


# HASTINGS photography GROUP Meetings Online 'Book & Pay' System

An online **Book & Pay** system will be used for all future meetings that have an attendance fee, and will require members to pre-pay via EFT to the HPG bank account.

This would assist coordinators and presenters to appropriately plan, set-up, and cater for the event, or cancel due to low registrations. The club would no longer handle or bank small amounts of cash.

## How to Book & Pay for a Meeting

1) Select an event from the Club Calendar (or Website), and pay by the 'pay by' date

<b>Tue Feb15</b> 6:45–9:00PM at EDCC	<b>Digital Night January Competition Results &amp; Awards</b> for entries already uploaded to website by 19 <sup>th</sup> January Projected Images – Judging – Awards <b>Col's Challenge</b> latest entries and spot prizes	February set subject: <b>Broken glass</b> Closes 16 <sup>th</sup> February <b>EFT Ref: Feb15 + EFT ID</b> <b>Pay by: Wed, 8th Feb.</b>	 ← typical examples ↓
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2) Transfer the booking fee: typically \$5.00 via EFT to HPG account

3) Include the meeting EFT Reference code: (e.g., **Feb15** for above) –and your personal 'EFT ID' see below

### Note 1

**Personal EFT ID.** Banks do not always show the payer's name and we need to know who has paid

Please choose a short personal EFT ID (that fits your bank Ref field)

Use your **forename initial**, and **part or all your surname**, examples:

- **DFenton** for David Fenton or, **MWill** for Michelle Williamson
- Or you can use your **initials** –if they are unique to the club
- In the case of couples attending, **MWillx2** and pay \$10

### Note 2

**Separate bookings for each event please**

EFT reference fields have limited number of characters

	Event	Date	EFT Code	Pay by date
<b>Book &amp; Pay Schedule</b>	Flash and lighting	1 Feb	Flash	26 Jan
	Digital Night	15 Feb	Feb15	8 Feb
	Double Exp LUSC	1 Mar	Dexp	23 Feb
	Photoshop – Saturday	12 Mar	PShop	7 Mar
	Digital Night	12 Mar	Mar15	9 Mar
Meeting fees at EDCC and LUSC \$5.00 unless otherwise stated				

It is suggested that you do not book too far ahead in case your circumstances change

**That's all you have to do, you will be registered for the selected meeting**

No need to enter into any other correspondence

The Treasurer will advise committee names of members who registered for the meeting

## Q&A

1	Will I get a refund if a meeting is cancelled?	Yes, full refund to your bank account
2	Can I apply for a refund if I cancel <b>before</b> the 'Pay by' date	Yes, full refund to your bank account – please inform committee
3	Can I apply for a refund if I cancel <b>after</b> the 'Pay by' date?	No, the purpose is to know how many members to plan and cater for at a meeting – or cancel it
4	What if I Book & Pay but don't attend?	No refund – if requested, you will be emailed any workshop handout notes, etc.
5	Can I make a late payment after the closing date?	Yes, via EFT transfer only, pls inform committee
6	Can I attend a meeting if I didn't Book & Pay?	Yes, just turn up and pay via EFT transfer – ASAP please inform committee (no cash)
7	Do I need to send an 'apology' if I'm unable to attend a meeting?	No, not necessary. If you have not booked then committee will know you are not attending

### Item 5

If you are uncertain about whether you can attend a meeting due possible future commitments, you can delay payment until you know you're free to attend.

Please inform committee

### Item 6

If you suddenly find you can attend a meeting, please do so – inform committee and make a late payment