

# 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