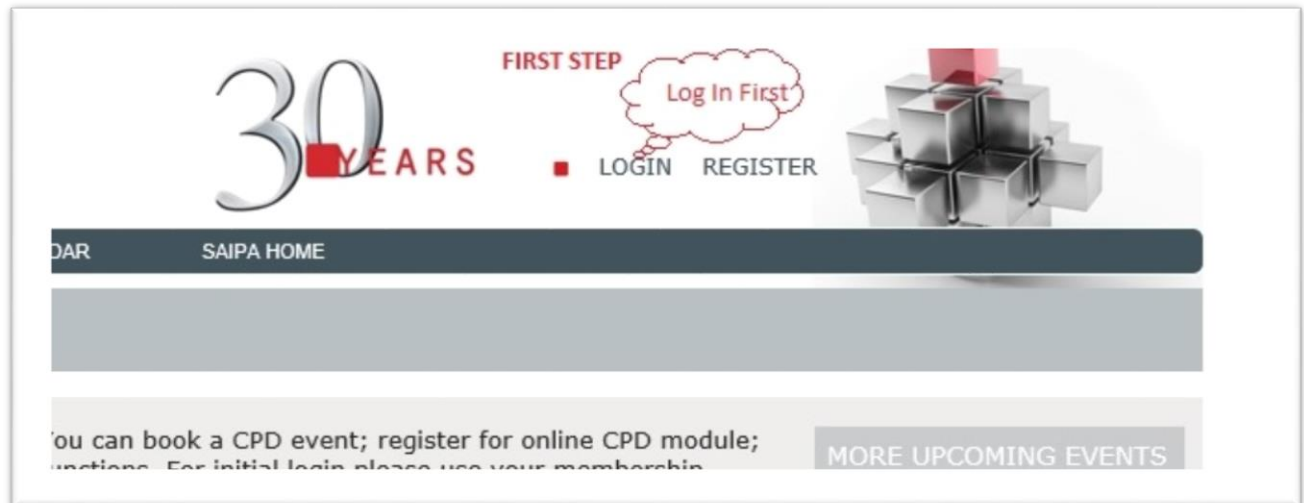


**HOW TO BOOK CPD EVENTS
For
NON-ANNUAL CPD SUBSCRIBERS**

Go to <http://events.saipa.co.za>

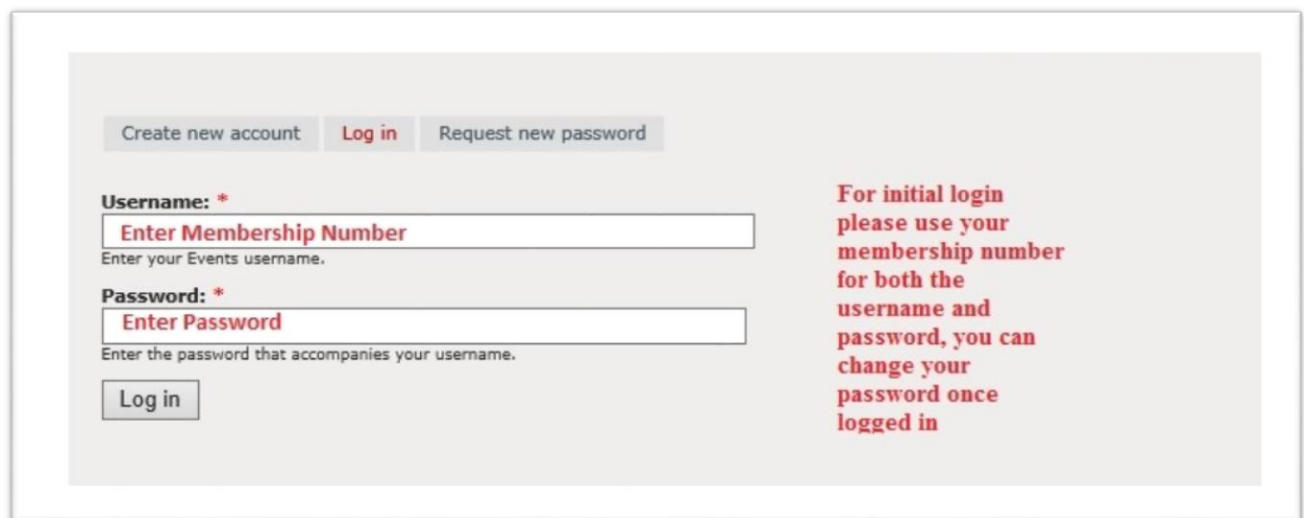
Step 1.

- Go to <http://events.saipa.co.za>
- Click on Login,



Step 2.

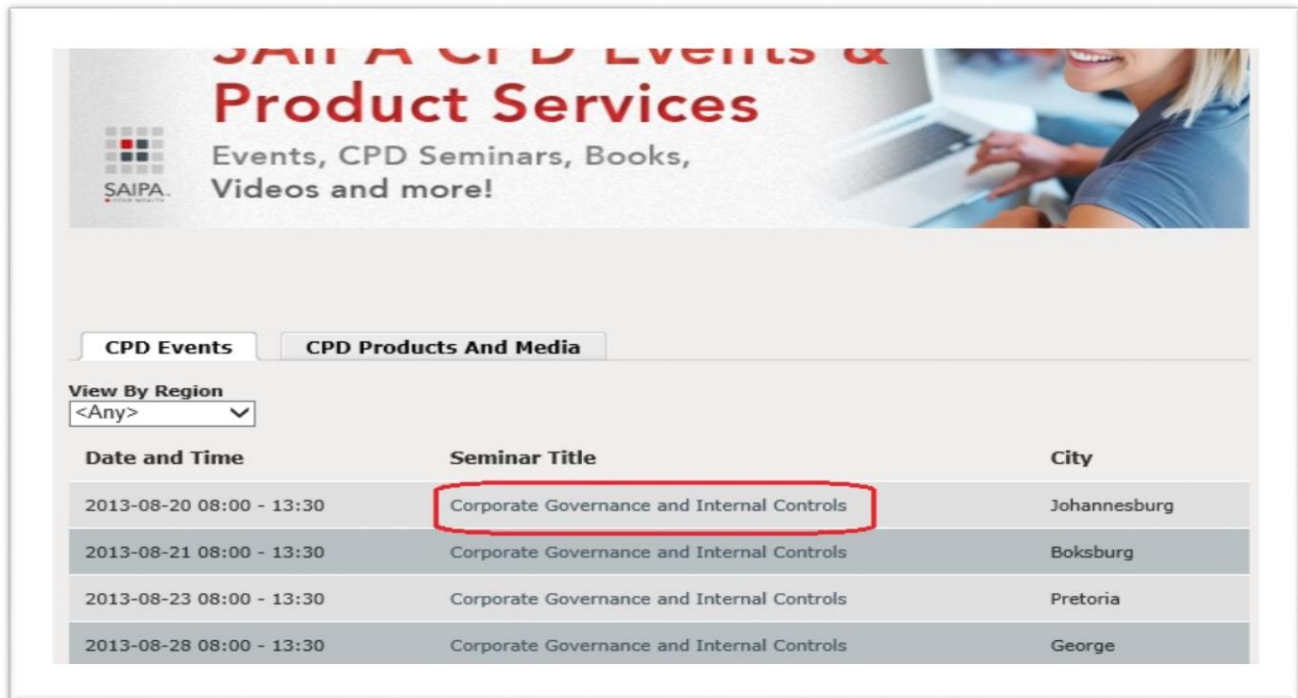
For initial login please use your membership number for both the username and password, you can change your password once logged in



**HOW TO BOOK CPD EVENTS
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Step 3.

After logging please click on the seminar title corresponding with the area of your choice.



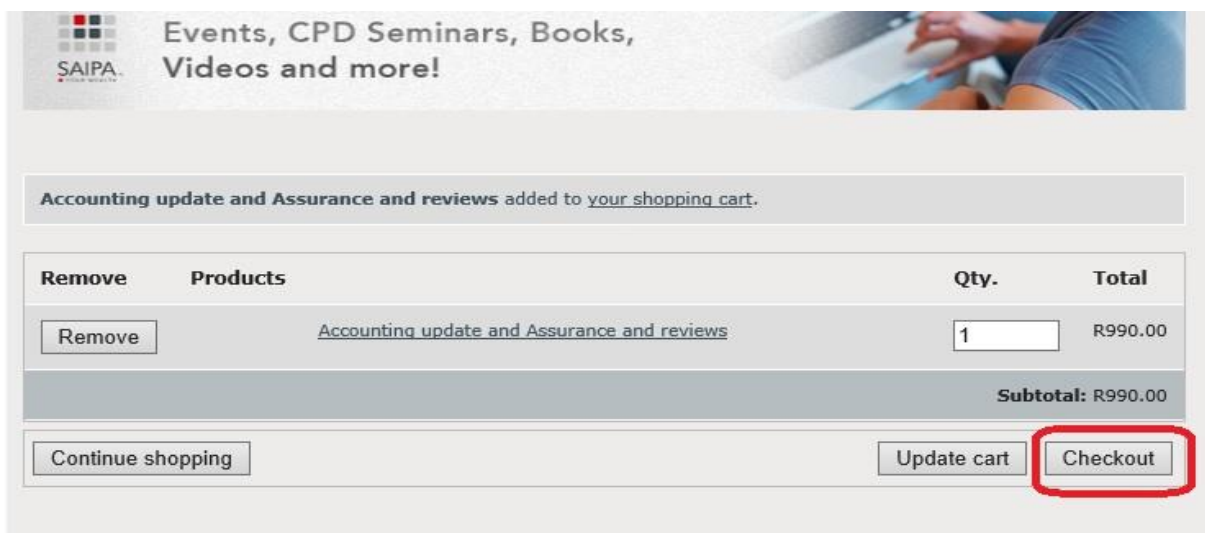
The screenshot shows the SAIPA website interface. At the top, there is a banner with the SAIPA logo and the text "SAIPA CPD EVENTS & Product Services Events, CPD Seminars, Books, Videos and more!". Below the banner, there are two tabs: "CPD Events" (selected) and "CPD Products And Media". A "View By Region" dropdown menu is set to "<Any>". Below this is a table listing seminars.

Date and Time	Seminar Title	City
2013-08-20 08:00 - 13:30	Corporate Governance and Internal Controls	Johannesburg
2013-08-21 08:00 - 13:30	Corporate Governance and Internal Controls	Boksburg
2013-08-23 08:00 - 13:30	Corporate Governance and Internal Controls	Pretoria
2013-08-28 08:00 - 13:30	Corporate Governance and Internal Controls	George

Step 4.

After clicking the Seminar title, a summary of the CPD event will be shown. It will show the main features of the CPD Event including date and time and speakers. Right at the end of the summary you will see a sign up button.

Click on the sign up button and you will be taken to the shopping cart



The screenshot shows the shopping cart page. At the top, there is a banner with the SAIPA logo and the text "SAIPA Events, CPD Seminars, Books, Videos and more!". Below the banner, there is a message: "Accounting update and Assurance and reviews added to your shopping cart." Below this is a table with the following columns: "Remove", "Products", "Qty.", and "Total".

Remove	Products	Qty.	Total
Remove	Accounting update and Assurance and reviews	1	R990.00
			Subtotal: R990.00

At the bottom of the cart, there are three buttons: "Continue shopping", "Update cart", and "Checkout". The "Checkout" button is highlighted with a red box.

HOW TO BOOK CPD EVENTS For NON-ANNUAL CPD SUBSCRIBERS

Step 5.

- Please confirm first the quantity and the amount to be paid.
- If the quantity is more than the number required, you can change the quantity number and click on update cart so that the shopping cart can reflect the right values.
- Click on checkout when done.

▼ Accounting update and Assurance and reviews - Thu, 2013-09-19 08:00 - 13:30

Email Address of Attendee #1: *

Please enter the email address of each attendee for this event. If an attendee does not have an account on this site, you'll be prompted to enter some information about that attendee. [Next step](#)

Step 6.

Attendee e-mail address will show, the system will automatically confirm that we already have the details of the attendees.

Click on the Next Step

Order information will be sent to your account e-mail listed below.
E-mail address: thomas@saipa.co.za (edit)

Billing information
Enter your billing address and information here.

*First name:
*Last name:
Company:
*Street address:
*City:
*Country: South Africa
*State/Province: Please select
*Postal code:
Phone number:

Enter Billing Information

Payment method
Order total preview:
Subtotal: R990.00
Order total: R990.00

Order comments
Use this area for special instructions or questions regarding your order.
Order comments:

Cancel [Next](#)

Accounting update and Assurance and reviews Wed, 2013-09-18 08:00 - 13:30
Accounting update and Assurance and reviews Thu, 2013-09-19 08:00 - 13:30

CALENDAR
August

MASQUERADE
 Go
Enter the username to masquerade as.

Step 7.

Please enter the billing information as shown above.

**HOW TO BOOK CPD EVENTS
For
NON-ANNUAL CPD SUBSCRIBERS**

Click next

Cart contents		
Customer information		
E-mail:	thomas@saipa.co.za	
Billing information		
Address:	THOMAS NYAMVURA 5623 HARARE 562	
Payment method		
Subtotal:	R990.00	
Total:	R990.00	
Paying by:	credit card	
Back	Pay by EFT	Pay by Credit Card



A proforma
invoice will be
provided



Payment will
be done

Step 8.

Confirmation of details entered will be shown. There's an option to go back if the details are incorrect.

If the information is correct, SAIPA provides for two payment options

- 1) Pay by EFT (A proforma invoice will be generated) Member to send proof of payment to cpd@saipa.co.za
- 2) Pay by Credit Card (A credit card payment system pops up for members to enter their credit card details).