

Registering two or more people for an Event

Login to Wild Apricot

Click on **Events** in the main menu

Click on **Register** under the Event you want

Your email should appear on the next screen

Click on **Next**

Check your details are correct and fill in any choice fields such as Pick-up Points

Click on **Next**

Click on **Invoice Me** but DO NOT PAY

Click on **Events** again on the main menu bar.

Click on **Register**

Click on **New Registration**

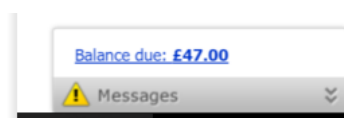
Replace your email with the email address of the member you want to register (it must be the email they use to login to Wild Apricot)

Click on **Next**

Fill in the form for that person and click on **Next**

Click on **Invoice me** but DO NOT PAY

Do this for however many members you want to register then click on the small message at the very bottom right of the screen which gives the total to be paid.



The next screen gives you the total you have to pay. (see below)

My profile

[Edit profile](#) [My directory profile](#) Balance due: £47.00

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

Balance due (2 items): **£47.00**
You can pay by credit or debit card, or via a PayPal account

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

Search Records found: 6

Date	Transaction	Balance due <input checked="" type="checkbox"/>
07 Apr 2016	Invoice #03353 Event registration (Rati Chiba) National Memorial Arboretum	£23.50 <input checked="" type="checkbox"/>
07 Apr 2016	Invoice #03352 Event registration National Memorial Arboretum	£23.50 <input checked="" type="checkbox"/>

You can select to pay by debit/credit card or by PayPal Account. (The screen only states credit card but debit cards are also accepted)

Follow the on-screen instructions to pay.