

## How to Register and Pay for Events through Probus by the Bay Website

- Log into your account
- Click on the **EVENTS** title on the banner at the top of the page.
- Click on the the event you wish to register for.
- This will take you to the event details and registration page:
  - If it says "Join waitlist" than the event is sold out. Be sure to join the waitlist in the event a registrant cancels
  - Note it shows "registrant" – click this link to see who has registered.
- If the "register button is activated, hit the **REGISTER** button on the left-hand side below the credit card symbols.
- Verify the information and your email on the Event Registration screen, if correct. Hit NEXT button.
- This will take you to the "**Enter registration**" page. Ensure the information is correct then hit NEXT button and you will see this page.

### EXAMPLE : Review and confirm

Event The New Canadian Curling Club theatre ticket

Wed, May 10, 2023 2:00 PM

Location: Orangeville Opera House, 87 Broadway, Orangeville

Ticket type Theatre Ticket – \$35.00

Total **\$35.00 (CAD)**  
amount

- Hit **PAY ONLINE**.
- The page will ask you for credit card information. Once inputted you

**PRESS** the pay button

- An email will be sent to the email listed under the event to verify your purchase.

## Q and A

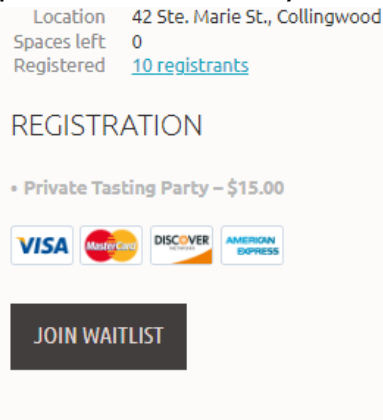
Q. Can I pay any other way besides a credit card?

A. No, the only way a member can pay for registration to an event is online by credit card – Visa, Master Card or American Express

Q. How do I get on a waiting list?

A. When an event is fully registered and you wish to go on the waiting list:

- Log into your account
- Click on the EVENTS title on top of page.
- Click on the highlighted title of the event you are interested in.
- This will take you to the event details and registration page which indicates 0 spaces available and you can join the wait list by **clicking "JOIN WAITLIST"**.



- Enter email address → Click NEXT
- You will be asked to complete your contact information → Click NEXT
- The screen now shows you a summary of the event. Click JOIN WAITLIST
- The screen will confirm you have joined the waitlist. In addition, you will receive an email confirming you are on the waitlist for that event.

Q. If I can't go, how do I get a refund?

A. Generally refunds are not given; however, speak to the Organizer of the event. Members are encouraged to:

- sell their ticket to another Member
- Check with the Organizer if there are any Members on the waitlist