit Card Payment

Card Number:*

1234 5678 9012 3456

7

Name On Card:*

Name as on Card

8

Expiry Date:*

08

18

9

CVC:

123

10

[Submit](#)

11

[Cancel Payment](#)

NB

Your CVC number is likely found on the back of your card next to the signature



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4. Paying by Internet Bank Transfer

NB Credit card payments are preferred however if you need to make a bank transfer please following the below

Bank: ASB

Account Name: Auckland Beekeepers Club Inc.

Account: 12 3068 0187493 00

NB Enter your name and our identifier (CH-00***) as particulars which can be found on the payments screen

Manual payments can be made by clicking on **Other Payment** and printing a payment form and handing to a committee member.

Payment Details

Date: 19-Aug-2018
Amount Due: 140.00
Total Payment: 140.00

Name of payer: _____

Signature: _____

A receipt will be emailed to you once this payment is received.
