

Lancashire Federation of Women's Institutes

HOW TO BOOK/PAY FOR A COURSE OR EVENT ONLINE

Open up on your Internet Browser the LFWI webpage with www.lancashirewi.org.uk

Along the top of the screen, you will see a tab '**book LFWI events'**

Click on the event you want to book

Put in the *quantity* and *click add to cart*

Check what you have booked and how many

Click on *checkout*

To pay through a PayPal account, click on PayPal and follow the instructions

You do not have to pay by this method

OR to pay by credit or with a debit card

Enter email address in customer information

Tick box for permissions.

Fill in billing address and press continue. Check billing address.

Payment – press checkout which takes you to another screen, scroll down to pay by credit or with debit card. This takes you to another screen.

Enter your card number, expiry date, security code(3 digits on back)

Check billing address is same as your bank account is registered to and put in contact information, mobile and email address.

YOU DO NOT HAVE TO CREATE A PayPal account. *Scroll to the bottom of the page and tick NO I DON'T WANT AN ACCOUNT NOW*

Tick box for terms and privacy statement (read them first)

Click Pay now. It appears to go through a PayPal account, but it doesn't.

This goes to another page that says *THANK YOU* and gives an order number. There is a *download file icon* that gives details of your zoom link or details, for you to save on your computer. You will need these to log onto either a zoom event or you will need the details to join an event.

You will get a confirmation email from LFWI and an email to confirm your payment

GOOD LUCK it is easy really but takes getting familiar with