

## Step by Step: Members' Showcase Exhibition Registration

Register your entries into any category to receive an invoice number ID.

Log in first using your email and password.

Go to Events, the Members' Exhibition Registration page and select the event you want to register for.

1. Click on the **register** button

2. Your email will now fill automatically

If correct, click on **next**.

3. In the next window you need to **fill in the details** in each marked box, then **click on Next**.

**Item Title:** Not necessary in the "Want it Take it". **Description:** For identification e.g., bracelet.

**Item construction technique:** (A brief but accurate description is best).

**Price if for sale:** Fill in your price. (The maximum price permitted in the "Want it, Take it" section is \$100.00, but in other sections it is your choice.)

**Collection Method:** Tick either Carnegie or Post bag supplied if not collecting at December meeting.

**Showcase 2017 - Want it, Take it Showcase Registration** Add to my calendar

**Review and confirm**

Event Showcase 2017 - Want it, Take it Showcase Registration  
01 Jul 2017 12:00 AM - 06 Oct 2017 11:59 PM  
Location: Melbourne Bead Expo 2017

Registration type Want It, Take It Showcase – \$0.01

Total amount **\$0.01 (AUD)**

Payment instructions If details are correct, select the Invoice me box to complete your registration. You will receive an invoice via email.  
DO NOT PAY THIS AMOUNT on your emailed invoice as NO payment is required. Keep this invoice as that will become your event ID number for this Exhibition.  
Copy or attach this number to your event entry item and box. Each entry has an individual number.

Cancel Back Invoice me Pay online

**Registration information**

First Name Your details appear here  
Last Name  
Street

Home Phone Your details appear here  
Mobile Phone  
Item Title  
Item Description  
Item Construction Technique polished crystal embellishment.

Price if for sale (or NFS) \$35.00  
Collection method Carnegie

4. The following window has all your entry details to review and confirm

**DO NOT** click on Pay online

If all details are correct, simply click on the **Invoice me** box.

**Your registration is now confirmed and an invoice has been created for your entry ID number.**

5. This next screen will appear, showing that your registration has been completed but not paid.

**DO NOT PAY THIS AMOUNT! View but don't pay.**

At the bottom of this page you then have the option of returning back to the event page to make a new registration if you wish to do so.

**Showcase 2017 - Want it, Take it Showcase Registration**

**Invoice not paid.** To change or cancel registration, contact [administrator](#).

[View / Pay Invoice](#)

Event Showcase 2017 - Want it, Take it Showcase Registration  
01 Jul 2017 12:00 AM - 06 Oct 2017 11:59 PM  
Location: Melbourne Bead Expo 2017

Registration type Want It, Take It Showcase – \$0.01

Total amount **\$0.01 (AUD)**

[View / Pay Invoice](#) [New registration](#)

Balance due: **\$0.01**

**MESSAGES**

An email alert box appear at the bottom right of the page. **MESSAGES**

6. **Go to your email inbox:** You will have now received two emails, the first being the Invoice and number, the second is Event registration is pending. **Open the INVOICE email sent.**

Bead Society of Victoria Event registration is pending for Showcase 2017 - Want it, Take it Showcase Registratio...

Bead Society of Victoria **★** Bead Society of Victoria Invoice 02889 - INVOICE View invoice online Bead Society of Vic

7. The Invoice email will say to **view the invoice** online, so **click on that.**

**INVOICE**

[View invoice online](#)

**Invoice details**

**Balance due \$0.01**

Amount \$0.01  
Invoice # 02889  
Date 17 Sep 2017  
Origin Event registration Showcase 2017 - Want it, Take it Showcase Registration (Melbourne Bead Expo 2017)

Invoiced to [Redacted]

This online invoice has the number, all your details on it, and the category you are entered into.

You can either print out this notification, or make a note of this invoice number and attach it to the box that your piece is in.

**An admin coordinator will settle all Exhibition registration invoices for you to clear your account as soon as possible. A confirmation email will arrive after that. Until that time, please just ignore the outstanding amount.**