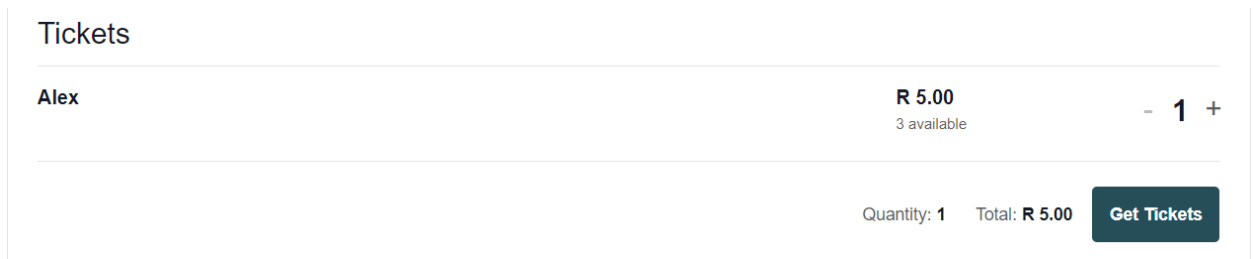# HOW TO GUIDE – Book an Event Booking

Should you experience any problems with booking a ticket for an event or you do not receive the booking ticket from Varjapani Kadampa Buddhist Center, please contact Alex on allmannu@netactive.co.za or 072 123 1493 asap.

1) On the Event page towards the bottom in the **Tickets** section, you can select the number of tickets you want to book for the event. If you add +1 to a selected ticket, the **Get Tickets** button becomes available.

2) Click on **Get Tickets**

3) The following screen will display

Basket

		Product	Price	Quantity	Subtotal
✖	🖼	Alex	R5.00	1	R5.00

<div align="right">Update basket</div>

Basket totals

Subtotal	R5.00
Total	R5.00

<div align="right">Proceed to checkout</div>

4) If you change the Quantity with additional tickets, then click the **Update Basket** button.

5) If you are ready to book, click on **Proceed to checkout**

6) The next screen for <u>Attendee Registration</u> will be displayed where your information needs to be provided. You have the option to <u>Return to Cart</u> to amend your ticket.

Alex Test Event

Alex

Attendee 1

Name *

Email *

Cellphone *

Are you attending in person or online ? *
- ○ Online
- ○ In Person

Ticket Summary

Alex Test Event **Alex**	R 5.00	1	R 5.00

Return to Cart   Quantity: **1**   R 5.00

7) Once the questions have been completed, click on **Save & Checkout** at the bottom of the screen.

Each attendee specified will receive an email with their individual ticket included.

Save & Checkout

8) The following screen will display where the information can be checked or changed

Checkout

1. BILLING & SHIPPING	2. ORDER & PAYMENT

Billing details

First name *

Alex

Last name *

Allmann

Company name (optional)

9) Then click on the **Next** button.

10) The following screen will display where you can click on **Payfast**

Checkout

✔ BILLING & SHIPPING	2. ORDER & PAYMENT

‹ Return to cart   ‹ Edit attendee info

Product	Subtotal
Test × 1	R5.00
Subtotal	**R5.00**
Total	**R5.00**

PayFast *Payfast*

11) Then click on **Place Order** where you can provide your payment card details

Previous   Place order

12) You should then receive 3 emails as follows:
    a) From Vajrapani – Thank you for your booking !
    b) From Payfast -You successfully paid Rxx to Vajrapani Kadampa Buddhist Centre
    c) From Vajrapani - Your ticket from Vajrapani Kadampa Buddhist Centre which will include the Zoom meeting link tht you will need to join the Zoom meeting as per below:

JOIN
https://us02web.zoom.us/j/839513636?
pwd=dlhvMkZJODlNc05PUDY4MlpmdGdXdz09