



AUCKLAND

BEEKEEPER'S CLUB inc

To learn and educate



This user guide will explain step by step how you can register for courses that are on offer by the Auckland Beekeeper's Club.

## 1. Log into the Members area of the site

1

Go to the home page and click the Member Login button on the right hand side of the page

Member Login

Login to Auckland Beekeepers Club Inc.

Username  
your-username

Password  
.....

Remember Me ([more info](#))

[I Have Forgotten My Username or Password](#)

[Please Register Me Now](#)

2

Enter your **Username & Password**  
This would have been emailed to you when you first joined the club.

NB

If you check the **Remember Me** check box above it will remember your user name and password for next time you log in. **We do not recommend checking this on Public computer.**

If you have forgotten your **Username** or **Password**, you can click the **I have Forgotten My Username or Password** box and enter your email address

Email Address:

your-registered-email-address

1

Send Email Now

2

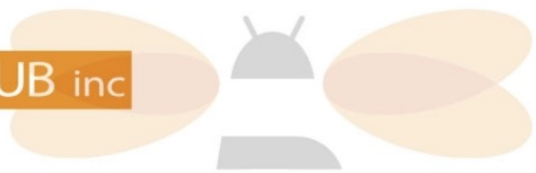
Login



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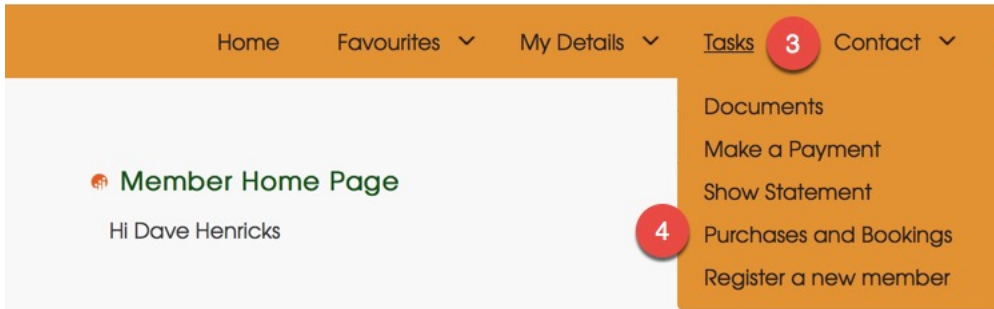
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## 2. Go to Purchases and Bookings

In the menu, click on **Tasks** and then **Purchases and Bookings**



You will see all available courses, select you preferred course by ticking the **Yes, please** check box.

**NB** The course will highlight when selected

Purchase items for **Dave Henricks**

**Option:1 Wednesday nights beginners Beekeeping Course - Member ticket** - Starts: 19-Sep-2018

Eight Wednesday night sessions:

Sept 19th, 26th, Oct 3rd, 10th, 17th, 24th, 31st and Nov 7th, 14th, 21st. 7-9pm.

Buy this ticket if you are an Auckland Bee Club member.

If you need to cancel your booking the following cancellation policy applies:  
Cancellation more than 2 weeks from course start – refund less \$20 administration fee.  
Cancellation less than 2 weeks from course start – NO refund.

Exceptional or extenuating circumstances will be taken into account.

27 available as at 9:02 PM \$140.00  Yes, please

**NB** There are two types of courses.  
For Members, and if you are bringing an additional family member

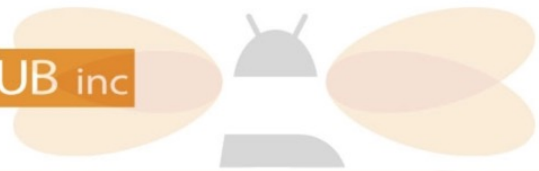
Be sure to select the correct one.



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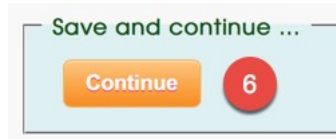
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### 3. Confirm your course booking

Click Continue



#### Product Purchased

- ☞ Make a Payment **8**
- ☞ Make Another Purchase or Booking
- ☞ See Unpaid Purchases and Bookings
- ☞ See Statement

*Purchase or booking confirmed. Please now **Make a Payment** to confirm your purchase or booking.*

<b>7</b> Member	Has Purchased
Dave Henricks	Option: 1 Wednesday nights beginners Beekeeping Course - Member ticket

**NB**

Once you have confirmed your booking you can continue to the payment screen.

For step by step instruction on how to make payments Read the **How to make payments** guide

All user guides can be found [here](#)