

# Everyone Active OLGA Online Payment Process

1<sup>st</sup> Child Name: .....

Member ID: .....

Pin: .....

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2<sup>nd</sup> Child Name: .....

Member ID: .....

Pin: .....

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3<sup>rd</sup> Child Name: .....

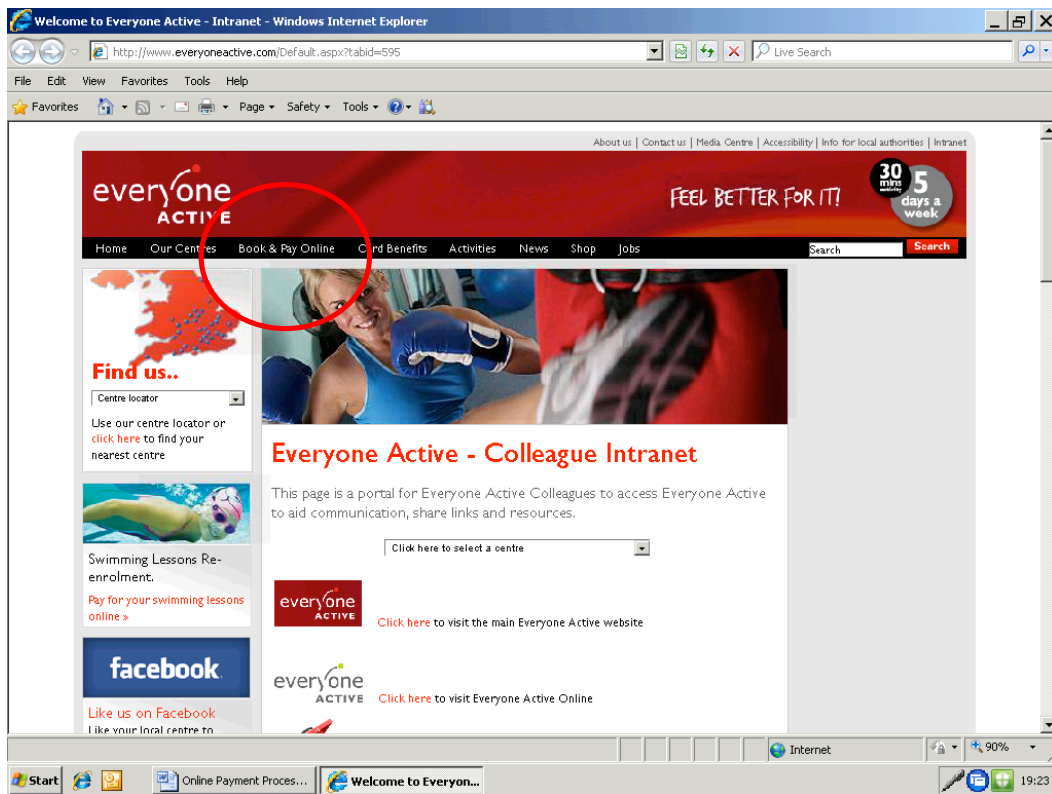
Member ID: .....

Pin: .....

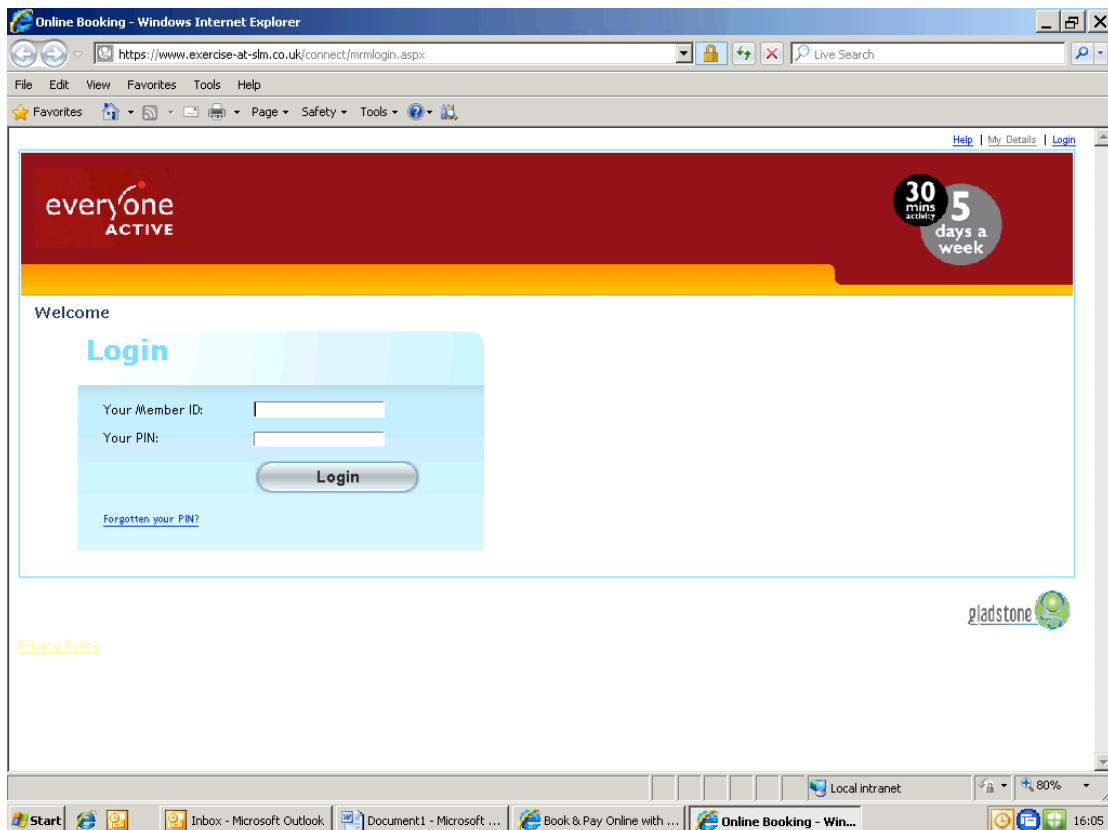
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1. Log onto [www.everyoneactive.com](http://www.everyoneactive.com)

2. Scroll Down to 'Book and Pay Online' click on the link 'to use our online activity booking system'



3. A new Web page will open up and ask for your Member ID and your Pin, on the back of this leaflet (or you can ask for this at site) Enter details in the boxes.



#### 4. Click on the 'unpaid sales' tab

The screenshot shows the 'everyone ACTIVE' website interface. The navigation menu at the top includes 'Home', 'Make a Booking', 'Manage Bookings', 'Memberships', and 'Unpaid Sales'. The 'Unpaid Sales' tab is circled in red. Below the navigation bar, there is a search area with filters for 'What's on at' (Rossmore), 'Activity Type', 'Activity', and 'Include Days'. A search button is visible. Below the search area, there is a 'Search Results' table with columns for 'Activity', 'Site', and 'Activity Type'. The table lists activities like Badminton, Basketball, and Baton Twirling. On the right side, there is a 'Welcome' section for 'Ruby Bardsley' and an 'Upcoming Bookings' section with a list of classes.

#### 5. Tick the box against the fees to pay

The screenshot shows the 'Manage Sales' page on the 'everyone ACTIVE' website. The page title is 'Unpaid Sales' and it prompts the user to 'Select the invoices you would like to pay'. There are three sections: 'Memberships', 'Bookings', and 'Other Sales'. The 'Memberships' section contains a table with columns for 'Select All', 'Due Date', 'Description', 'Amount', and 'Information'. The 'Select All' checkbox is circled in red. The table lists one membership: 'Olga Elite Tramp 15+ Hour' with a due date of '01 Aug 2013' and an amount of '£58.50'. The 'Bookings' and 'Other Sales' sections both state 'There are no unpaid sales'.

| Select All                          | Due Date    | Description               | Amount | Information |
|-------------------------------------|-------------|---------------------------|--------|-------------|
| <input checked="" type="checkbox"/> | 01 Aug 2013 | Olga Elite Tramp 15+ Hour | £58.50 |             |

## 6. Enter your details in the boxes to complete your payment.

Payment - Windows Internet Explorer  
https://www.exercise-at-slm.co.uk/Connect/Payments.aspx

Preferred Booking Site: **Rossmore** Change Help My Details Logout

**everyone ACTIVE** 30 mins activity 5 days a week

Home Make a Booking Manage Bookings Memberships Unpaid Sales Search

### Payment

Total Amount Due: £39.60

Card Number \*  no spaces e.g. 0123456789123

CVS Number \*  the last three digits on the strip on the reverse of your card

Valid From  e.g for April 2001, enter 04/1

Expiry \*  e.g for May 2009, enter 05/0

Issue Number  Maestro and Solo cards only

Card Holder Name \*  as it appears on the card

First Line of Address  house number or street number if available

Post Code

Country \*

Email Address \*  for any correspondence

Your card may take a few moments to be authorised. Only click the Pay Now button once otherwise you may be charged again for your transaction.

Privacy Policy

Local intranet 80%

Start Inbox - Microsoft Outlook Document1 - Microsoft ... Payment - Windows ... 16:46

## 7. Your payment may take a few minutes to process, an email confirmation will be sent to the email address provided, if you have any problems please call OLGA on 01202 738585.