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Introduction

This User Guide provides step-by-step instructions on how to pay AACEI Calgary Chinook section events payment.

Glossary

There are some basic terms used in this document that users should become familiar with.

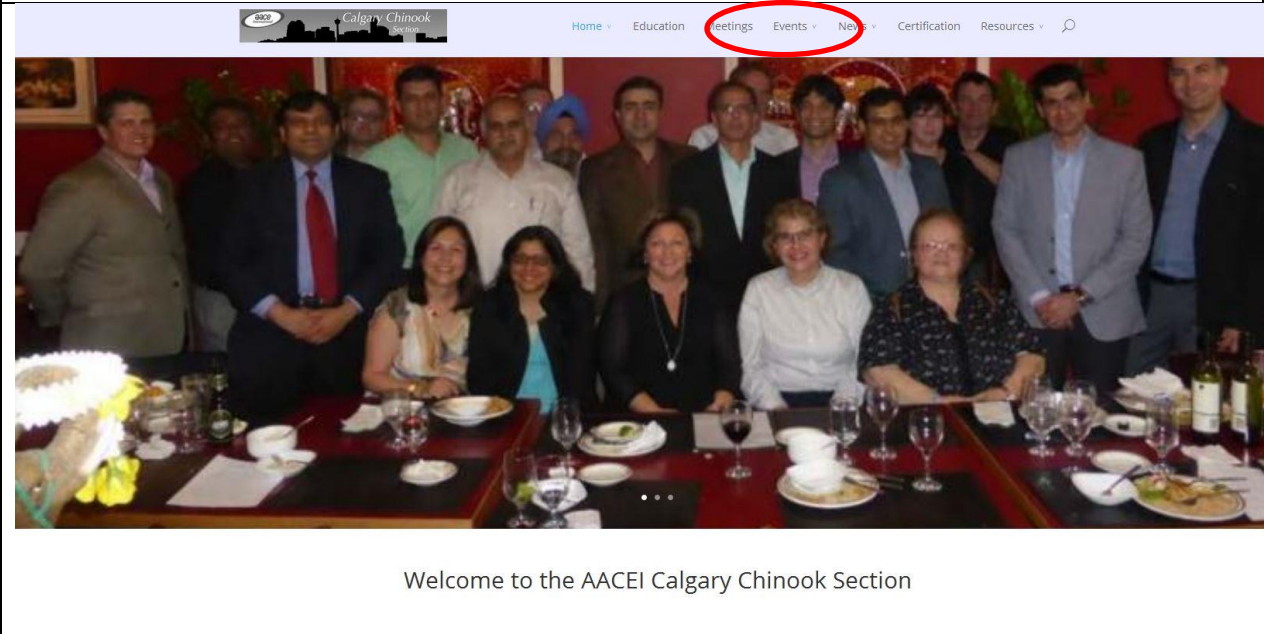
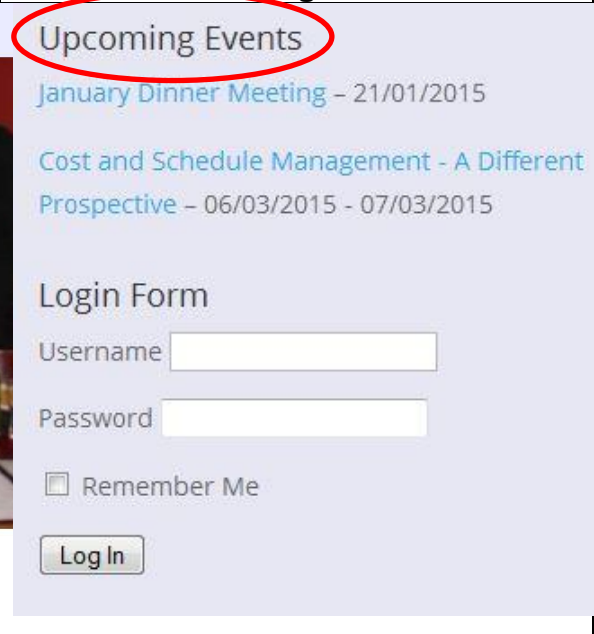
AACEI - Association for the Advancement of Cost Engineering International.

PayPal - PayPal is a global e-commerce business allowing payments and money transfers to be made through the Internet. You do not need to have an account with PayPal for payment.

PayPal Account – This represents your account in the PayPal (www.paypal.com) System. This requires an email address and password.

How to Pay through PayPal

1. Go to www.aaceicalgary.org.
2. From the homepage go to the **Events** heading and click on it.
3. Event link can also be found in **Upcoming Events** section.

Events heading on Home Page	Upcoming Events Section on Home Page
 <p>Events heading on Home Page</p>	 <p>Upcoming Events Section on Home Page</p> <p>Upcoming Events</p> <p>January Dinner Meeting - 21/01/2015</p> <p>Cost and Schedule Management - A Different Perspective - 06/03/2015 - 07/03/2015</p> <p>Login Form</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="checkbox"/> Remember Me</p> <p>Log In</p>

4. Click on the Dinner Meeting/Event Link.

From Events Page	From Upcoming Events Section						
<h3 data-bbox="197 410 338 451">Events</h3> <div data-bbox="197 516 1388 646"><input type="text" value="Search"/> <input type="text" value="Near..."/> <input type="button" value="Search"/> Show Advanced Search</div> <table border="1" data-bbox="197 678 1388 1073"><thead><tr><th data-bbox="205 703 323 727">Date/Time</th><th data-bbox="380 703 447 727">Event</th></tr></thead><tbody><tr><td data-bbox="205 776 352 873">21/01/2015 5:30 pm - 9:00 pm</td><td data-bbox="380 792 835 857">January Dinner Meeting <i>Riverview Room, International Hotel, Calgary AB</i></td></tr><tr><td data-bbox="205 922 352 1052">06/03/2015 - 07/03/2015 8:00 am - 4:30 pm</td><td data-bbox="380 954 961 1019">Cost and Schedule Management - A Different Prospective <i>Riverview Room, International Hotel, Calgary AB</i></td></tr></tbody></table>	Date/Time	Event	21/01/2015 5:30 pm - 9:00 pm	January Dinner Meeting <i>Riverview Room, International Hotel, Calgary AB</i>	06/03/2015 - 07/03/2015 8:00 am - 4:30 pm	Cost and Schedule Management - A Different Prospective <i>Riverview Room, International Hotel, Calgary AB</i>	<h3 data-bbox="1486 362 1969 394">From Upcoming Events Section</h3> <p data-bbox="1486 410 1738 443">Upcoming Events</p> <p data-bbox="1486 459 1906 492">January Dinner Meeting - 21/01/2015</p> <p data-bbox="1486 524 2001 597">Cost and Schedule Management - A Different Prospective - 06/03/2015 - 07/03/2015</p> <h3 data-bbox="1486 654 1644 686">Login Form</h3> <p data-bbox="1486 703 1854 735">Username <input type="text"/></p> <p data-bbox="1486 768 1854 800">Password <input type="password"/></p> <p data-bbox="1486 833 1696 865"><input type="checkbox"/> Remember Me</p> <p data-bbox="1486 898 1581 930"><input type="button" value="Log In"/></p>
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5. Scroll down to **Bookings Section**.
6. Select number of spaces from a drop down menu for required ticket type.
7. Enter your **First Name, Last Name, Email, Company and AACEI member#** (if you are a member).
8. Click **Check out with PayPal**.

Bookings

Ticket Type	Price	Spaces
January Dinner Meeting - Non Member	\$40.00	0 ▾
January Dinner Meeting - Member	\$35.00	0 ▾
January Dinner Meeting - Student	\$15.00	0 ▾

First Name *

Last Name *

Email *

Company *

AACEI member

*

Comment



- 9. The **PayPal** page will appear after few seconds of processing.
- 10. If you have a **PayPal Account**, go to **step 14**
- 11. If you don't have a PayPal account, click **Don't have a PayPal account**.


[English](#) ▾

AACE Chinook Calgary

Your order summary

Descriptions	Amount
February Dinner Meeting	\$35.00
Item number: 37	
Item price: \$35.00	
Quantity: 1	
Item total	\$35.00
	Total \$35.00 CAD

Choose a way to pay

Pay with my PayPal account 

Log in to your account to pay

Email

PayPal password

This is a private computer. [What's this?](#)

[Log In](#)

[Forgot email or password?](#)

Don't have a PayPal account?

(Optional) Join PayPal for faster future checkout



[Cancel and return to AACE Chinook Calgary.](#)

12. Enter your credit card, billing, and contact information
13. Review your information to make sure that it is correct. Click **Pay** to complete your purchase.

Your order summary

Descriptions	Amount
February Dinner Meeting Item number: 37 Item price: \$35.00 Quantity: 1	\$35.00
Item total	\$35.00
Total \$35.00 CAD	

Choose a way to pay





[Pay with my PayPal account](#)  

Log in to your account to pay

Don't have a PayPal account?
(Optional) Join PayPal for faster future checkout

Country

Card number

Payment types    

Expiration date mm / yy /

CSC

[What is this?](#)

Billing information

First name

Last name

Address line 1

Address line 2 (optional)

City

Province

Postal code


Shipping address Same as billing address

Contact information

Telephone

Email

Click **Pay** to complete your purchase. Please review your information to make sure that it is correct.

Pay 

14. Follow this step if you have a PayPal account. Enter your **Email** address and **PayPal password** and then click **Log In**.


[English](#) ▾

AACE Chinook Calgary

Your order summary

Descriptions	Amount
February Dinner Meeting Item number: 37 Item price: \$35.00 Quantity: 1	\$35.00
Item total	\$35.00
	Total \$35.00 CAD

Choose a way to pay

Pay with my PayPal account 

Log in to your account to pay

This is a private computer. [What's this?](#)

[Log In](#)

[Forgot email or password?](#)

Don't have a PayPal account?
(Optional) Join PayPal for faster future checkout

[Cancel and return to AACE Chinook Calgary.](#)

15. The billing and payment page will appear. Review your information to make sure that it is correct. Click **Pay Now** to complete your purchase.

AACE Chinook Calgary

Your order summary

Descriptions	Amount
February Dinner Meeting Item number: 37 Item price: \$35.00 Quantity: 1	\$35.00
Item total	\$35.00
	Total \$35.00 CAD

Review your information

Pay Now

Shipping address [Change](#)

W. [redacted] NW
Calgary Alberta [redacted]
Canada

Payment methods [Change](#)

PayPal Balance \$35.00 CAD

PayPal gift card, certificate, reward, or other discount [Redeem](#)

Contact information

[redacted]@yahoo.ca

Pay Now

16. The confirmation page will appear with the purchase transaction ID. This will end the payment process.