

How to Register and Pay for Probus Events Online

Instructions:

- If you have your own email address, use Method A.
 - If you and your spouse each have your own email addresses, use Method A. Register as individuals.
 - If you and your spouse share an email address, use Method B.
 - A guest (a person who is neither a member nor on the wait list) should be registered with the member.
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Method A – If you have a unique email address

1. Go to the Probus web site at www.probusetobicoke.ca.
Note: You do not need to log in to register for events. On the right side, you will see “**Upcoming Club Events**”. Scroll down and select the event.
2. The next screen details the event. In the green box, near the bottom left, click on the **Register** button.
3. On the next screen:
 - a. Enter your email address.
 - b. To prove you are human, type the 6 characters you see in the picture. Lower-case is fine.
Note: this step is not required for free events.
 - c. Click on the **Next** button, near the bottom right.
4. Your contact details should be shown on this screen as well as the option to add a guest.
 - a. Review and edit the information. If there is no information, populate the fields.
 - b. To add a guest, click on **Add guest** near the bottom left. On the new screen, enter the guest’s first & last name. You do not need to enter their email or phone details. When ready, click on the **Done** button, on the bottom right. It will take you back to the previous screen.
 - c. Click on the **Next** button.

Note: If the event is “free”, click on the **Confirm** button and you are done!
5. On the next screen, you will review and confirm your information and start the payment stage.
 - a. Click on the **Pay online** button. You have two options. Pay with your PayPal account or go to the bottom to pay using a credit card. (See separate handout).
6. You will know you have successfully registered when you get an email confirmation

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- If you have your own email address, use Method A.
 - If you and your spouse each have your own email addresses, use Method A. Register as individuals.
 - If you and your spouse share an email address, use Method B.
 - A guest (a person who is neither a member nor on the wait list) should be registered with the member.
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Method B – If you share an email address with your spouse

1. Go to the Probus web site at www.probusetobicoke.ca.
Note: You do not need to log in to register for events. On the right side, you will see “**Upcoming Club Events**”. Scroll down and select the event.
2. The next screen details the event. In the green box, near the bottom left, click on the **Register** button.
3. On the next screen:
 - a. Enter your **SHARED** email address.
 - b. To prove you are human, type the 6 characters you see in the picture. Lower-case is fine. Note: this step is not required for free events).
 - c. Click on the **Next** button, near the bottom right.
4. Contact details, **for the first spouse**, should be shown on this screen as well as the option to add a guest.
 - a. Review and edit the information. If there is no information, populate the fields.
 - b. To add a guest, click on **Add guest** near the bottom left. On the new screen, enter the guest’s first & last name. You do not need to enter their email or phone details. When ready, click on the **Done** button, on the bottom right. It will take you back to the previous screen.
 - c. Click on the **Next** button.

Note: If the event is “free”, click on the **Confirm** button and you are done!
5. On the next screen, you will review and confirm your information and start the payment stage.
 - a. Click on the Pay online button. You have two options. Pay with your PayPal account or go to the bottom to pay using a credit card. (See separate handout).
6. To register the **second spouse**, repeat steps 1 to 5. However, in step 4a), **revise the information to that of the second spouse**.
7. When you are finished, there should be 2 registrations and 2 invoices, both using the shared email.
8. You will know you have successfully registered when you get email confirmations.