



Community **Events** Calendar

How to subscribe – Guide

- ✓ The subscription process is automatic. This guide is just a reference.
- ✓ The subscription steps ensure your security and the security of the Calendar site





How to subscribe - Guide

Step 1

On the Home Page:

Click on the calendar icon to register with the Calendar.



Click on the Calendar Icon to access the Calendar.

FIND or INSERT community events, morning teas, meetings, workshops, classes, conferences, etc. in your neighbourhood or around Australia.



Step 2

Login to Insert events



On the top menu, Click on *Login to Insert Events*



Step 3

Click on *Sign up to Post Events*



Sign up to post events
(First time users only)

***Login to your area
to post events***

Step 4 - Fill in the requested information



Choose your own
username and
password

Username: *

Password: *

Re-enter password: *

Name: *

Email: *

Street Address:

Name Of Organisation:


City Suburb: *

State: *
▼

Postcode: *

Telephone Number:

16/08/2009
Manager_Events



Type the code you see above (not case sensitive):

[Back to home page](#)



Step 5 - Go back to your email and Click on the link to confirm your account

Register

**Your registration was successful.
An email has been sent to admin@pwdact.org.au
containing further instructions. Click on the link
provided in the email to complete the registration.**



Step 6 - Fill in the requested information & click on LOGIN



Username



Password

Remember Me

Anti-spamming protection:



Do not enter text if this is not communityeventscalendar.com.au



Login



Step 7 - Select your level of subscription & click on the PayPal secure Payment link

Community Partners must click on the last option link

Promotional Offer - 6 months free

Welcome to this special promotional offer. Once you complete the registration process you will have access to the calendar of events for a period of six months from the time of registration. **Please note that the last day of registration for this promotional offer is 31st December 2009.** After that date, you will need to subscribe in order to keep your events current. We hope that you enjoy using this site.

If you are one of our community partners, please do NOT use this free payment plan. Instead you should use the plan entitled "12-month subs or Partners with coupon" and enter the coupon number that has been issued to you.

The Team at seniorEventscalendar.com.au

Free!





Step 8 - Confirmation of your subscription details will appear. Check *Terms of Service*.

Click on Continue

Account

Detail

Name: pwdactanna

Username: pwdactanna

E-mail: lian.ania@gmail.com

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Welcome to this special promotional offer. Once you complete the registration process you will have access to the calendar from the time of registration. **Please note that the last day of registration for this promotional offer is 31st December** subscribe in order to keep your events current. We hope that you enjoy using this site. **If you are one of our community partners**, please do NOT use this free payment plan. Instead you should use the plan with the "coupon" and enter the coupon number that has been issued to you.

The Team at seniorEventscalendar.com.au

Please use the Continue-Button to complete your registration.

If you have a coupon code, you can enter it on the Checkout Page to get a discount on your payment

I have read and agree to the [Terms of Service](#)

Continue

Step 8 - Community Partners

Your confirmation page looks different. **Ignore** the Amount sum which is there to discourage intruders, as advised by *PayPal*.

✓ Check and tick *Terms & Services*

✓ Click on **Continue**

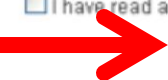
Confirmation


Account	Detail	Amount
Name: Mickey Username: mickey E-mail: mlapl1@gmail.com	FOR PARTNERS ONLY - COUPON NEEDED	AUD 120.00 - PayPal

This is a special entry point for our partners. A discount will be applied once you have agreed to payment conditions AND entered a Coupon ID. Before using the system, partners should have obtained a coupon from CPTC. If you are one of CPTC's partner organisations but do not have a coupon, you may request one using the Contact Us form. Please note that on entering the coupon ID partner organisations will NOT pay the advertised price but a lower fee (or nothing at all) negotiated with CPTC prior to receiving the coupon.

Please use the Continue-Button to complete your registration.
If you have a coupon code, you can enter it on the Checkout Page to get a discount on your payment

I have read and agree to the [Terms of Service](#)





PayPal lets you send money to anyone with email. PayPal is free for consumers and works seamlessly with your existing credit card and checking account.

Step 9

- ❖ **FREE 6 months** - Your subscription is now completed and you will be requested to login with your username and password to your area of events.
- ❖ **Others** - Please follow the payment prompts set by *PayPal*.
- ❖ **Community Partners** - See the next slide

Step 9

Community Partners - Insert your coupon number and click on **APPLY** - For security reasons, you need to renew your membership every 12 months.

Regular Billing Term

Duration: 12 Months

Cost:

Coupon Code

If you have a coupon code, you can enter it here to get a discount.



Apply



Checkout



Step 10 - You can now log in with your user name and password, and start inserting your events.