

# Booking notes for Payments via Online Shop

- Follow the “Payments” link from the IDM website.
- You should see the screen below.
- Click book event

## Identification of Dark Matter 2016

**Info** | Location | Package Option | Programme | Contact

### Event Information

[Book Event](#)



**Dates of Event**  
18<sup>th</sup> July 2016 – 22<sup>nd</sup> July 2016

**Last Booking Date for this Event**  
22<sup>nd</sup> July 2016

**Description**  
Conference for IDM 2016  
For more information, please click [HERE](#)

- You should see this screen below.
- If you have not used this service before, you will need to create an account. **THESE ARE NOT YOUR INDICO LOG IN DETAILS.**

[? Help](#) | [My Account](#) | [Shopping Basket](#) | Items: 0 £0.00

## Login / Register

**New Customer** | [Click here to create an account](#)

Creating an account only takes a few moments and allows you to store your details for future visits.  
▶ If this is your first visit [click here](#)

**Login** | [If you have an account, complete these boxes to log in](#)

Email Address

Password

▶ [Forgotten password](#) | [Login to Events](#)

**Forgotten Your Password?**

We will send password reset instructions to the email address associated with your account. Please type your email address below.

Email Address

[Send](#)

## PACKAGE OPTIONS

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- Once you are logged in, you should see this screen. Click on your category.
  - As an external delegate, you should click the top one.
  - As an internal delegate, you should click the middle one.
  - As a sponsor, you should click the last one.
- Click continue.

Hi, you are logged in as **Stacey**, if you are not Stacey, please [click here](#)

### Package Option

## Identification of Dark Matter 2016

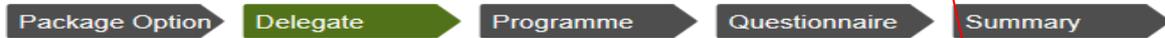
### Delegate Categories

- Identification of Dark Matter - Early Bird Rate**  
**Cost: £295.00**  
The early bird rate will be available until 16th May 2016
- Internal Delegate**  
Registration for internal delegates  
Password Protected
- Sponsors**  
**Cost: £1,000.00**  
For external organisations sponsoring the event.  
Tour and banquet are included in the price.

Continue 

## DELEGATE DETAILS

- You are then asked to enter your details. You should be able to click here and it should populate your details for you. If not, you will have to manually enter them.
- Then press continue.



### Identification of Dark Matter 2016

#### Delegate Details

[Use my Customer Details](#)

Title*	<input type="text" value="Mrs"/>
First Name*	<input type="text" value="Stacey"/>
Last Name*	<input type="text" value="Perkin"/>
Contact Telephone Number*	<input type="text" value="01142223808"/>
Email Address*	<input type="text" value="s.perkin@sheffield.ac.uk"/>
Company / Organisation	<input type="text"/>
Job Title	<input type="text"/>

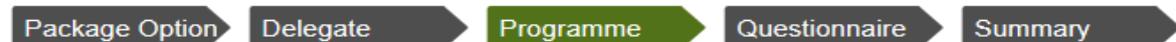
#### Delegate Address

Find address by using a postcode

## PROGRAMME DETAILS

- Here we have optional extras. You need to select one.
- Click continue

Hi, you are logged in as **Stacey**, if you are not Stacey, please [click here](#)



### Identification of Dark Matter 2016

#### Optional Extras - Please select only one

**Dinner and Tour** [Clear Section](#)

- Tour and Banquet at Chatsworth House**  
Cost: £70.00  
Complimentary glass of wine served on the tour
- Banquet at Chatsworth House**  
Cost: £50.00  
Wine not included

## QUESTIONNAIRE

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- Here is where you need to tell us about any dietary or access requirements.
- There is also an events planner. It is vital that you let us know which you **WILL BE ATTENDING** and which you **WONT BE ATTENDING**. This will affect catering and transport if we don't have correct numbers.
- Click continue.

Hi, you are logged in as [Stacey](#), if you are not Stacey, please [click here](#)

Package Option Delegate Programme **Questionnaire** Summary

### Personal Details

Do you have any dietary requirements?

Do you require any special arrangements?

**Event Planner - Please indicate which events you plan on attending. This is required for catering and transport arrangements.**

**Sunday 17th Welcome Reception\***

- Attending  
 Not Attending

**Monday 18th Civic Reception at Town Hall with Lord Mayor\***

- Attending  
 Not Attending

**Tuesday 19th Edale pub walk\***

- Attending  
 Not Attending

**Wednesday 20th Public Talk given by Prof Katie Freese at The Diamond\***

- Attending  
 Not Attending

Continue 

## SUMMARY

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- You will reach this screen when all sections have been completed.
- Here you can also add another [delegate](#) or [accompanying guest](#). See next section for more help on this.
- If you are happy with your entry, click ADD TO BASKET and you are taken to the payment screen

Hi, you are logged in as **Stacey**, if you are not Stacey, please [click here](#)

Package Option → Delegate → Programme → Questionnaire → **Summary**

### Booking Summary

[Cancel Booking](#)

#### Identification of Dark Matter 2016

18<sup>th</sup> July 2016 - 22<sup>nd</sup> July 2016  
Booking Ref:PA/212744757 Total £365.00

[View Pending Booking](#)

#### Attendees

- Stacey Perkin [Add Guest](#) [Remove](#) [Edit](#)

[Add Delegate](#) [Add to Basket](#)

## ADDING ACCOMPANYING GUESTS

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- As another package option, you can bring a guest with you. This is a separate fee shown below.
- Click continue.

**Package Option**

### Identification of Dark Matter 2016

#### Guest Categories

- Accompanying guest**  
Cost: £150.00  
This price covers all social events, including the banquet

[Back to Summary](#) [Continue](#)

- You will be asked to complete their details.
- When you have done this, Click continue.



## Identification of Dark Matter 2016

**Guest Details**
Use my Customer Details

Title*	<input type="text" value="Mrs"/>
First Name*	<input type="text" value="Stacey"/>
Last Name*	<input type="text" value="Perkin"/>
Contact Telephone Number*	<input type="text" value="01142223808"/>
Email Address*	<input type="text" value="s.perkin@sheffield.ac.uk"/>
Company / Organisation	<input type="text"/>
Job Title	<input type="text"/>

### Guest Address

- You will have to complete the questionnaire for your guest. Again we need to know which event your guests will be attending so we can cater for them.
- Click continue.

### Personal Details

Do you have any dietary requirements?

Do you require any special arrangements?

**Event Planner - Please indicate which events you plan on attending. This is required for catering and transport arrangements.**

**Sunday 17th Welcome Reception\***

Attending  
 Not Attending

**Monday 18th Civic Reception at Town Hall with Lord Mayor\***

Attending  
 Not Attending

**Tuesday 19th Edale pub walk\***

Attending  
 Not Attending

**Wednesday 20th Public Talk given by Prof Katie Freese at The Diamond\***

Attending  
 Not Attending

- This will take you back to your booking summary where you can proceed to checkout or add more guests.
- Not forgetting to ADD TO BASKET.



**Booking Summary**
[Cancel Booking](#)

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### Identification of Dark Matter 2016

18<sup>th</sup> July 2016 - 22<sup>nd</sup> July 2016  
Booking Ref:PA/212745172
Total £515.00

[View Pending Booking](#)

### Attendees

- Stacey Perkin [Edit](#)
- Stacey Perkin (Guest) [Edit](#) [Remove](#)

[Add Delegate](#)
[Add to Basket](#)

### ADDING DELEGATES

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- Clicking ADD DELEGATE will take you back to the beginning screen where you will process the same information as you did for yourself.
- Not forgetting to ADD TO BASKET.

**Package Option**

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### Identification of Dark Matter 2016

#### Delegate Categories

- Identification of Dark Matter - Early Bird Rate**  
Cost: £295.00  
The early bird rate will be available until 16th May 2016
- Internal Delegate**  
Registration for internal delegates  
Password Protected
- Sponsors**  
Cost: £1,000.00  
For external organisations sponsoring the event.  
Tour and banquet are included in the price.

- When you have added everything to your booking, you should proceed to check out.

Hi, you are logged in as [Stacey](#), if you are not Stacey, please [click here](#)

[? Help](#)

[My Account](#)

[Shopping Basket](#)

Items: 1 £365.00

## Shopping Basket

[Clear Basket](#)

[Continue Shopping](#)

[Proceed to Checkout](#)

Item	Quantity	Unit Price	Total Cost
<b>Conferences &amp; Events</b>			
 <b>Identification of Dark Matter 2016</b> Booking Ref:PA/212744757 18 <sup>th</sup> July 2016 - 22 <sup>nd</sup> July 2016 Stacey Perkin	<a href="#">Remove Event</a>  <a href="#">Edit Booking</a>	£365.00	£365.00
<b>Delivery</b>			<b>£0.00</b>
<b>Total Before VAT</b>			<b>£365.00</b>
<b>VAT</b>			<b>£0.00</b>
<b>Total</b>			<b>£365.00</b>

[Continue Shopping](#)

[Proceed to Checkout](#)

- Then you will be prompted for your payment details.
- Choose card or PayPal

Hi, you are logged in as [Stacey](#), if you are not Stacey, please [click here](#)

[Login / Register](#)

[Delivery & Payment](#)

[Review & Confirm](#)

### Select a Payment Method

- Credit/Debit Card
- Paypal Express

- Clicking “CARD” or “PAYPAL” will take you to the address screen
  - Confirm your BILLING address
- If you clicked PAYPAL, you will be taken to the PAYPAL log in screen
- If you click “CARD” you will be asked for card details
- Click continue and you will be able to review your order.
- Click confirm to place your order.
- Details of payment confirmation will be on the screen and emailed to the address you logged in with. Keep it for your records.