



HOW TO REGISTER AND PAY FOR AN EVENT OR TRAINING

1. Log into the www.guidesqld.org website.

If you do not do this from the start you will be prompted to do so in step three anyway.

2. In the "What's On" tab, click on "Upcoming Events" or "Upcoming Courses" to view all upcoming events that are both available and closed for registrations.

3. Click the green "Register" button on your chosen event.

(If you are not yet logged in you will be prompted to do so here)

Log out | Home | Sitemap | Contact Us | Cart | Go

About Us | Support Us | Join Us | **What's On** | Campsites | Resources | My GGQ

» What's On! » Upcoming Events

14 Upcoming Events

The GGQ closing date for all International events is 14 days before the Australian date and other selection criteria to be appropriately addressed.

ICON	EVENT	LOCATION	DATE	CLOSING DATE	STATUS
	Scroogin 2014	Kindilan OECC	06 Jun 14	05 Jun 14	Closed
Ev	Chain of Cardboard Cities		21 Jun 14	18 Jun 14	
Ev	State Council	Villanova College Sports Fields			Click "Register" Register
	Great Bunya Gathering	Lake Somerset, South East Queensland	25 Sep 15	24 Sep 15	

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4. This page contains all event and program details. Click "Register Myself"

5. Complete the registration form completing all options

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» What's On! » Upcoming Events

On Behalf Of: (select contact)

Share this page

State Council Edit

State Council workshop and meeting. Registration is open to members of State Council only.

Ev

When: 26/07/2014 9:00 AM - 26/07/2014 4:00 PM
Where: Villanova College Sports Fields, Function Room, 957 Manly Road, TINGALPA.

Click "Register Myself" **Register Myself**
My Registration Status: Not Registered

REGISTRATION OPTIONS	PRICE
<input type="radio"/> Workshop & Meeting	0.00
<input type="radio"/> Meeting Only	0.00
<input type="radio"/> Online - Meeting Only	

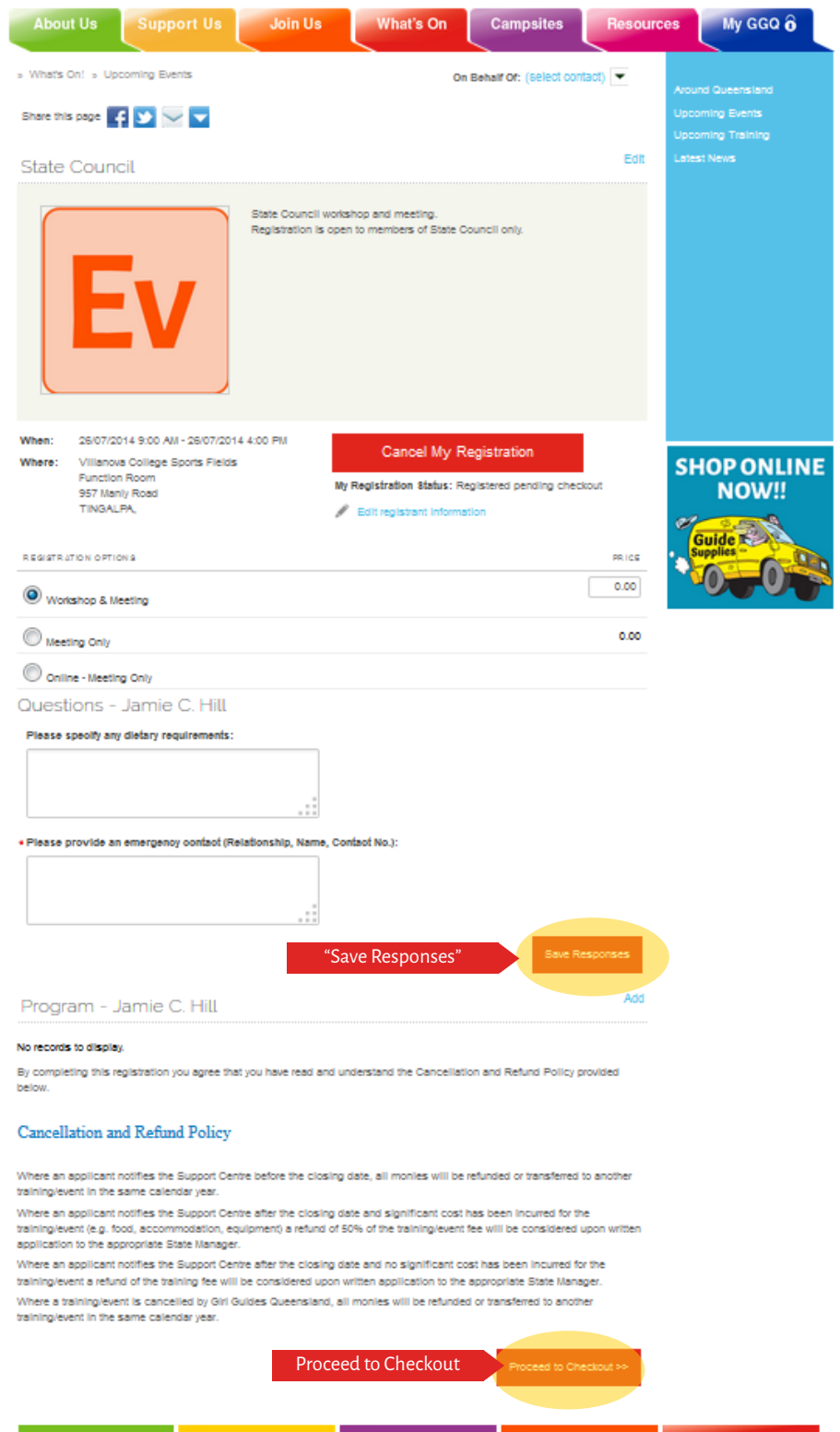
Program Add

No records to display.

By completing this registration you agree that you have read and understand the Cancellation and Refund Policy provided below.

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- Save Responses with the **“Save Responses”** button.
- Click on **“Proceed to Checkout”** when the form has been completed to continue with registration.



The screenshot shows the registration page for a State Council workshop and meeting. The navigation bar includes links for About Us, Support Us, Join Us, What's On, Campsites, Resources, and My GGO. The event details are as follows:

- Event:** State Council workshop and meeting. Registration is open to members of State Council only.
- When:** 26/07/2014 9:00 AM - 26/07/2014 4:00 PM
- Where:** Villanova College Sports Fields, Function Room, 957 Manly Road, TINGALPA.

Registration options are listed with a price of 0.00:

- Workshop & Meeting
- Meeting Only
- Online - Meeting Only

Below the form, there are two buttons highlighted with red arrows:

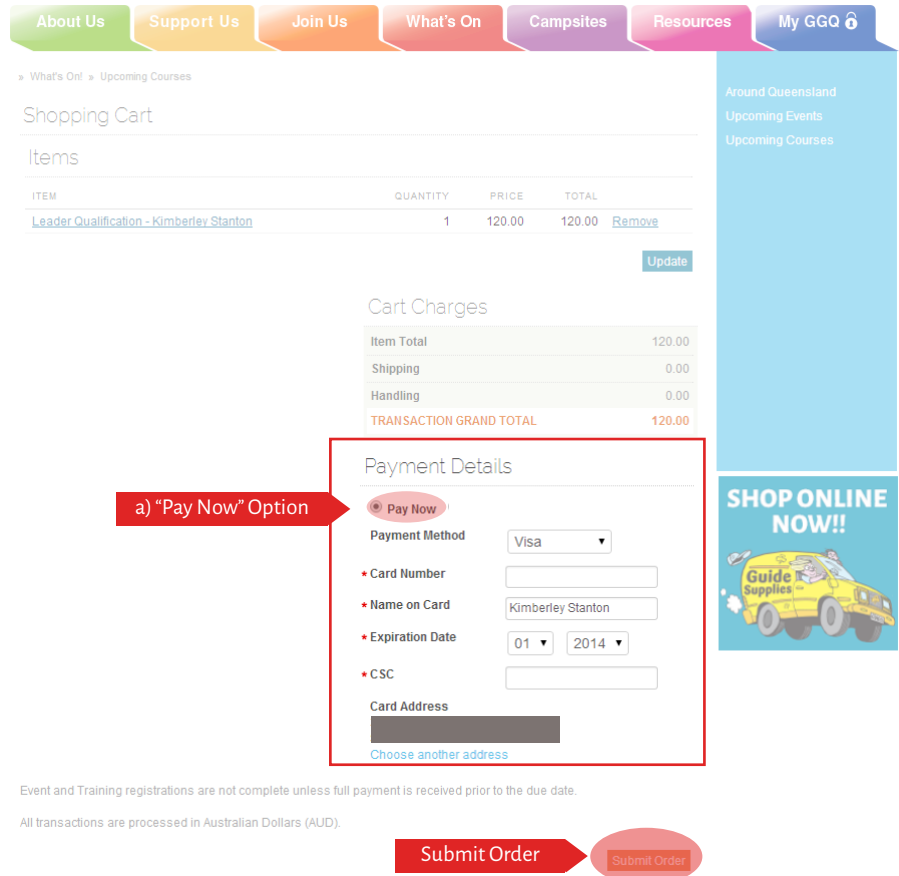
- “Save Responses”** (red arrow pointing to the Save Responses button)
- Proceed to Checkout** (red arrow pointing to the Proceed to Checkout button)

The bottom of the page features a decorative bar with colored segments: green, yellow, purple, orange, and red.

8. From the Shopping Cart, you can view the transaction details and summary and process your payment.

Click on **"Pay Now"** to immediately process payment with your VISA or MASTERCARD.

Click on **"Submit Order"** to process payment.



The screenshot shows the website's navigation menu with options: About Us, Support Us, Join Us, What's On, Campsites, Resources, and My GGQ. The main content area is titled 'Shopping Cart' and contains a table of items:

ITEM	QUANTITY	PRICE	TOTAL
Leader Qualification - Kimberley Stanton	1	120.00	120.00 Remove

Below the table is an 'Update' button. To the right, a 'Cart Charges' summary shows:

Item Total	120.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	120.00

The 'Payment Details' section is highlighted with a red box and includes a red arrow pointing to the 'Pay Now' radio button, labeled 'a) "Pay Now" Option'. The form contains the following fields:

- Pay Now**
- Payment Method:
- * Card Number:
- * Name on Card:
- * Expiration Date: /
- * CSC:
- Card Address: [Choose another address](#)

At the bottom right, there are two 'Submit Order' buttons: a red arrow-shaped button and a rounded rectangular button.

Event and Training registrations are not complete unless full payment is received prior to the due date.
All transactions are processed in Australian Dollars (AUD).

Around Queensland
Upcoming Events
Upcoming Courses





- 9. If the event you are registering for has no cost then you will not see the payment options. Simply click "Submit Order" to finalise registration.

Shows items in Cart →

Clicking on the "Proceed to Checkout" button will add the event registration to your Cart.

You can register to multiple events before going to the "Cart" to process all the payments at once.

You can navigate back to this Shopping Cart page at any time from anywhere on the website by clicking on this cart icon.

Final event price

Click "Submit Order" →

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- 10. Well Done! You have successfully completed your event registration.

You will receive a confirmation email shortly. (An example below)

You can also request the payment confirmation to be sent to an additional email address by typing into the "Send another copy to:" field and click "Send".

On Behalf Of: (select contact)

Order Confirmation

Girl Guides Queensland
Girl Guides Queensland PO Box 739, Fortitude Valley Qld 4006

Order Number: 24
Order Date: 6/06/2014
Bill To: Jamie C. Hill

ITEM	QUANTITY	PRICE	TOTAL
- Jamie C. Hill When: 26/07/2014 9:00 AM - 26/07/2014 4:00 PM Where: Villanova College Sports Fields Function Room 957 Manly Road TINGALPA,	1	0.00	0.00

TRANSACTION GRAND TOTAL 0.00

A confirmation is being sent to: jamieh@guidesqld.org

Send another copy to:

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