TES ~ Update Existing Entry: Make a Payment After Initial Entry

Go to the Series Entry Screen.

The link to this should be part of the Notice of Race (NoR)

- ➢ Select the Series that has been entered into (Step 1).
- ➢ Select the Update option (Step 2)

Example Only. Labels are Event Specific

Pressing [SUBMIT] loads the Login Screen

The Login Screen

Enter the boat's sail number and the boat's contact YA Number, the Press the [Log In] button. This loads the Main Entry screen.

Update the boat / main contact / skipper / crew details as needed.

Press the **Submit** button on the Main Entry screen.

Make a Payment.

The Entry Confirmation Screen.

Rod, your entry details **have** been updated on 31/01/2011 23:09.

> **TO COMPLETE YOUR ENTRY: follow the steps below** (Entry ID = 1) ...

Your boat is now stored in the TopYacht Boat Register.
Please do NOT recreate this boat for other Series/Events.

To update/alter THIS entry use the 'update' option on the entry page.
To enter OTHER Series/Events use the 'enter existing boat' option on the entry page.

> **Step 1** Print this Form now!

Print a copy for your records.   Print This Form

> **Step 2** Check Payment Amount

Entry Fee PER Sailor: $35.00
Total Sailors: 3
Entry Fee if paying BEFORE Late Date: $105.00
Late Fee Date : 25/03/2011
Entry Fee if paying AFTER Late Date: $120.00

> **Step 3** Pay fees

Your nominated Payment method
- Via Master Card Or Visa card.
- To pay via a secure Internet Gateway, please press the button below.

[Go] PLASTIC CARD PAYMENT via secure gateway

[Go] REFUND POLICY

Example Only. Labels are Event Specific.

Press the PLASTIC CARD PAYMENT button. This takes you to the Payment Summary screen then to the secure gateway where you can make your payment.

The Payment Summary Screen then loads allowing access to the Payment Secure-Gateway

Note:

➢ Payment is expected when you first enter the event.

➢ Any payment received by the organisers after the "Late" date cut-off will incur any late entry penalty.

If this looks OK then press the [Submit Form] button to go to the secure gateway.

The secure gateway will accept only Visa or MasterCard.

Complete ONLY the areas circled below and press the [PROCESS PAYMENT] button.

Be patient. Processing may take a minute or so. When complete it will return a status of OK or otherwise. The MOST likely cause is incorrect card number.