



How To Register for Multiple Events with One Payment

This Help Sheet explains how to make one lump sum payment at the end of your registration session. Basically, you will keep registering for events, going all the way to the pay screen each time—however, don't enter your card details. Instead, click cancel to leave the payment screen go back to the HOC website to keep registering for events.

Here are the steps:

1. Begin to register for the first event as usual¹
2. When you see the “Review and confirm” screen click on one of the pay buttons at the bottom (red arrow below points the way):

SKI DAY TRIP AND SKATE SKIING CLINIC SAT. JAN. 28, 2017 WASAGA BEACH (#2 OF 3)

[Add to my calendar](#)

Review and confirm

Event Ski Day Trip and Skate Skiing Clinic Sat. Jan. 28, 2017 Wasaga Beach (#2 of 3)
28 Jan 2017 8:00 AM - 6:00 PM
Location: Wasaga Beach Provincial Park

Registration Member - \$22.00
type

Total amount **\$22.00 (CAD)**

Payment Event registration payment instruction:
instructions Use PayPal or Credit Card : select "Don't have a PayPal account?" to open the credit card option

 

[Cancel](#) [Back](#) [Pay with credit card](#) [PayPal Express Checkout](#)

¹ Refer to Help Sheet “How to Register for an Event”

3. Now you will see a payment screen. This is a sample of a Payment Screen: This one is the PayPal Payment Screen:

PayPal 🛒 \$22.00 CAD

Pay with PayPal English

As a member, your eligible purchases are covered by [PayPal Buyer Protection](#).

Email

Password

Stay logged in for faster checkout ?

Log In

[Having trouble logging in?](#)

or

Pay with Credit Card or Visa Debit

[Cancel and return to Halton Outdoor Club.](#) [Policies](#) [Terms](#) [Privacy](#) [Feedback](#) © 1999 - 2016

The following is a sample of the other type of payment screen. It is a Credit Card Payment Screen:

The Halton Outdoor Club

<https://haltonoutdoorclub.wildapricot.org/>

Enter credit card details

Card number

VISA MasterCard

mm / yy CVV ?

Cardholder name

Billing information

Address 1

Address 2

City

Canada

State/province

ZIP/postal code

Phone

Details

Invoice #00836 \$22.00

- Registration for "Ski Day Trip Sat. Dec. 17 2016 Hardwood Hills (# 1 of 4)" (17 Dec 2016 8:00 AM - 6:00 PM, Hardwood Ski and Bike, Barrie), Member

Total amount: \$22.00 (CAD)

[Cancel](#) [Pay \\$22.00 \(CAD\)](#)

4. Look carefully for the "Cancel" button. It might also say "Cancel and return to Halton Outdoor Club" as in the PayPal Sample Screen or it might just say "Cancel" as in the Credit Card Payment Screen.
5. Choose Cancel at this stage (red arrow above points the way). **Please note:** You are not cancelling your pending registration. You are just "cancelling" the decision to pay for the registration at this time. You will return to this screen several times until you have multiple registrations and then you will proceed. For now "Cancel" out of this payment screen
6. **Calendar and Schedules: return to the Calendar and Schedules page**
7. Browse the Event List OR Look at the Calendar
8. Choose the next event you want,
9. If registration is open for that event, you will see the [Register] button Click [Register] and follow suggested actions



Register

10. If the trip is full you will be offered a chance to go on the Wait List. And you can click “Join Wait List”².

11. Continue Steps 5 to 10 until you have chosen your final event.

Finished events to register for?

- Now when you get to the Payment Screen, you will see a list of all the event invoices you have open.
- This time do not cancel and back out.
- This time, complete the process by entering your credit card account details or PayPal account details.
- Finalize payment to confirm all your registrations
- The system will send you an email confirmation for all the events you have paid for.

Important: You need to make a payment for your registration to be complete. Registration is not confirmed until payment has been received. Registration will be confirmed via email(s).

There is no self-serve cancellation process. To cancel a registration, contact the club office.

More help... info@haltonoutdoorclub.ca / communications@haltonoutdoorclub.ca

1. ² If the deadline for registration has passed (usually Thursday at midnight) you can no longer register online. Contact the Club Office after online registration has closed if you would like to see about getting on a WAITLIST (if there is one).