

How to Register with Venue 360 for first timers

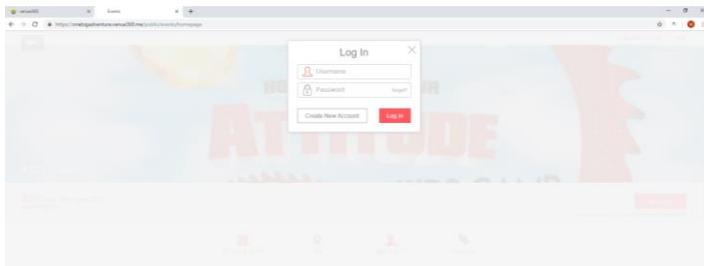
One Big +
Adventure
YOU HAVE TO BE THERE



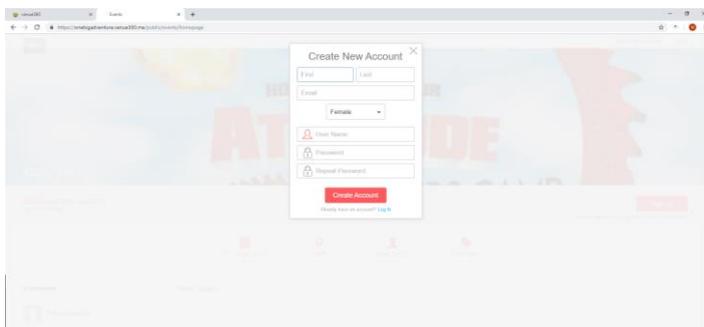
Step 1: On our website www.onebigadventure.org.nz there is a 'Camps Coming Up' tab. Click on the event you would like to register for.



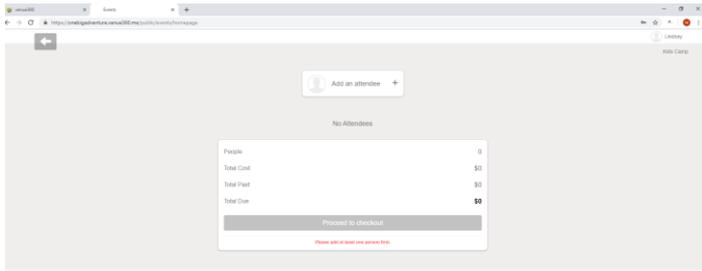
Step 2: You will then see a landing page like this. Click on the 'Sign Up' button.



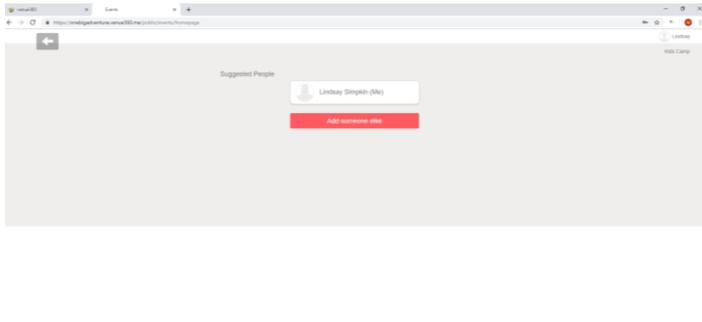
Step 3: You will need to click on 'Create New Account'.



Step 4: Please enter in details. Write down your user name and password somewhere so you will remember. From now on you will be able to log in and your details will be saved for future registrations.

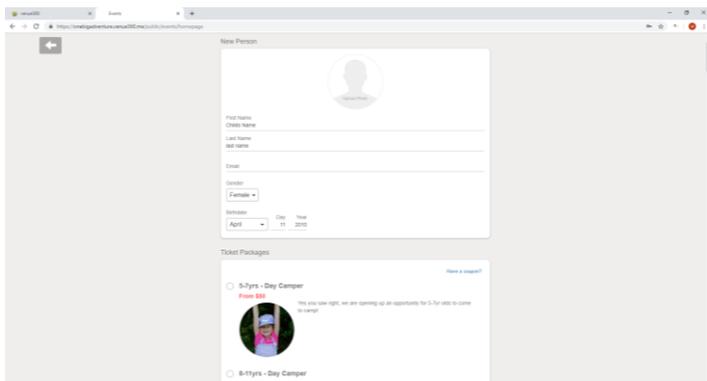


Step 5: You will see an 'Add an Attendee' button, please select.



Step 6: Your name will appear as suggested people because you just created the account.

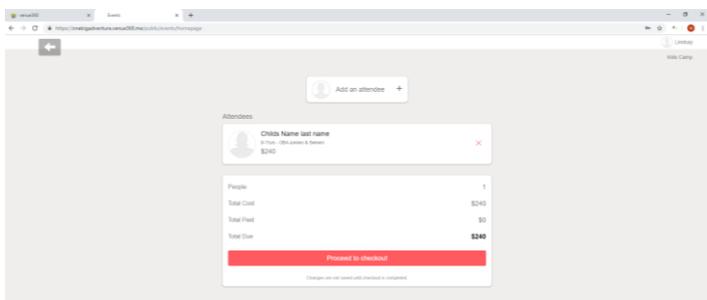
If you are registering your child for camp please select 'Add Someone Else'.



Step 7: Now enter your child's details.

Then scroll down to select the correct ticket package for your child's age.

That will bring up the correct forms to fill out as you scroll down.



Step 8: Once saved it will come to this screen. If you have a second child click 'Add an Attendee' then follow steps 6-7.

If you are registering just one child or finished adding attendees select 'Proceed to Checkout'.

My Details

First Name*
Lindsay

Last Name*
Simpkin

Email*
lindsay@nznet.com

Gender
Female

Phone*

Address*

City*

Country
New Zealand

Postcode*

Step 9: You will now see your name appear as the primary contact. Please fill out your details. You will be the one receiving all email correspondence and invoicing.

My Details

First Name*
Lindsay

Last Name*
Simpkin

Email*
lindsay@nznet.com

Gender
Female

Phone*

Address*

City*

Country
New Zealand

Postcode*

Save & Continue

Step 10: Click 'Save & Continue' once complete.

Summary

People	1
Total Cost	\$240
Total Paid	\$0
Total Due	\$240

Amount to Pay Now

Pay nothing now \$0

Payment instructions are on the next screen

Save & Finish

Step 11: It will then show you how many people you have registered and how much you need to pay.

If correct, click 'Save and Finish'. You will receive an email with what to bring as well as a statement of your balance owing.

Please note that your child is not confirmed until we have received payment.