HOW TO REGISTER AND PAY FOR ANGLICANS ABLAZE 2020.

Go to the website www.anglicansablaze.org

1. **Click** on the blue button "Registration Here" on the left.
2. **Then complete** the registration form when it pops up. Click on the first block arrow to choose an event. Select Anglicans Ablaze 2020.
3. **Then select a package:** Again click on the arrow to select the package you want either Full Registration, Early Bird, Financially Challenged or Student.
4. **Choose your denomination**, Anglican or Methodist etc. If your denomination is not on the dropdown list, choose "not listed." If you are Anglican choose Anglican Church of Southern Africa OR check your appropriate Church Province.
5. **Choose your Diocese** eg Diocese of Johannesburg or Diocese of Cape Town or …
6. **Select your parish** eg All Saints, Plumstead. If your parish is not listed, select the "not listed" option.
7. **Continue to complete the form** by adding your personal details:
   Title eg: Mr, Ms, Revd, Dr
   First Name, Surname, Preferred Name, Date of Birth, Personal email, Cell phone number, City, Home Language, Gender, and Disability (if any).
8. Click on "direct register for event." You will see your **4-digit registration number**. Please make a **note of this number and keep it safe** as you will need to access your registration later. Choose the method of communication you would prefer eg SMS or email. De-select the ones via which you do not want to receive communication. Then click on "Continue."
9. You can now "choose your package." Eg: Should you need transport between the AA2020 hotel of your choice and the conference venue (and you don't have other transport) then you must purchase a bus ticket. To do so, select "Additional Services", then select bus ticket.
10. Should you need **accommodation,** you need to book directly with the AA2020 hotels. Click accomm for a registration form which will give accommodation options, costs and contact details. Contact the hotel of your preference to book. NB: Payments for accommodation must be made directly to the hotel of your choice.
11. Once you have selected your package, should you wish to make comments, please do so in the comment box. Then click on "Finish with packages".
12. You will now arrive at the "Payment Options:"
   You can select the first option (Gateway 2) to pay via credit card / cheque card / Direct EFT or Cash at Retail Stores. Once you have selected the first option, the amount due will pop up. Click on green button "Pay now online with SagePay". This button will take you to "select payment method". Scroll down and select the payment method you prefer on the list i.e. Credit Card / Instant EFT / Bank EFT / QR Code payments / Visa Checkout or Cash Payments. When you select credit card you will be prompted for your credit card information. Follow the prompts.
   When you select Cash Payments, your amount due will pop up, **with a bar code** which you can print, email or sms to yourself. This barcoded slip you can hand in at the retail store of your choice, to make payment.

   Should you wish to pay into Standard Bank Account, click on the **second option** (Gateway 1), - this will provide you with bank details for cash deposits at Standard Bank. A payment slip, giving your deposit reference (AA2020 …number) will appear. You will have the option to print the slip, email or sms it to yourself. Please remember to add the deposit reference and your initials and surname, to your deposit slip.

   If you wish to pay at a later stage:
   Once you have registered, you would have received an email with your (4 digit) registration number. Make a note of that number. You will need that number to access your registration

details. To view your registration, click on the link in the body of your email which says Click here or on this link https://www.mychurchmanagement.org/Public/Events/Login
Type in your 4 digit registration number and your surname. This will take you to your registration details. Then you will select the blue button "Make Payment" on the top right corner, when you are ready to make payment. When you select the option to pay into GtC Bank Account you will get to a page, with your details, your registration deposit number (AA2020 and numbers) and Standard Bank Account details. This slip can be printed for you to take along to the bank.