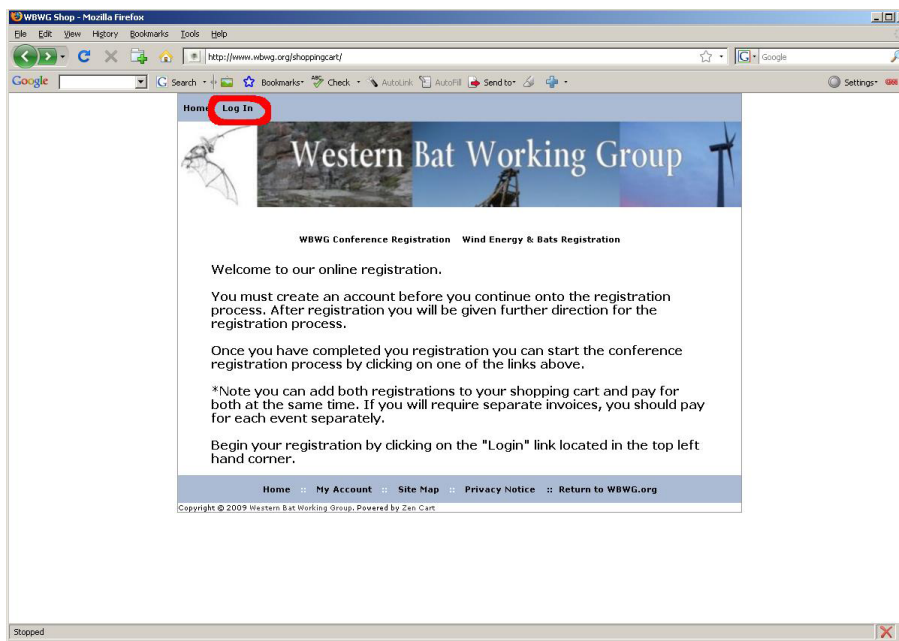


REGISTRATION TUTORIAL

We have set up the 2009 WBWG Conference and Wind Energy and Bats Workshop as a shopping cart. As you continue through this process approach it like you are online shopping except our products are registration and field trips. The website address is: <http://wbwg.org/registration>.

If you have any problems or questions that are relevant to this process please contact the Webmaster at webmaster@wbwg.org. Suggestions are welcomed.

You may pay for your registration with PayPal or by sending us a check. PayPal is secure, fits our needs, and you do not need to have an account to use their services. If you are paying by check you still need to create an order in the shopping cart. There are some items in our cart that have a limited quantity (e.g. limited number of registrants for the Wind Energy and Bats Workshop), and so if you do not register with this shopping cart you may not have a spot. Read more about the checkout process below.



1. Create an account by clicking the “Log In” link located on the top left hand side of the page. You must create an account to proceed to the conference registration. At the login page activate the “Sign Up” button in the “New Customers” box on the left side of the page. Fill out your information on the following page and click on the “Submit” button. If you have made an error or forgot to fill out required information you will have to correct your registration information.

2. After you have clicked on the submit button from the registration page, you will be taken to a page indicating your registration success. You are automatically logged into your newly created account. Press the “Continue” button on the bottom right hand corner of the page to be taken to the Store Front.

3. At the Store Front there are two links at the bottom of the page header. These links are titled “WBWG Conference Registration” and “Wind Energy and Bats Registration”. You are able to access both of these sections of registration. You may add items from both conference registrations or pay for each separately. If you are going to pay for separate registrations you will have to go through the following process twice.

4. After clicking on one of the registration options you will be taken to the list of products available. If you click on the first item in the cart (e.g. WBWG: Registration), a new page will open up with a description of the item and the option to place it into your cart.

4. (continued) You can scroll through the other items that were on the product listing page by using the navigation buttons. The buttons are shown below. The “listing” button will take you back to the product listing page. It is easy to navigate through the products using these navigation options.



5. Once you have selected the options available for each product you will be taken to the shopping cart page. To be taken back to the last product page you visited, click on the “back to shopping button”. Be careful not to add the same product twice! Continue navigating through the products you want added to your cart. Most products are limited to one per person, and you may receive an error if you try to add more than is accepted.



6. When you are done adding products to your cart it is time to checkout. Check over your cart to ensure all is correct. Adjust quantities as needed, delete where needed, and update the cart after adjustments are made.

The button for updating/refreshing the cart is:



Deleting an item is easy. You can click on the box below the garbage can icon and press on the grabage icon. Another way is to select the items you want to delete by clicking on the little boxes below the garbage can icons and pressing the refresh button.



After your review click on the “go to checkout button” at the bottom right hand side of the page. DO NOT CLICK on the PayPal button. You are not ready quite ready to pay.



7. The second page (the first page being the shopping cart) in the checkout process is the “Payment Information” page. Ensure your billing address is correct, if it is not click on the “change your address button”. Remember, some of you may be paying with your company owned credit cards and the correct address should be added. After your address information has been verified please select a payment option: Check or PayPal. Add any comments and press the “continue checkout button”.

8. The third page in the checkout process is the “Order Confirmation” page. This is your last chance to see that all of the products you have entered and their quantities, address and payment options are correct, before you are taken to the payment by check page, or to the PayPal website. Note the address that you will need to which you will need to send your check. Press the “confirm the order” button when you are ready to proceed.

9. Check Payment option: If you have chosen to pay by check, after you press the confirmation button you will be taken to a “Thank You! We appreciate your Business!” page. Your order number is provided along with other instructions to log off, or to see your order in your account section.

PayPal Payment option: If you have chosen to pay through PayPal you will be taken to the PayPal website. *You do not need a PayPal account.* If you do not have an account, click on the “continue checkout” link on the bottom left hand side of this page, under the *Don't Have a PayPal account* text. If you do have an account with PayPal, enter your login information on the right hand side of the page. After you have completed filled out your information or completed your login (and the right payment type is selected), you will press the “Continue” button. You will be taken back to the WBWG Registration site, to Step 2/3 of the checkout. You will have another chance to review your choices. Press the “continue checkout” button once more. You are at Step 3/3, last step. Click on the “confirm the order” button and if you are successful you will be taken to the success page with an order number. Thanks!