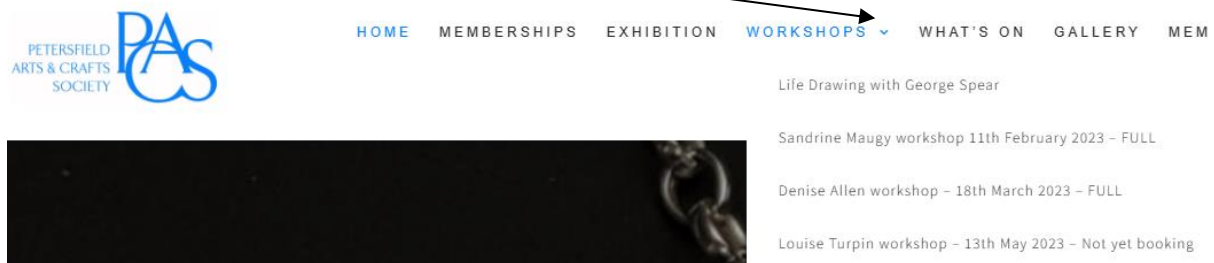


## BOOKING & PAYING FOR WORKSHOPS VIA THE PACS WEBSITE

The following procedure may be helpful to any customers who are not familiar with on-line payment tools, or PayPal in particular.

If you have a PayPal account that you use for other purchases, this is by far the simplest way to proceed. However, if you want to pay using your bank debit or credit card, you can still do so here, but you will be required to enter a lot more personal information (card details, name and address and contact details). As you proceed through the payment pathway, you will be presented with options to create a paypal account. This is PayPal functionality that we have no control over (ie we cannot stop it from showing), but it is quite straightforward to decline the option to do so.

Starting within the PACS website, select the workshop that you would like to attend from the drop down menu.



Just position the mouse over the workshop word and the menu appears. Then point to the appropriate workshop title and left click the mouse to proceed to the next page. A more detailed explanation of the workshop appears and within that page is the shopping facility to book and pay for a place.

Membership category
Adult member £40.00 GBP
Membership no. if applicable
<input type="text"/>
phone number
<input type="text"/>

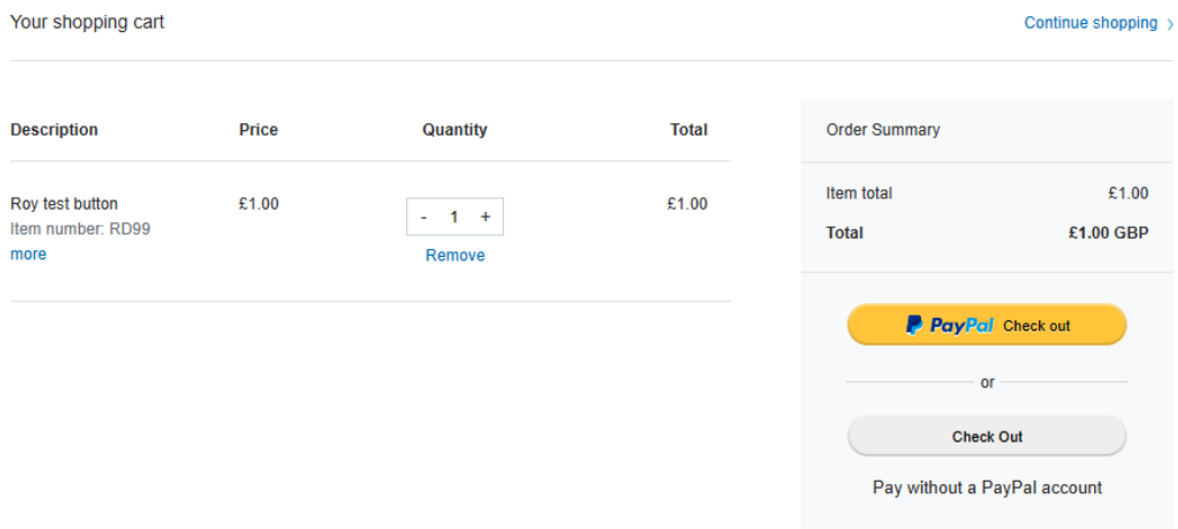
[Add to Cart](#)

Enter your membership category by choosing from the menu that appears when you left lick the down arrow in the grid. The default is the Adult Member category and if that is your status then nothing needs changing here. Just fill in your membership number and contact telephone number in the boxes below.

If you are a non member or a junior, select the appropriate status from the membership category list

Once all the boxes are completed, click 

You will then be re-directed to the PayPal site where you have the option to pay using your PayPal account, or to use a bank card. Click the Paypal (yellow button) to use PayPal, or Check Out (grey button) to pay using your card.




Your shopping cart [Continue shopping >](#)

Description	Price	Quantity	Total
Roy test button Item number: RD99 <a href="#">more</a>	£1.00	- 1 + <a href="#">Remove</a>	£1.00

Order Summary

Item total £1.00

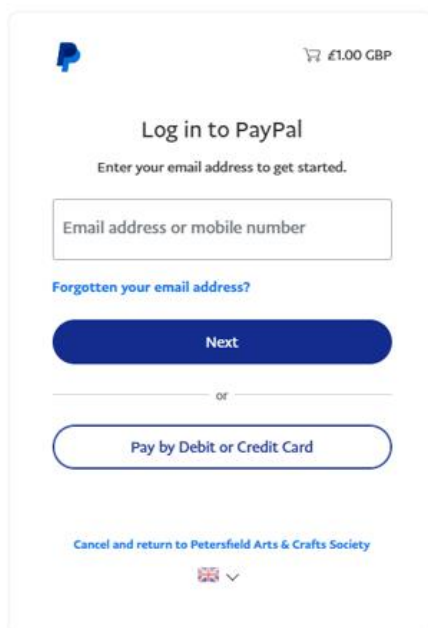
**Total £1.00 GBP**

 [Check out](#)

or

[Check Out](#)

Pay without a PayPal account



Log in to PayPal

Enter your email address to get started.

Email address or mobile number

[Forgotten your email address?](#)

[Next](#)

or

[Pay by Debit or Credit Card](#)

[Cancel and return to Petersfield Arts & Crafts Society](#)


To pay using your PayPal account,  
Enter your email address or mobile phone number

and click Next. Continue on page 3

To pay using your Debit or credit card click  
Pay by Debit or Credit Card. Continue of Page 4

## PAYMENT USING PAYPAL SCREEN


Petersfield Arts & Crafts Society


MN  £1.00 GBP


Send to  [Change](#)

---

Pay with

 My bank details here £1.00 GBP  
 Make this my preferred way to pay

 Alternative card

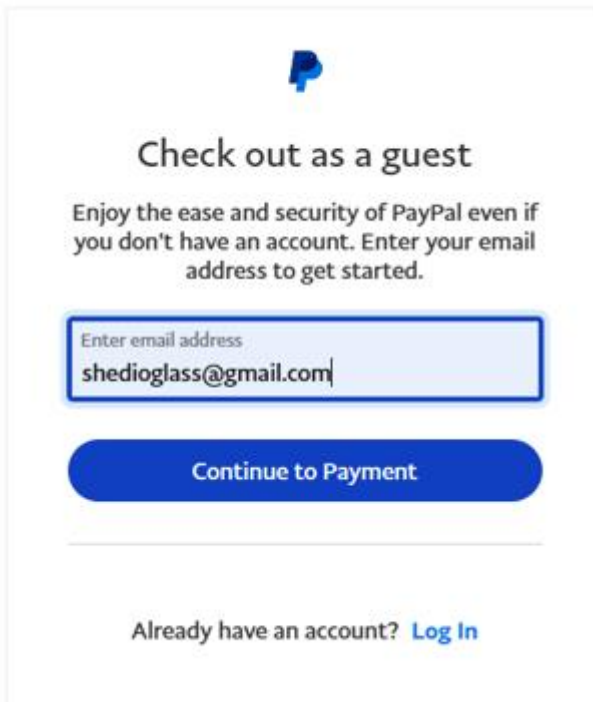
 Alternative card


[+ Add debit or credit card](#)

**Complete Purchase**

This screen will identify you and all the cards you have registered with Paypal via your Paypal account in the past. Simply select the one you would like to be debited (click the radio button which will appear as a blue circle) if there are no funds in your PayPal account.

## PAYMENT USING DEBIT OR CREDIT CARD





### Check out as a guest

Enjoy the ease and security of PayPal even if you don't have an account. Enter your email address to get started.

Enter email address  
shedioglass@gmail.com

[Continue to Payment](#)

---

Already have an account? [Log In](#)

To pay using your debit or credit card you land on the “Check out as guest” page.

Enter your email address and click Continue to payment.

Note if you have a Paypal account the option to use it is also shown here in case you missed it on the previous screen.

PayPal £1.00 GBP

### Pay with debit or credit card

Your financial details won't be shared with the seller.

Country/region  
United Kingdom

Card types accepted: Mastercard, American Express, Discover, Visa, Mastercard, American Express, Discover

Card number

Expiry date Security code

#### Billing address

First name Last name

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

Delivery address same as billing address

#### Contact information

Mobile number  
+44

Email address  
shedioglass@gmail.com

Save information & create your PayPal account

This is the PayPal page for entering your card details. Fill in all the required boxes.

Card types accepted are shown here

If the address you enter here is not the same as the billing address for your card, uncheck the Tick Box. You will be asked for the right address.

Make sure you enter your contact details.

Save information & create your PayPal account

You acknowledge the [terms](#) of the service PayPal provides to the seller, and the [Privacy Statement](#). No PayPal account required.

We'll pre-authorise up to £1.00 GBP on your card, then send you back to the seller to complete your purchase. If you don't complete it or the purchase amount changes, any pending pre-authorisations usually drop off within 1 working day.

**Pay now as guest**

Finally – if you **do not** want to create a Paypal account, slide the tick to the left to grey it out as shown here.

You're now ready to pay so click Pay now as guest.

At this stage, depending on your card provider, you may be requested to authenticate your transaction. This is typically done by sending a message to your smart phone, your landline phone or email account containing a code that will need to be entered on the Authentication screen. Some also require that you re-enter your post-code or other personal data. This is nothing to do with PACS, and the data entered here is not shared with PACS

PayPal

CANCEL

VISA

**Enter one-time code**

Enter the one-time code from 077\*\* \*\*\*384.

You're paying 1.00 GBP to PAYPAL \*P ARTS CRAF with card ending [REDACTED]

5 4 9 3 9 8

Please enter the postcode registered to this card. We'll use this to confirm it's you.

[REDACTED]

Continue

Get code again

Once entered, click continue, and that will conclude the transaction.

Log in to PayPal

With a PayPal account, you're eligible for Buyer Protection and Rewards.

Email address or mobile number

Password

[Forgotten your password?](#)

**Log In**

[Confirm a different way](#)

[Cancel and return to Petersfield Arts & Crafts Society](#)

If you have a paypal account, and this is recorded on PayPal as your preferred method or you have set a default on your device, but would prefer to pay using a card that is not known to PayPal, you can do so from this screen.

Click on Confirm a different way (shown below the Log in button). This opens a page where you scroll to the bottom to see a menu where you can choose to pay by Debit or Credit Card. Clicking there, takes you to the Payment by Card screen shown on page 5 of these notes. Proceed from there.