

How To - Sign up for Activities on the New Website

JBM 9/7/17

This “How To” document has a “Quick Start” section at the beginning and a more detailed discussion following it. “Quick Start” may be all you need.

Quick Start –

- When an Activity is ready for Sign Ups, you will receive an email announcement that Sign Ups are now open. It will have a brief description of the Activity and a link to its Webpage.
- Click the link to go to the Activity’s Webpage to view information about the Activity
- Click the “RSVP” button on that Webpage and fill in the Form that comes up and Submit
- If Payment is required, also click the “Payment” button and check out with a Credit Card (“Checkout” button) or PayPal. You will get an email receipt.
- Wait for an email from the Activity Leader confirming you are signed up and follow any instructions.

If you need help, read the detailed discussion below.

If you still cannot find your answer there, contact me at my new email address (which I will be using for all SCC business in the future) JohnMcCSCC@gmail.com. And I will get back to you. Please be sure to put this email address in your “Not Spam” list.

Detailed discussion -

When an Activity is ready for Sign Ups, you will receive an email announcement that Sign Ups are now open, with a brief description and a link to that Activity's Webpage.

Activity's Webpage -

By clicking on that link, you will go directly to the Activity's Webpage where information about it resides (It will be under the "Calendar" Menu of the Website). Here you will find a full description of the Activity, including RSVP and Payment (if required).

If a significant change or addition is made to the information on that Webpage during the time it is open for sign ups to the Membership, an Update notice will be sent to all Members. Changes outside of the sign up period, or of interest to only those that signed up, will be sent only to the Participants. Specific information about meeting times and locations, itineraries, special instructions may be emailed directly to you by the Trip Lead if you are signed up.

Here is a screenshot of the Queen's Creek Trip Webpage:



The screenshot shows a webpage for a "Queen Creek Trip". The title is "Queen Creek Trip". Below the title, it says "Poppey's Passion" Queen Creek Olive Mill Tour & Lunch, October 21, 2017. The text describes the event: "Join us on Saturday October 21st for a tour and lunch at Queen Creek Olive Oil Mill. Learn about the growing, harvesting, and milling process. Search for subtle differences between their oils and enhance your vocabulary with new words to impress your friends. Following the tour, we will have a box lunch picnic in their Pergola. Lunch is included, beer & wine available for purchase." There is a photo of a person pouring oil into a pan. Below the photo is a URL: <https://www.queencreekoliveoil.com>. Underneath, there is a "Sign up information" section: "An RSVP and Pre-Payment of \$28.50/person (all inclusive) is required to attend this event. RSVP and Payment are made with buttons below. Any questions, please contact Mike Ostler, mcoster@queerlist.com". There are two red buttons: "RSVP not currently enabled" and "Payment not currently enabled". At the bottom, there are logos for VISA, MasterCard, Discover, American Express, and PayPal. Below the logos, it says "***** ONLY RSVP IF ATTENDING *****".

At the bottom you see the RSVP and Payment buttons (They are currently disabled until the Trip opens for Signups). When open for Signups, the left button would read “RSVP” and the right would give the amount for the trip and “Add to Cart”. Not all Trips have Payments, so you may only see the RSVP button for those.

RSVP Information-

If signups are still enabled, when you click the “RSVP” button you will see the RSVP Form appear like this:

The screenshot shows a web form for the "Popeye's Passion" Queen Creek Olive Mill Tour & Lunch, October 21, 2017. The form is titled "Popeye's Passion" Queen Creek Olive Mill Tour & Lunch, October 21, 2017". It includes a header with the "CORVETTE Club" logo. The form fields are as follows:

- Name ***: A text input field.
- Email ***: A text input field.
- Phone ***: A text input field.
- Address ***: A text input field.
- Will you be going? If not, just check this box in your browser:** A checkbox labeled "No, I'm not going".
- How many of you are going? ***: A dropdown menu.
- Number of people going ***: A dropdown menu.
- Names of all the people for whom you are RSVP'ing? Note - we will use the email you provided above to communicate with everyone on your list.**: A text input field.
- Comments/Questions?**: A text input field.

At the bottom of the form, there is a "Submit" button and a note: "Please allow some time for us to process your information." The form is displayed on a page with a light blue background and a dark blue header.

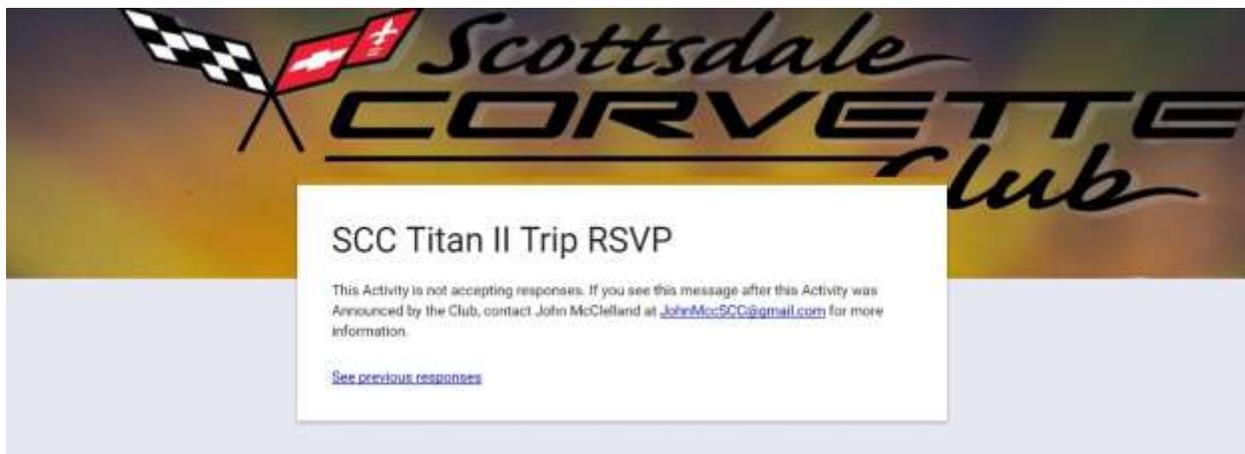
You will see RSVP information at the top, followed by fields for you to fill out to Sign Up. Some fields are required, like your email, who is going etc., indicated with a red asterisk. Other fields without the red asterisk, like Questions and Comments, will be optional.

At the bottom you may be asked if you're not a robot. This is just a security thing, so go ahead and check it, then "Submit".

A Thank You screen will appear after you Submit the RSVP, noting that you must still make a Payment (if required) before you are signed up for the trip. If there is no Payment required, you are done! Here is a Thank You Screen from the Titan II Trip RSVP that requires Payment:



If the Trip is not taking RSVP's (too soon/not yet open or full) you will see this screen:



If it isn't open yet, wait for the Announcement. If you got the Announcement, but get this screen, it is likely full up. You can email the Trip Leader and ask to be put on a Waiting List if they are accepting one. If you click the "See previous responses" you should see everyone that has signed up.

If there is no required Payment, you are all done Signing Up!

Payment –

If a Pre-Payment is required for an Activity, you will see a Payment Button with the amount and “Add to Cart”. If there is a Payment button, filling out the RSVP is not enough. You are not Signed Up for the trip until you make a required Payment.

When you click the Payment button you are brought to the Shopping Cart just like any other online store you might use. Verify that the right Activity is shown in the Shopping Cart and the correct Quantity before checking out. Below shows the Shopping Cart for 1 person on the Titan II Trip. The amount was \$0.25 for testing purposes. The correct amount will automatically display. If you were a couple going on this trip, you would change the quantity to “2” and click “Update” below it.



To pay by Credit Card, click the “Checkout” button. If you want to pay with PayPal, click the PayPal button.

“Checkout” (Credit Card Payment) –

This will take you to the Billing Information screen. Recheck that the Activity and Amount are correct (Return to Shopping Cart if not), fill out Billing Information then click “Submit My Order”.

This will take you directly to the Credit Card Processing site where you enter your Credit Card information. No Credit Card information touches our Website, nor is any stored on our site.

PayPal –

This will take you directly to the PayPal site. Login in and pay as usual. You will be sent back to the Shopping Cart Billing Information screen. Click “Submit My Order” at the bottom of the screen to complete the order.

Both –

After you make your transaction you will see a screen with “Checkout Completed”. You can print this screen if you like, but you will also receive an email receipt for your payment.

At this point it is best to just close the browser window and go back to the SCC Website if you wish. The “Return to Store” brings you back to the “Store” with all our Activities...probably not where you want to go.

After you Sign Up –

Once the Activity is closed for Sign Ups and Payments have been reconciled, you should see an email from your Activity Lead providing Confirmation and instructions of what to do next. At this point you should make any needed reservations.

That's it -

Again, if you ever get lost in this process, you can go back to the Activity's Webpage by looking for the Activity name under the “Calendar” Menu of the Website <http://ScottsdaleCorvetteClub.com>.

If you need help, check the “How To” help documentation on the Website under the “About Us” Menu. If you cannot find your answer there, contact me at ***my new email address*** (which I will be using for all SCC business in the future) JohnMcCSCC@gmail.com. And I will get back to you. ***Please be sure to put this email address in your “Not Spam” list.***

