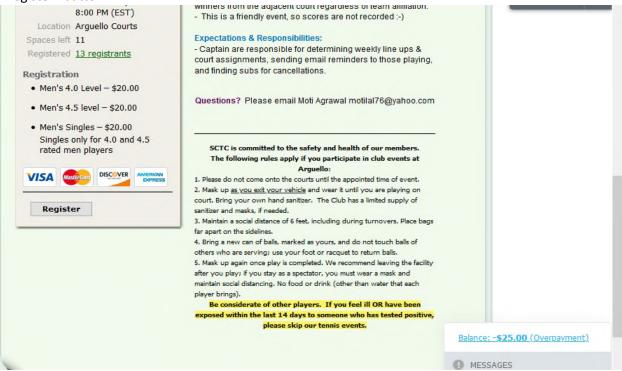
• Choose an event to register for (in this case a \$20 event). Note balance at bottom right. Hit "Register" button.



Enter email address and hit "Next"



Choose the registration type based on your gender/playing level and hit "Next"



• In the next window (no screenshot shown), enter your contact details and hit 'Next' to get to the Review and Confirm page:

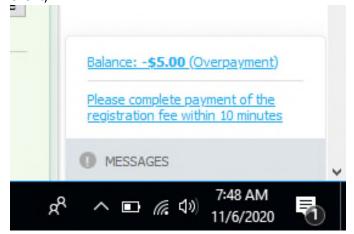


Hit the "Pay online" button. This gets you to the payment page:



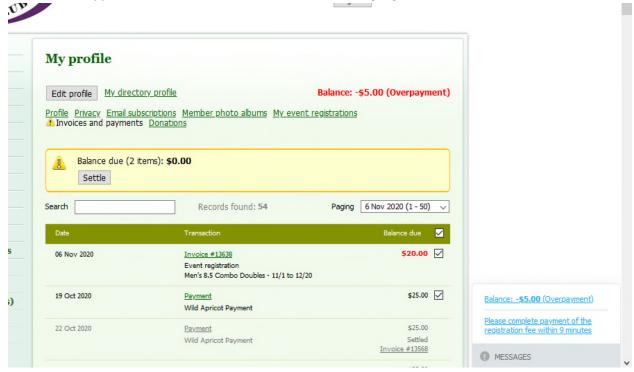


- From this page, hit 'back' IN THE BROWSER (not cancel)
- A balance should appear at the bottom right that reflects your unused credits minus the cost of the event (in this case there was a \$25 credit that was decremented to \$20 to pay for the event):



• Click on the blue line showing the balance amount

• A screen will appear of all transactions, with relevant ones highlighted



- Hit the button to "Settle" the relevant transactions (the two in the above example were already chosen when the page loaded)
- The new balance (in this case -\$5) should appear in your account. Double-check that the registration was successful within your profile. You should also get a confirmation email.