SPECIAL HULA WEEKEND

Instructions for PAYING for workshops

E kala mai, please forgive us, but everything on the payment site is in French. We have NO funding for our festival, so we have to keep costs down and this site is free.

It's relatively simple, so here are the instructions.

→ Go to the payment site (click on the link or paste it in your browser) https://www.helloasso.com/associations/association-france-hawai-i/evenements/ho-olaule-a-hula-i-palisa

- PAGE 1-----
- Please refer to your SIGN-UP & PRICES SHEET2 to help you choose.
- Fill out all three sections: WORKSHOPS (WS), MATERIALS, EVENING EVENTS

→ At the bottom, click on "Etape suivante" (Next step)

PAGE 2 - Participant Tickets			
	Participant 1		
Prénom = First name Nom = Last name	Coordonnées Prénom *		Nom *
	Keola	~	REICHEL
✓ Check this box only ONCE, on the first ticket → ("this person will pay")	Ce participant va effectuer le paiement		
• Enter your email address			
	Participant 2		
• Participant 2, 3, etc Copy and paste your name for each ticket	Coordonnées Prénom *		Nom *
You will give us the tickets later	Keola	~	REICHEL
<u>Don't</u> check this for the other tickets→	Ce participant va effectuer le paiement		

→ "Etape suivante" ("Etape précédente" = "go back")

PAGE 3 - Récapitulatif / SUMMARY					
IMPORTANT : At the bottom, after all your purchases, you will see this:					
Pourboire suggéré Découvrir pourquoi votre	Pourboire suggéré pour soutenir HelloAsso Modifier 4,25 € Découvrir pourquoi votre soutien compte Image: Compton of the soutien compton of th				
The site HelloAsso asks you to help them offer a free service by paying a "suggested tip" (here 4.25€)					
THIS IS NOT NECESSARY! If you don't want to "tip", click on "Modifier"					
• Then in this pop-up window :		0,00 €			
 ✓ Check this box "Je ne souhaite pas laisser de pour ("I don't want to leave a tip") 	→ ☑ Je ne s boire"	ouhaite pas laisser de pourboire			
Or put in the amount you want to tip, if you do					
If this pops up:	("No, thank you")	("OK, I'll leave a tip of…")			
Click on the box on the <mark>LEFT</mark> → that says <mark>Non, merci</mark>	Non merci, une autre fois peut-être	D'accord je laisse un pourboire de 1.6 €			
→ Click on "Enregistrer"					
• Check to make sure the items/sums are correct					

→ "Etape suivante"

PAGE 4 - Vérifiez vos coordonnées / Your address ------

• Fill in all the boxes with * (disregard the others)

Date de naissance: Date of birthN° et rue: Street number and addressVille: CityPays: Country

→ Click on **"Valider et payer"** ("Validate and pay")

PAGE 5 – PAYZEN site: Pay with your card -----

On this page you can choose your language TOP – RIGHT : "Sélectionnez votre langue"

See LAST PAGE below after you pay

LAST PAGE (after you pay)		3	
Thank you!	Merci !		
Your order has been processed	Votre commande de billets a bien été prise en compte		
email at this address: Receive it at another address	Vous allez recevoir un mail de confirmation à l'adresse : hulafadh@gmail.com X Recevoir le mail à une autre adresse		
Download your documents	Téléchargez vos documents		
Payment receipt	Attestation de paiement	*	
Tickets	Billets	Tout télécharger	
		\rightarrow Download everything	

1) **Download everthing** ("Tout télécharger") You will receive:

- A ticket for each WS / Material / Evening Event purchased
- A Payment Receipt ("Attestation") that summarizes everything
- 2) Please email a copy of the Payment Receipt ("Attestation") to <u>hulafadh@gmail.com</u>
- 3) **Print out** and give us the **Tickets** ("**Billets**") before each workshop or event

(For Packages, just print out one)

If you have any questions please write and we'll try to help!

MAHALO for going through this process!

