



The following instructions are to be used for electronic money transfers for NARSA 2017 Convention tickets via the PayPal service. If you do not have a PayPal account, don't worry – there are instructions on how to navigate this and still pay for your tickets.

For those who **do not** have a PayPal account, navigate to PayPal's homepage ([www.paypal.com](http://www.paypal.com)) and follow the instructions below:

1. From PayPal's homepage, click "Send" near the top of the screen, which opens the screen to enter the email address ([david\\_hendry@sbcglobal.net](mailto:david_hendry@sbcglobal.net)), amount to be sent, and the currency that the funds needs to be in (USD)
2. Type in the email address and the amount. Be sure to change to USD
3. Click that the funds are to be sent to "Friends or Family"
4. Click "Continue" to open the personal information page. Enter a password, your name, your address and your debit or credit card information in the appropriate fields
5. Click the "Agree and Create Account" button at the bottom of the page. The money will be taken from your credit or debit card and deposited into the recipient's PayPal account
6. Note: Whenever you have an opportunity to type in information on who you are and what you're paying for, please provide:
  - How many ticket sets are being purchased
  - Include your name, address, phone number and email address
7. You will receive the confirmation that the monies has been sent on screen, and an email to your email address with the same information

For those who **do** have a PayPal account, log in and follow the instruction below:

1. From PayPal's homepage, click "Pay or Send Money"
2. Click "Send Money to Friends or Family"
3. Enter the email address of the recipient ([david\\_hendry@sbcglobal.net](mailto:david_hendry@sbcglobal.net))
4. Enter the amount that you are paying and underneath the amount box change the currency to "USD"
5. Below the amount in the "Write a Note" section write:
  - How many ticket sets are being purchased
  - Include your name, address, phone number and email address
6. You will then be taken to a screen that confirms the amount that you will pay in the currency that your account is in
7. Click "Send Money Now"
8. You will receive the confirmation that the monies has been sent on screen, and an email to your email address with the same information

Should you have any further questions contact Gary Gillan at [rangerscc@hotmail.com](mailto:rangerscc@hotmail.com) or 001-403-880-2310