

Online Booking and Payment Launch

Dear All,

We are delighted to announce that, thanks to the sterling efforts of Julie Norfolk who has mastered the mystery of the PC's IT system and Cath Cox who has set up Barlow Pony Club's PayPal account, we have now joined the Pony Club HQ's online centralised booking & payment system.

The new system is now available on the Barlow Pony Club website on the Online Booking tab and enables us to:

Show the dates & details of all our branch events;

Enable you to book & pay online;

Once you have done so you will then receive an email confirming booking and payment;

Our database will automatically be updated which will speed up & simplify record keeping;

The organiser will be notified immediately when someone has booked & paid.

Over the next month we are going to transition to the system. This means that for the time being you will be able to either book or pay online or print a rally form & pay by Bacs or cheque.

From December 1st we will be moving to online booking & payments only.

This should simplify our administration and reduce the burden on all our organisers & Cath.

To pay online you will need a Paypal account, these are easy to set up and can be linked to either a debit or credit card, or you can pay, as a guest user by a debit or credit card.

As a charity we get discounted Paypal fees which means that transactions will mostly cost less than a second class stamp.

Bookings & Cancellation Policy

With the introduction of the new booking & payment system we will still have a closing date two weeks before the rally date, unless the rally becomes fully booked earlier. This will enable us to ensure that we have the correct number of instructors & allow us to organise the groups. For cancellations, if you cannot make a rally and you let us know before the closing date we will give you a full refund. If you cancel after the closing date we will give you a refund if we can fill your space. To cancel please e-mail your rally organiser. There will be no exceptions to this.

I have attached screen shots to this document, which will guide you through the process.

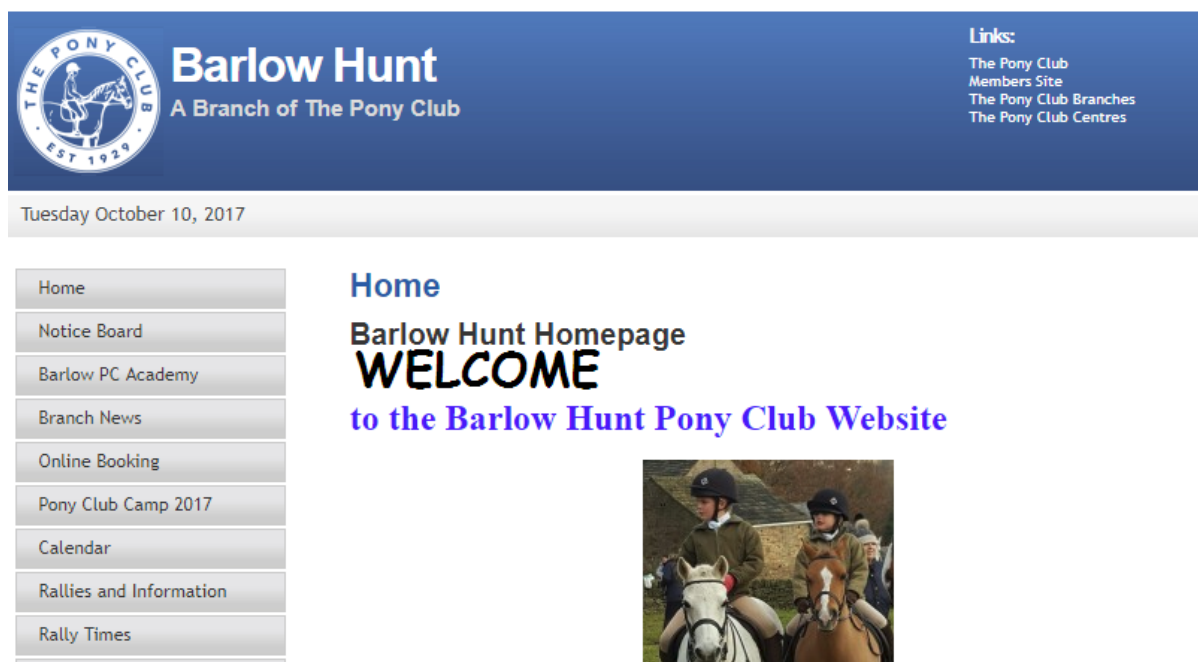
If you have any problems please do contact Julie Norfolk (07919556425), please don't call after 9pm.

Hopefully this will make all our lives simpler!

Thanks Liz

INSTRUCTION FOR BOOKING VIA THE ON-LINE SYSTEM

There is now a page on our web site for on line rally booking



The screenshot shows the homepage of the Barlow Hunt Pony Club website. At the top left is the Pony Club logo, a circular emblem with a horse and rider, surrounded by the text 'THE PONY CLUB' and 'EST 1929'. To the right of the logo, the text reads 'Barlow Hunt' in a large, bold font, with 'A Branch of The Pony Club' underneath. In the top right corner, there is a 'Links:' section with four items: 'The Pony Club', 'Members Site', 'The Pony Club Branches', and 'The Pony Club Centres'. Below the header, the date 'Tuesday October 10, 2017' is displayed. On the left side, there is a vertical menu of buttons: 'Home', 'Notice Board', 'Barlow PC Academy', 'Branch News', 'Online Booking', 'Pony Club Camp 2017', 'Calendar', 'Rallies and Information', and 'Rally Times'. The main content area features the heading 'Home' in blue, followed by 'Barlow Hunt Homepage' and 'WELCOME' in large, bold, black letters. Below this, the text 'to the Barlow Hunt Pony Club Website' is written in blue. To the right of the text is a photograph of two riders on horses, one on a white horse and one on a brown horse, both wearing riding helmets and jackets.

All available rallies and events will be shown on this page

Select the rally / event you wish to book on to and click the 'book now' button

You will see a screen similar to this one

Evening Rally Details X

Event Name	Evening Rally
Event Date & Time	01/11/2017
Location	Stubley Hollow Farm, Stubley Lane, Dronfield, Derbyshire, S18 (Get Directions)
Entry Cost	£15.00 per entry

You will be asked to provide the details of the entrants at the checkout.

Event Pricing

Entries

Selected

Total Cost

£0.00
(exc. Booking Fee)

[Book Now](#)

[Cancel](#)

Select the number of entrants to the rally from the drop down and you will be shown the price to pay

Evening Rally Details X

Event Name	Evening Rally
Event Date & Time	01/11/2017
Location	Stubley Hollow Farm, Stubley Lane, Dronfield, Derbyshire, S18 (Get Directions)
Entry Cost	£15.00 per entry

You will be asked to provide the details of the entrants at the checkout.

Event Pricing

Entries

Selected

Evening Rally x1 (£15)

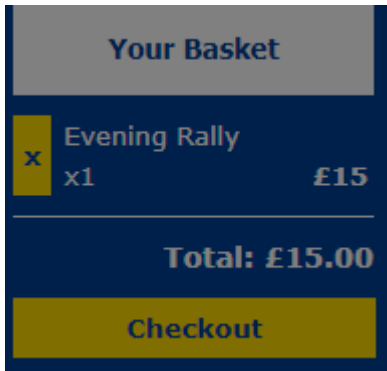
Total Cost

£15.00
(exc. Booking Fee)

[Book Now](#)

[Cancel](#)

Your basket will be populated with the chosen rally (you can book multiple rallies at the same time)



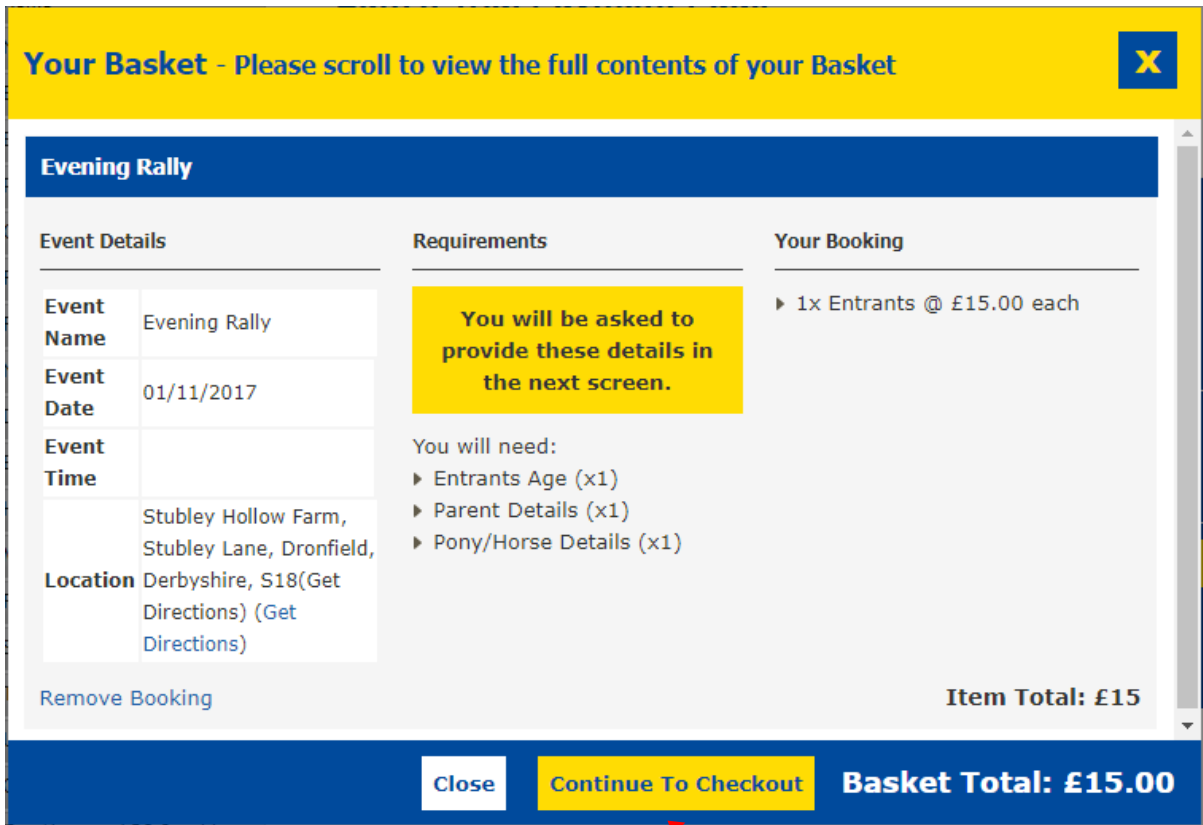
Your Basket

x Evening Rally
x1 £15

Total: £15.00

Checkout

Select Checkout



Your Basket - Please scroll to view the full contents of your Basket X

Evening Rally

Event Details	Requirements	Your Booking								
<table border="1"><tr><td>Event Name</td><td>Evening Rally</td></tr><tr><td>Event Date</td><td>01/11/2017</td></tr><tr><td>Event Time</td><td></td></tr><tr><td>Location</td><td>Stubley Hollow Farm, Stubley Lane, Dronfield, Derbyshire, S18(Get Directions) (Get Directions)</td></tr></table>	Event Name	Evening Rally	Event Date	01/11/2017	Event Time		Location	Stubley Hollow Farm, Stubley Lane, Dronfield, Derbyshire, S18(Get Directions) (Get Directions)	<p>You will be asked to provide these details in the next screen.</p> <p>You will need:</p> <ul style="list-style-type: none">▶ Entrants Age (x1)▶ Parent Details (x1)▶ Pony/Horse Details (x1)	<p>▶ 1x Entrants @ £15.00 each</p>
Event Name	Evening Rally									
Event Date	01/11/2017									
Event Time										
Location	Stubley Hollow Farm, Stubley Lane, Dronfield, Derbyshire, S18(Get Directions) (Get Directions)									

Remove Booking **Item Total: £15**

[Close](#) [Continue To Checkout](#) **Basket Total: £15.00**

Select Continue To Checkout

Checkout



Your Details For Evening Rally

For This Event, you have booked

1 places

Each entry costs **£15.00** each

Altogether, this will cost you **£15.00**

This event needs you to provide the following:

- ▶ 1x Entrant Details
- ▶ 1x Entrants Age
- ▶ 1x Pony/Horse Details
- ▶ 1x Parent Details

To begin, please click on the "Add Details" button below.

Note: You **MUST** provide the above information. You will not be able to book otherwise.

Add Details

Select Add details & Enter the details of the member(s)

Checkout



Your Details For Evening Rally

Entrant Details

Name
Entrants
1 Age

Details For Event

Entry: £15.00

Horse Details

Name
Height
Age

Save & Continue

If you have entered enough information you will get the message

Checkout X

Your Details For Evening Rally

For This Event, you have booked

1 places

Each entry costs **£15.00** each

Altogether, this will cost you **£15.00**

This event needs you to provide the following:

- ▶ 1x Entrant Details
- ▶ 1x Entrants Age
- ▶ 1x Pony/Horse Details
- ▶ 1x Parent Details

To begin, please click on the "Add Details" button below.

You have added enough information for this event to continue

[Edit Details](#)

[Close](#) [Continue To Payment](#) **Basket Total: £15.00**

Select continue to payments and you will be asked to enter the parent details

Checkout X

Parent Details

This event requires that Parent Details are provided during the booking process.

Do you want to use one set of Parent Details for all Entrants?

Yes, use one set of Parent Details for all Entrants

No, add parent details individually

Payment Details

You must enter the Parent Details above before you can proceed to Payment Details

Enter the details – you can add one set of details for all entrants or if you are paying for children from different families you can add more than one set

Checkout

X

No, add parent details individually

Parent Name *

Phone *

Email *

Continue

Payment Details

You must enter the Parent Details above before you can proceed to Payment Details

If you have filled the form in correctly you will get this message

Checkout

X

No, add parent details individually

Parent Name *

Phone *

Email *

You have provided all of the required information. Please continue.

Edit Details

Scroll down to enter payment details

Checkout

This event requires a payment of £15.00.

Is the Buyer a Parent that has already been entered above?

Yes, use one of the Parent Details I've entered above

No, I need to enter the Buyers details seperately

Total Cost

You must enter your Payment Details before you can proceed to checkout

Enter the details of the parent – some fields such as name, phone number and email will already be populated from the previous details

Checkout

City *
chesterfield

County *
Derbys

Postcode *
S42 6JA

Country *
United Kingdom

Phone *
07800513373

Email *
liz.lovell-bpc@hotmail.co.uk

Continue

Close Complete Booking **Basket Total: £15.00**

Select 'Complete Booking'

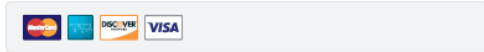
You will then be redirected to the secure Paypal site – where you can pay via Paypal (if you have an account) – or by using your debit or credit card as a guest

PayPal Guest Checkout

We don't share your financial details with the merchant.

Country
United States

Pa



N

Card number

Expires

CSC

First name
Liz

Last name

Billing address

Street address
58 woodland way

Apt., ste., bldg.

City
chesterfield

State

ZIP code
S42 6JA

Ship to my billing address

Contact Information

Phone type
Mobile

Phone number

Email
liz.lovell-bpc@hotmail.co.uk

Pay Now

I hope that these instructions make it simple for you to use our new system, but if not, please give Julie Norfolk (07919556425) or me a call and we will help you navigate the system

Thanks

Liz