

Instructions on how to Register and Pay using Eventzilla

(This guide applies to all WRI events using Eventzilla, not just the one depicted below)

Click on the 'Registration' page of WRI's Course / Conference website

Click on the 'Buy Ticket' icon

You'll then be taken to Eventzilla's website to complete the booking

See instructions below:

This is Eventzilla's Registration Page

Choose which category you fit into (e.g. are you a vet / vet nurse / neither)

Click on the down-arrow under the heading 'Quantity' and choose the number of people you are registering for the Course (e.g. '1' if it's only you who's attending, '2' if you're registering for yourself and a friend)

The screenshot shows the registration page for a Wildlife Rehabilitation Course. The page has a green header with the course title and details. Below the header is a table with the following columns: Category, Sale Ends, Quantity, and Price. The table contains three rows of categories. At the bottom right of the table, there is a 'Continue' button.

	SALE ENDS	QUANTITY	PRICE
Veterinary Surgeons (MYB) If claiming CVE credits	11/01/2015	0	€ 470.00
Registered Veterinary Nurses If claiming CVE credits	11/01/2015	0	€ 255.00
Students and anyone NOT claiming CVE credits	11/01/2015	0	€ 160.00
Fee			€ 0.00
Total			€ 0.00

Continue

Then click the 'Continue' button

You then have 30 minutes to register.

The * red star/asterisk means filling in that question is mandatory.

PLEASE NOTE – you **MUST** fill in the **MANDATORY** questions or you won't be able to continue with the booking

TYPE	PRICE	FEE	TICKETS	TOTAL
Veterinary Surgeons (MVB)	€470	€0	1	€470.00
Total				€ 470.00

29:31 Please complete your registration within **30:00 minutes**. After this time, the reservation will be released to others.

Registration Information

Your Email Address *

First Name *

Last Name *

Then click on your chosen method of payment:

- If you click on the 'Credit card or Bank account (Via Paypal)' that means you want to pay online using paypal.
- If you click on 'Check /Bank transfer/Mail order' that means you're planning to pay by cheque / postal order or any other *non-online* payment method.

You then have three days to pay before your place is made available to the public again.

Payment Method

How would you like to pay

Credit card or Bank account (Via Paypal)

Check / Bank transfer / Mail order

Total Amount Due: € 470.00

Complete Registration

Click on 'Complete Registration'

- If you clicked on payment with *credit card (via Paypal)* you will be redirected to *Paypal* immediately to proceed with payment, and an email will be sent to you straight afterwards to confirm your place.
- If you clicked on payment via *check/bank transfer/mail order* you will see this final screen below which confirms your successful registration and explains payment method options for *NON* online payment e.g. by cheque.

It also explains that your place on the Course is only **PENDING** not **CONFIRMED** until payment is received.

The screenshot shows the Eventzilla website interface. At the top, there are navigation links: "eventzilla", "Create your event", "Find other events", and "Need help? Contact the organizer". The main content area features a large orange warning icon and the text: "Your registration is complete, pending payment." Below this, it says: "Please mail the check or transfer money to event organizer's account to confirm the order." There is a "Save the date in your calendar" button. The order details are: "Order Amount : € 160" and "Order Reference : 20141089796-1031449". It instructs the user to "please send a cheque or postal order made out to WILDLIFE REHABILITATION IRELAND and posted with the appropriate fee to: Wildlife Rehabilitation Ireland, 10 High Meadows, Duleek, Co Meath, Ireland".

You will then receive an email confirming your *Order Receipt* for the Wildlife Rehabilitation Course to tell you that your order was placed successfully; your place at the Course is **PENDING**, and again detailing payment methods in order to confirm your place.

The screenshot shows an Outlook.com email interface. The email title is "Your Order Receipt for Wildlife Rehabilitation Course (20141089796-1031576)". The email content includes: "Your Order Receipt", "Wildlife Rehabilitation Course", "Hello Andrew,", "Congratulations! Your order was placed successfully.", and a table with the following data:

Order#	Purchase Date	Total Paid	Status
20141089796-1031576	10/15/2014	EUR165.00	Pending

Below the table, it says: "Please note **YOUR PLACE WILL ONLY BE SECURED ONCE PAYMENT HAS BEEN MADE**, until that time your place on the Course is only PENDING not CONFIRMED". It also lists "PAYMENT METHODS" as "Cheque / Postal order made out to WILDLIFE REHABILITATION IRELAND and posted with the appropriate fee to: Wildlife Rehabilitation Ireland, 10 High Meadows, Duleek, Co Meath, Ireland". It mentions "Sterling cheques also accepted; see 'Registration' tab on Course website for details" and provides the URL www.wri.ie/wildlife-course. A red arrow points from the word "PENDING" in the text above to the "Pending" status in the table.

You will receive a final email confirming your place on the Course when your payment has been received. Your 'status' is now **CONFIRMED**.

This screenshot is identical to the previous one, showing the same Outlook.com email. However, the status in the table has changed from "Pending" to "Confirmed". A red arrow points from the word "CONFIRMED" in the text above to the "Confirmed" status in the table.

We look forward to seeing you there!