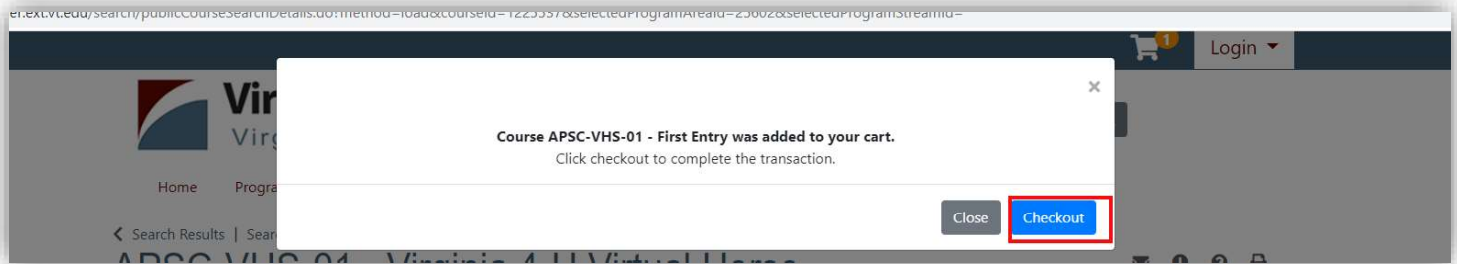


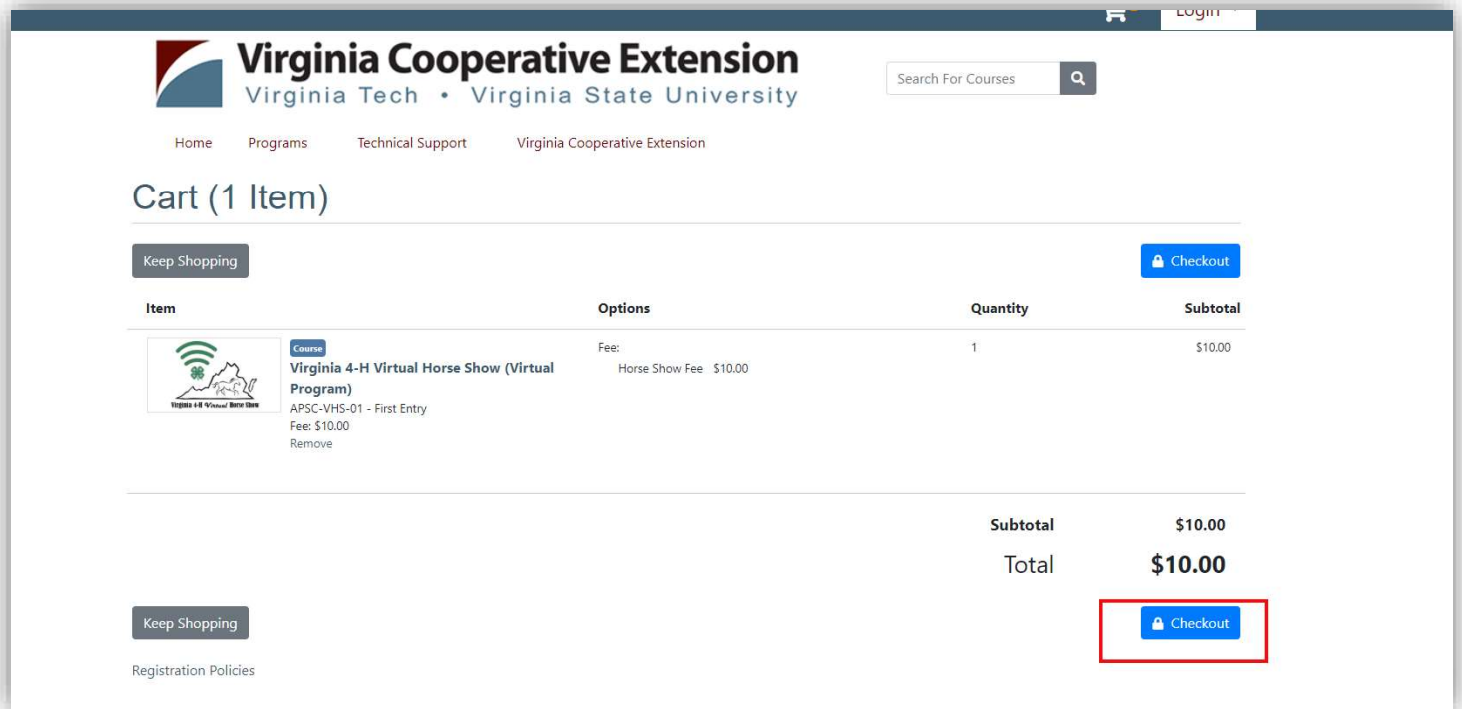


Family/Group Registration

1. Select Add to Cart.
2. Select Checkout



3. Once you have reached the Shopping Cart, confirm your total and hit "Checkout"





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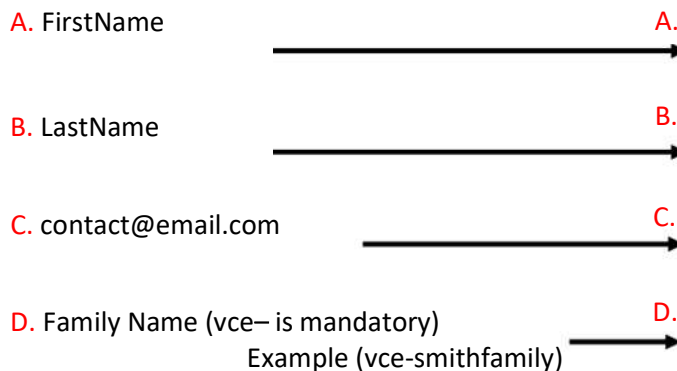
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4. Select Family/Group Checkout

The screenshot shows the Virginia Cooperative Extension website's checkout page. At the top, there is a search bar and the logo. The main heading is "Family/Group Checkout Option Available". Below this, there is explanatory text about family/group checkout. A list of eligible items is shown, including "APSC-VHS-01 - First Entry Virginia 4-H Virtual Horse Show (Virtual Program)". There are two main options: "Individual Checkout" and "Family/Group Checkout". The "Family/Group Checkout" button is highlighted with a red rectangular box. At the bottom, there are links for "Keep Shopping", "Individual Checkout", and "Family/Group Checkout".

5. If you have an existing Family Login, enter your log in information under “I already have a program participant account. If not, go to “Create a New Family/Group Account”.

6. Follow instructions under “Create a Group Account”



Create a Group Account

Create a new Group Account by entering information below for one of the members. First, you will add additional members to the group and register them in a later step.

(Note: Since this interface is also used by parents to register children it is necessary to also enter a birth date when registering adults for programs. This can be an arbitrary birth date for adults.)

Questions may be sent to vceprograms@vt.edu.

Family/Group Contact First Name:

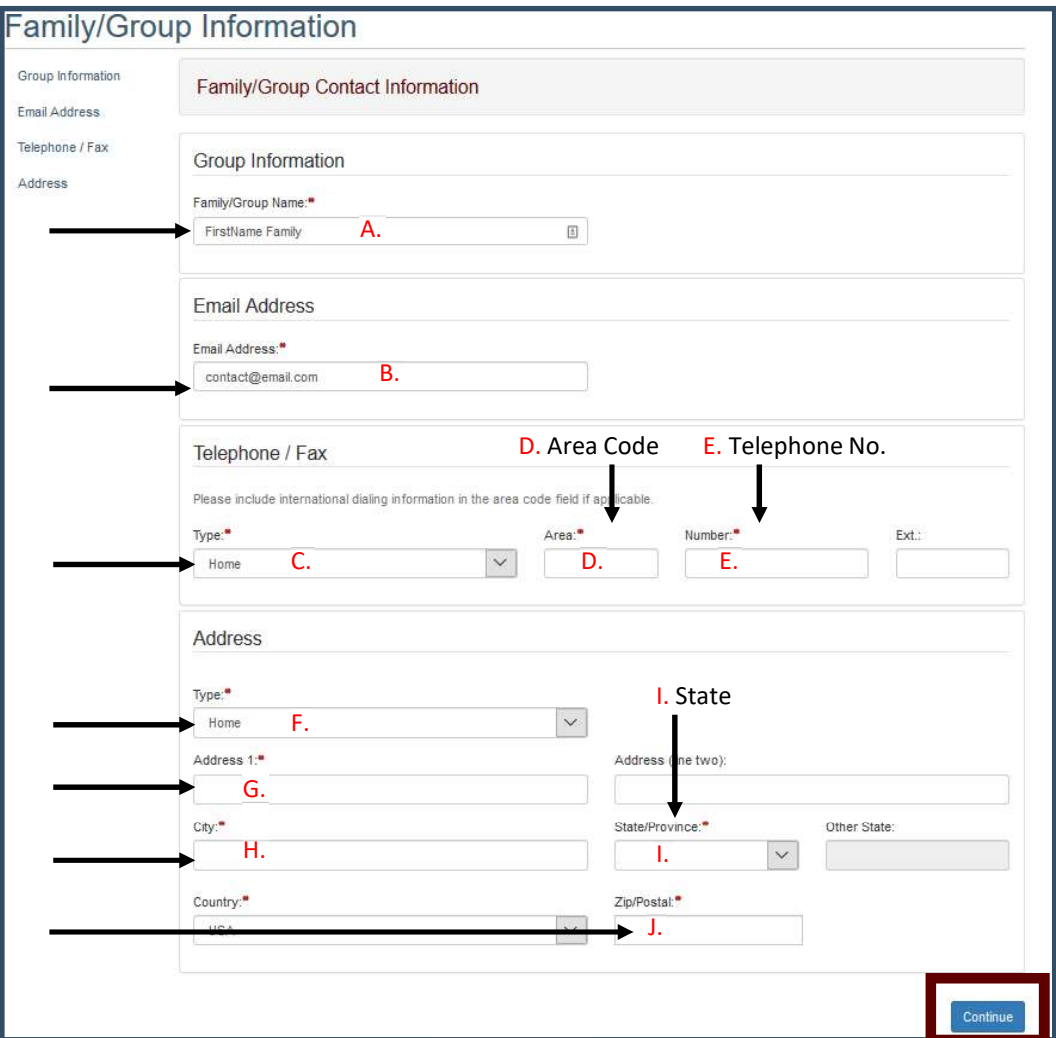
Family/Group Contact Last Name:

Family/Group Contact Email Address:

Choose a User Name:

7. Select Continue

8. Enter Required Information



Family/Group Information

Group Information

Family/Group Contact Information

Email Address

Telephone / Fax

Address

A. Automatically filled → **A.**

B. Automatically filled → **B.**

C. Choose type (home, office, mobile) → **C.**

D. Area Code → **D.**

E. Telephone No. → **E.**

F. Choose type (home, office, billing, shipping) → **F.**

G. Street Address → **G.**

H. City → **H.**

I. State → **I.**

J. Zip Code → **J.**

9. Select Continue



10. Select Add a Member

Home Programs Technical Support Virginia Cooperative Extension

My Profile
Manage Members
New Application
Application Status
Account History

Family/Group Members

FirstName Family (G000112)
Family/GroupContact: LastName FirstName

If one of your family members already has a student account, do not create a new member here. Rather, log in to the Student View with the student's credentials and enter this Family Group ID (G000112) on the student profile under the section titled Group Information.

No members found.

Add a Member

Continue Checkout

11. Enter Required Information

FirstName Family (G000112)
Family/GroupContact: LastName FirstName

Family/Group Member Profile

Contact Information

Personal Information

A. Family Member First Name → First Name: Joe A.

B. Family Member Last Name → Last Name: Smith B.

C. Gender → Gender: F M C.

D. DOB (enter the family member's Date of Birth. This is used to ensure they meet the age requirements for this program) → Date of Birth: Nov/04/2018 D.

Email Address

Use Billing Contact Email: contact@email.com

Telephone / Fax

Use Billing Contact Telephone: (540) 231000

Address

Use Billing Contact Address: 123 Street Lane, Blacksburg, VA, 24060, USA

Cancel Save

12. Select Save



13. To Add another family member, Select Add a Member

The screenshot shows the 'Family/Group Members' page. At the top, there is a search bar and a 'Log Out' link. Below the search bar, there are navigation links for 'Home', 'Programs', 'Technical Support', and 'Virginia Cooperative Extension'. The main heading is 'Family/Group Members'. On the right, it says 'Test Account Family (1)' and 'Family/Group Contact: Test Account'. There is a blue 'Add a Member' button. Below this is a table with columns: 'Student Name', 'Student Number', 'User Name', 'School ID', and 'Email'. The table contains two rows of data. Below the table, it says '2 items found, displaying all items.' At the bottom right, there is a blue box around a 'Continue Checkout' button. The footer contains logos for Virginia Tech, Virginia State University, and social media icons.

14. Repeat Steps 11-12 until all members have been added to your Family/Group

15. Once completed, select Continue Checkout




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16. Select Add/Remove Members in cart

The screenshot shows the Virginia Cooperative Extension website's cart page. At the top, there is a navigation bar with the logo, search bar, and user options. Below the navigation, the cart is titled 'Cart (1 Item)'. A table lists the items in the cart. The first item is 'Virginia 4-H Virtual Horse Show (Virtual Program)' with a quantity of 0 and a subtotal of \$0.00. The 'Options' column for this item shows 'Fee: Horse Show Fee \$10.00 x 0' and a red-bordered button labeled 'Add/Remove Members'. At the bottom of the cart, the 'Subtotal' is \$0.00 and the 'Total' is \$0.00. There are 'Keep Shopping' and 'Checkout' buttons on both sides of the cart.

Item	Options	Quantity	Subtotal
 Course Virginia 4-H Virtual Horse Show (Virtual Program) APSC-VHS-01 - First Entry Fee: \$10.00 Remove	Fee: Horse Show Fee \$10.00 x 0 Add/Remove Members	0	\$0.00
Subtotal			\$0.00
Total			\$0.00



17. Select the members to be enrolled

Members

Select All Members; Unselect All Members

0 Member(s) Selected

Select Visible Members]

Smith, John (8010991) vceprogramstest@gmail.com

Smith, Joe (8010992) vceprogramstest@gmail.com

Close

Enroll Members

18. Select Enroll Members

19. Once your cart shows the proper total, select "Checkout"

Cart (1 Item)

Family/Group Contact:

Keep Shopping

Checkout

Item	Options	Quantity	Subtotal
Course Virginia 4-H Virtual Horse Show (Virtual Program) APSC-VHS-01 - First Entry Fee: \$10.00 Remove	Fee: Horse Show Fee \$10.00 x 1 Add/Remove Members	1	\$10.00
Subtotal			\$10.00
Total			\$10.00

Keep Shopping


Checkout

Registration Policies



20. Answer the registration questions for each individual member, then select Continue Checkout

21. Check the box next to the Policy Confirmation, select Continue Checkout to be forwarded to the payment page.



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Options / **Payment** / Receipt

Payment

McCoy Family (G000491)
Family/Group Contact: Traci McCoy

Cart

Item	Selected Options	Quantity	Subtotal
 Virginia 4-H Virtual Horse Show (Virtual Program) APSC-VHS-01 - First Entry	Fee: Horse Show Fee \$10.00 × 1 View Members	1	\$10.00
Subtotal			\$10.00
Total			\$10.00

Payment Method: Credit card

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

Policy Confirmation


This site requests personal information that may include your name, e-mail address, physical address, and telephone number. Forms on this site are labeled according to the information collected. Information is collected solely for the purpose of registering you for your program(s).
Virginia Tech and VCE partner with e-commerce service provider Nelnet Business Services to collect and process payment information via Nelnet's QuickPAY system. Please see Nelnet's Privacy & Security policy at: <https://www.campuscommerce.com/privacy/>

I have read and understand the drop, transfer, refund, security, and privacy policies and approve the settlement of any amount owing with my chosen payment method. *

[Print Registration Policies](#)



22. Confirm your payment amount and then hit "Continue"



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Checkout

[My Profile](#) / [Payment](#) / [Receipt](#)

Please click button only once to avoid multiple charges. Transactions can take some time depending on your internet connection. Do not navigate away from this page until you receive confirmation your transaction is complete. **Please be aware the charge on your credit card statement will appear as "VT CALS PAYMENTS"**.

Enter Payment Amount

Please enter in the amount you want to pay, and click the "Continue" button.

Required fields are marked with an *

Payment Amount

Account Number:





Participant Name:

Please Pay this Amount*: 10.00

Total Amount:

Payment Method*:

Card transactions for Virginia Tech are processed by Nelnet Campus Commerce, USA.





23. Enter your credit card information and then scroll down and enter your email address and hit continue.

The screenshot shows the checkout page for the Virginia Cooperative Extension. At the top, there is a search bar for courses. Below that, a navigation bar includes 'My Profile / Payment / Receipt'. A warning message states: 'Please click button only once to avoid multiple charges. Transactions can take some time depending on your internet connection. Do not navigate away from this page until you receive confirmation your transaction is complete. Please be aware the charge on your credit card statement will appear as "VT CALS PAYMENTS".'

Provide Credit Card Information

Please enter your name as it appears on your credit card, the credit card number and expiration date, and the CVV2 code from the back of your card. (Your CVV2 number is the three digit code located on the back of your credit card after your normal credit card numbers.)

Current Payment

Participant Name:	<input type="text"/>
Account Number:	<input type="text"/>
Participant Name:	<input type="text"/>
Please Pay this Amount:	\$10.00
Total Amount:	\$10.00
Effective Date:	06/29/2020

Credit Card Information

Cardholder's Name*:	<input type="text"/>
Card Type*:	AMERICAN EXPRESS
Credit Card Number*:	<input type="text"/> Virtual Keypad
CVV2 Code*:	<input type="text"/> ?
Expiration Date*:	<input type="text"/> mm/yyyy

Contact Information

Email Address*:	<input type="text"/>
-----------------	----------------------

[Continue](#)

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This will complete your transaction. You will receive an email confirmation of your enrollment.