YE CRONIES
CONCERT APPLICATION FORM
GUIDELINES

STEP	ACTION	RESULT	VIEW
1	Open your Internet Browser and navigate to www.yecronies.co.uk	The Ye Cronies Website homepage will be displayed.	
2	Move your mouse to the 'Membership' link *Note – Do not click*	Pop-up menu appears under "Membership" header.	
3	Click the "Concert Tickets" option from the drop-down	You will be taken to the Concert Ticket homepage.	
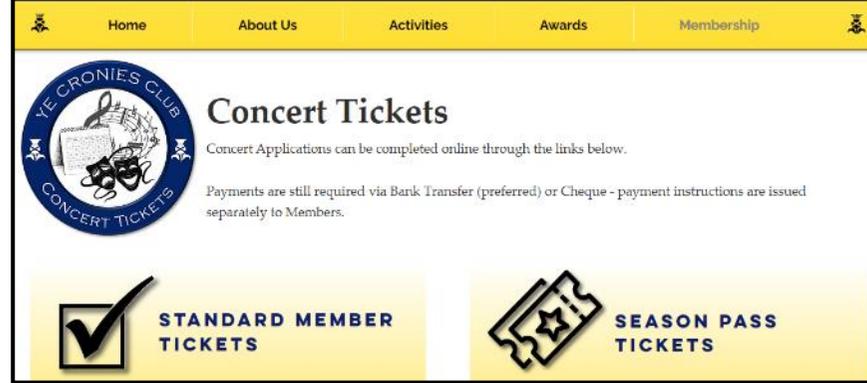
STEP	ACTION	RESULT	VIEW
4A	**STANDARD SUBSCRIPTION MEMBERS** Click the "CLICK TO PURCHASE" button ***MOVE TO STEP 5***	You will be taken to the Concert Ticket Application form.	
4B	**SEASON PASS MEMBERS** Click the "CLICK TO REGISTER ATTENDANCE" ***MOVE TO STEP 5***	You will be taken to the Concert Ticket Application form.	
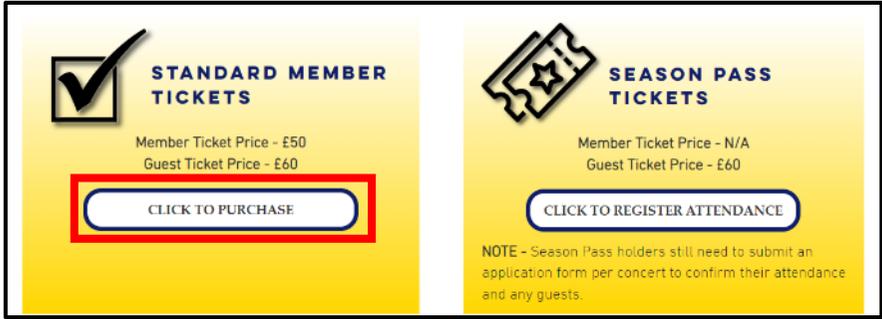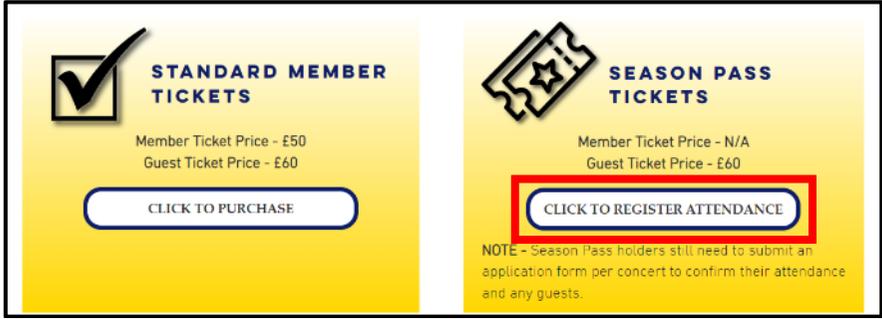
The CONCERT TICKET APPLICATION consists of FIVE sections as explained below:

STEP	ACTION	RESULT	VIEW
5	**SECTION 1** ***MEMBER'S DETAILS*** • ***First Name:*** *Enter Member's first name.* • ***Last Name:*** *Enter Member's last name.* • ***Main Meal:*** *Select Meat or Vegetarian main course for the event's dinner.*	Member details are confirmed for the Concert.	

STEP	ACTION	RESULT	VIEW
6	**SECTION 2** *CONCERT DETAILS* • **Concert Date:** *Select the date of the concert you are applying to attend.* • **Seating Arrangements:** *Enter the names of any Members you want to be seated with at the concert (Leave Blank if no preference)*	Concert date and seating arrangements confirmed.	
7	**SECTION 3** *GUEST DETAILS* • **Title:** *Prefix for Guest Name* • **First Name:** *Guest's first name.* • **Last Name:** *Guest's last name.* • **Main Meal:** *Select Meat or Vegetarian main course for the Guest's dinner.* *NOTE - Leave this section blank if no guests are attending with the Member.*	*Repeat per Guest attending.* Details of all guests confirmed for seating plan. *NOTE – If you have more than 9 guests please contact the Club Secretary before completing form.*	
8	**SECTION 4** *ALLERGIES / DIETARY REQUIREMENTS* *Enter any allergies or dietary requirements that need to be taken account of during dinner service.* *NOTE - Leave blank if no preference*	Concert Chef is aware of allergies / dietary requirements for dinner service.	
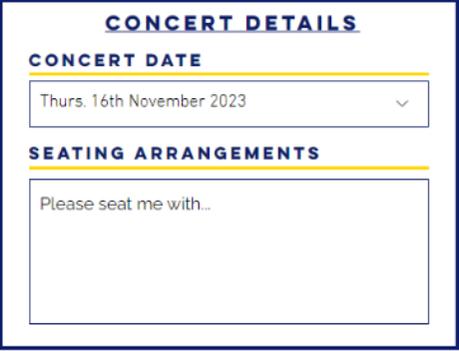
STEP	ACTION	RESULT	VIEW
9	**SECTION 5** ***PAYMENT DETAILS*** • ***Payment Method:*** Click the circle indicating which payment method you will use. • ***Total Number of Guests:*** Select how many guests are attending • ***"Click to Calculate Price" button –*** Click this button to calculate payment due	Payment Method is declared and Total Payment Due is calculated for reference.	**PAYMENT DETAILS** PAYMENT METHOD: ○ By Cheque ○ By Bank Transfer TOTAL NUMBER OF GUESTS: 0 ⌄ [Click to Calculate Price] TOTAL PAYMENT DUE: [ ]
10	**Submit the Application Form** Click the 'Click to Submit Concert Application' to complete your application	Form is reviewed by website to confirm all sections completed.	**Click to Submit Concert Application**
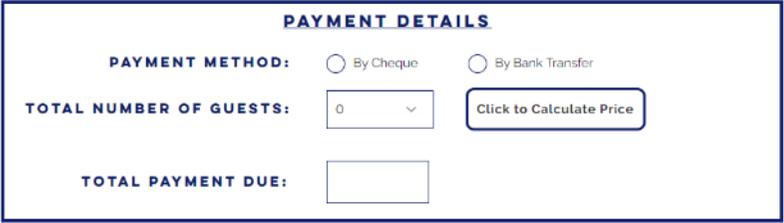
OUTCOME

RESULT	NEXT STEP	VIEW
SUCCESS You will receive a message confirming your application has been submitted	Click the 'Close' button to return to the application form.	**Application Submitted** Please submit payment to confirm your attendance. [Close]
ERROR You will not receive a confirmation message and the form will indicate in red which field needs to be completed.	Update the highlighted field and click the Submit Button again.	**MEMBER'S DETAILS** FIRST NAME David LAST NAME <Enter Your Last Name> MAIN MEAL Meat ⌄
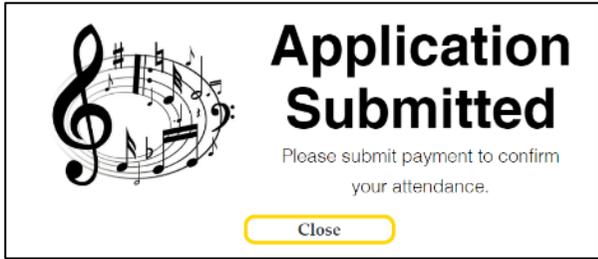
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