1. From the members page select either New Members or Renewing Members options.

   https://asoc.net.au/asoc-membership/

   New Members - New Secure Card or Direct Debit Payment Option

   Renewing Members- New Secure Card or Direct Debit Payment Option

2. The New Membership or Renew Membership form will appear. Select the appropriate membership category:

Membership Category

| 1 | **PAY NOW** |

Booking or Membership Payment #1

First Name: *

| Adult Membership | ⌄ | Clear |

Choose an option
Adult Membership
Household Membership
Student Membership
Distant Membership

3. Fill in the Membership fields as in the example below. Check the total to make sure it is correct as this is what will come through on the form and checkout.

4. **Hint** – after the first time you complete a form WooCommerce stores the details (except for payment details) so you can double click on a blank field and your information will appear below that field – click on it to save rekeying.

Membership Category

| Adult Membership | ⌄ | Clear |

| 1 | **PAY NOW** |

Booking or Membership Payment #1   ▼

First Name: *

Jenny Testing Again

Last Name: *

Millett

Email: *

jmillett@iimetro.com.au

Subtotal
$66.00

Total
$66.00

5. We have often found that someone, such as a spouse or family member, will pay someone else's membership and have a different surname to the member. This makes it hard for the Membership Secretary to complete a membership in the name of the new or renewing member. To avoid the Membership Secretary issuing a membership card in the name of the wrong person we ask for both the name of the person doing the EFT or Card payment as well as the member's name.

6. Fill in the fields below the total and yes, you do have to enter a postcode in the postcode field for it to work. Membership number is voluntary (I can never remember mine) and if you don't know your membership number you should be able to bypass that field by clicking on the phone number field.

Name of Member *

Jenny Testing	Millett
First	Last

Address of Member *

33 The Valley of IT

Street Address or P.O. Adress

IT Ga Ga Land	nsw
City	State / Province / Region

2619

ZIP / Postal Code

Email of Member *

webmaster@asoc.net.au

ASOC Membership Number (if known)

Phone Number *

02629990695

I wish to receive the ASOC Newsletter by *

◉ **Web Page Download**

○ Post

7. When you have finished reviewing the fields on the screen and please go back up to the '"Pay Now button and click on it.

Membership Category

Adult Membership ⌄   Clear

1 ⤒ **PAY NOW**

8. You should now be on the cart page:

9. Check the details and if they are OK Click on "Proceed to Checkout". If they are not OK (for example you may have entered the membership twice) just delete the unwanted item in the shopping cart and click back on the browser or start from 1 above (don't forget the hint at 4. above).

10. If everything is OK, you will now see billing for the items you have already entered on the Membership form page. If you are using the checkout for the first time you may see some blank fields that need to be filled out. WooCommerce saves most of these, so the next time you are doing a registration with ASOC you don't have to repeat unless something has changed. Your credit card payment details are not saved here. Instead, these are saved by the gateway, called eWAY, which processes the card payments. ASOC does not receive any of your credit card information.

Billing details

First name *
Jenny

Last name *
MIllett

Company name (optional)
ASOC

Country *
Australia

Street address *
vvvv

Apartment, suite, unit etc. (optional)

Suburb *
cse

State *
New South Wales

Postcode *
2619

Additional information

Comments/Notes re
Order (optional)

Notes about your order, e.g.
special notes for delivery.

11. Check the field details and if OK scroll down and you will see your order details.

Your order

Product	Total
Membership Renewal - Adult Membership × 1 Name of Member: Jenny Testing Millett Address of Member: 33 The Valley of IT IT Ga Ga Land, nsw 2619 Australia Map It Email of Member: webmaster@asoc.net.au Phone Number: 02629990695 I wish to receive the ASOC Newsletter by: Web Page Download	$66.00
Subtotal	$66.00
Total	$66.00

◉ Direct bank transfer

Thank you for renewing your ASOC membership. Please make your payment directly into our bank account. Please use your Order ID as the payment reference. Your order will not be processed until the funds have cleared in our account.

○   Credit Card

The Privacy Policy below contains ASOC's Internet Policies and Procedures.

☑ I accept the Privacy Policy *

PLACE ORDER

12. Click on the preferred payment method (either Direct Debit Transfer or Credit Card as per screen above) and then accept the Privacy Policy (which contains a link to the document if you wish to read it).

13. Now Click on the red Place Order button.

Direct Debit Option

14. You will see a screen similar to the one below with your details. And ASOC's bank account details.

Thank you. Your order has been received.

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:	PAYMENT METHOD:
9745	01/07/2019	webmaster@asoc.net.au	$66.00	Direct bank transfer

Our bank details

ASOC:

BANK:	ACCOUNT NUMBER:	BSB:
Bendigo Bank	163574684	633 000

Order details

Product	Total
Membership Renewal - Adult Membership × 1	
Name of Member: Jenny Testing Millett	
Address of Member: 33 The Valley of IT, IT Ga Ga Land, nsw, 2619, Australia	
Email of Member: webmaster@asoc.net.au	
Phone Number: 02629990695	$66.00
I wish to receive the ASOC Newsletter by: Web Page Download	
Ticket #1: First Name: Jenny Testing Again	
○ Last Name: Millett	
○ Email: webmaster@asoc.net.au	

15. **You will need to manually transfer funds from your account to ASOC's bank account.**

Card Transaction

16. *If you select Credit Card you will be asked for your credit card details which are securely processed by the eWay finance gateway. ASOC has no access to your card details.*

17. In the example below you will see that card details had already been entered when testing so details have been saved by eWay.

○ Direct bank transfer
◉ Credit Card

Pay securely using your credit card.

◉ 489981XXXXXX6775 (Expires 10/21)   **MANAGE CARDS**
○ Use a new credit card

The Privacy Policy below contains ASOC's Internet Policies and Procedures.

☑ I accept the Privacy Policy *

PLACE ORDER

18. Complete the card details and accept the Privacy Policy (which contains a link to the document if you wish to read it).

19. Click Place Order.

20. You will then receive acknowledgement of your order and the payment process is complete.