Singles N Dance Club
Event registration and Payment Process
There are several routes to event registration including: response to an email, via the internet webpage, mobile app, etc. From this page, make sure your email address is correct, then click the [Next] icon.
From this page, check the event information / amount, make sure your email address is correct, then click the [Next] icon.
Only online payments are utilized by Singles N Dance Club. Click on the [Pay online] icon.
From this page, enter your credit card and billing information, then click Pay Amount.

Proceed to page 10 of this document. On rare occasions an event may be paid in a separate session. Pages 5-9 describe this process.
In some instances, the member will be notified of an incomplete registration (unpaid). Click on the registration details page to go to the internet page.

Dear Member

Your event registration is awaiting payment.

Event Title

When: Date /Time
Where: OnLine

To complete the registration, go to your registration details page and follow the payment instructions.

Best regards,
Singles N Dance Club
From this page, click [View details]

<table>
<thead>
<tr>
<th>Date</th>
<th>Registration Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Registration Information</td>
</tr>
</tbody>
</table>

**Singles N Dance Club**  
tvsinglesdance@gmail.com

Payment Policy: All payments to Singles N Dance will be paid using the Wild Apricot payment gateway.

Refund Policy: There are No Refunds
From this page, click [Pay Invoice]
From this page, click [Pay online]

**Invoice Number**

Balance due
Please select "Pay on-line" to continue. Thank you.

[Pay online]

**Invoice details**

Balance due
Amount
Invoice Number
Date
Origin
Invoiced to

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment type</td>
<td>Amount</td>
</tr>
<tr>
<td></td>
<td>total invoice</td>
</tr>
</tbody>
</table>
From this page, enter your credit card and billing information, then click Pay Amount.

This page is the same as page 4 and the process is the same hereafter.
The process is complete at this point. You will receive an email from Wild Apricot confirming the payment.
After the payment process, you will receive an email with information similar to the following.

**PAYMENT RECEIPT**

**NO REFUNDS-ALL SALES ARE FINAL**

**Non-transferable**

**SINGLES N DANCE CLUB**

tvsinglesdance@gmail.com

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<table>
<thead>
<tr>
<th>Date</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Invoice</td>
</tr>
<tr>
<td></td>
<td>Payment details</td>
</tr>
<tr>
<td></td>
<td>Settled Amount</td>
</tr>
<tr>
<td></td>
<td>Invoice total</td>
</tr>
<tr>
<td></td>
<td>Due</td>
</tr>
</tbody>
</table>

Total Settled
Available Balance