

## Camp Resources 2018 – Registration Instructions

Screen 1. Fill out form, then click “Add to basket”. You do not need to sign in or register.

- a. Invoice Number: Camp Resources 2018
- b. Company/Affiliation/Agency: Attendee’s affiliated institution or agency
- c. Payer First and Last Name, Email, Phone #: Attendee’s information
- d. NC State Contact Name or Department: CEnREP-Jane M. Casteline
- e. Please enter payment amount: Faculty: 100; Student: 50 (for form, do **NOT** include “\$”)

The screenshot shows a web browser window displaying the registration form for Camp Resources 2018. The form is titled "College of Agriculture and Life Sciences" and includes a "HOME" link. The form fields are as follows:

*Invoice Number:	Camp Resources 2017
*Company/Affiliation/Agency:	NCSC
*Payer First Name:	Jane M
*Payer Last Name:	Casteline
*Payer Email:	jmcaster@ncsu.edu
*Payer Phone Number:	919-515-3763
*NC State Contact Name or Department:	CEnREP-Jane M. Casteline
*Please enter payment amount:	75

Below the form, there is a "CAL5 eStore" checkbox which is checked. At the bottom of the form, there is a red "Add to Basket" button.

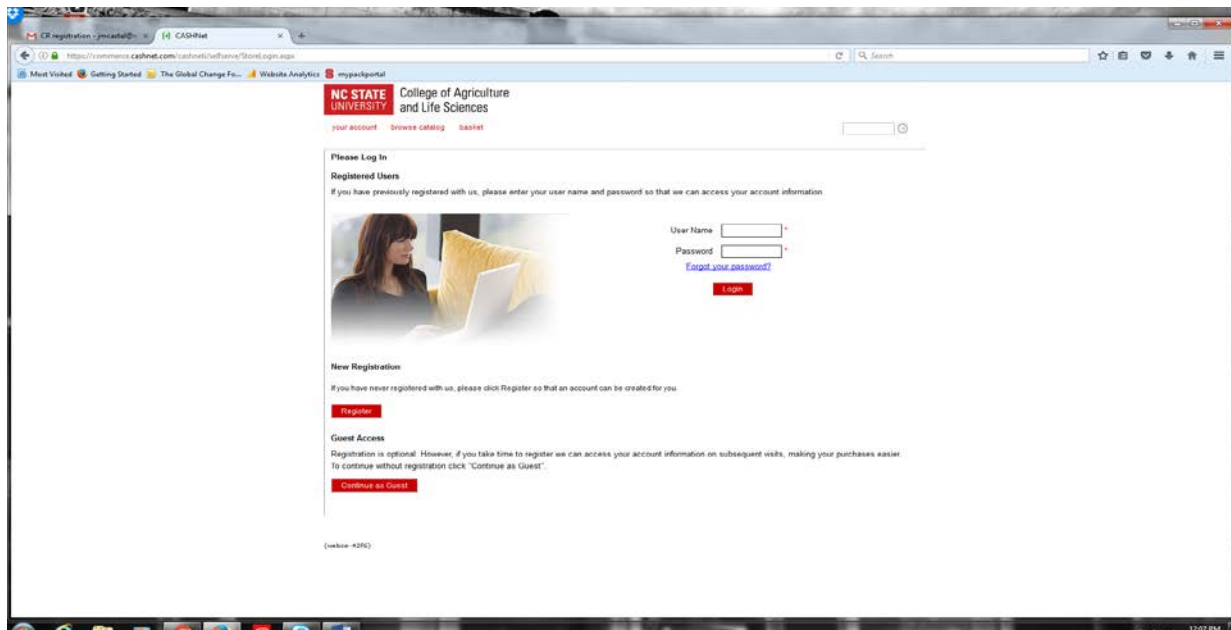
Screen 2: Review information, then click, “Checkout”

The screenshot shows the checkout page on the NC State website. The page displays the following information:

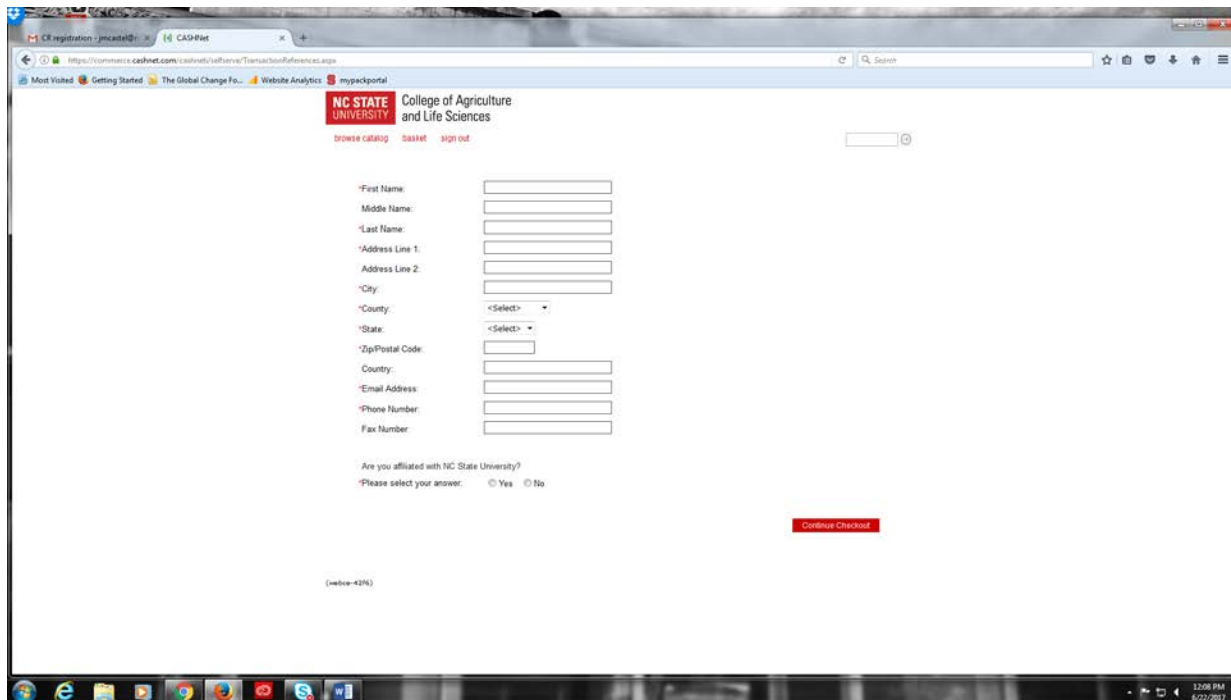
Item Code	Edit	Delete	Amount
College of Agriculture and Life Sciences Business Office Invoice Number: Camp Resources 2017 Company/Affiliation/Agency: NCSC Payer First Name: Jane M Payer Last Name: Casteline Payer Email: jmcaster@ncsu.edu Payer Phone Number: 919-515-3763 NC State Contact Name or Department: CEnREP-Jane M. Casteline Please enter payment amount: 75	Edit Item	Delete Item	\$75.00
<b>Total Amount</b>			<b>\$15.00</b>

At the bottom of the page, there are two red buttons: "Continue Shopping" and "Checkout".

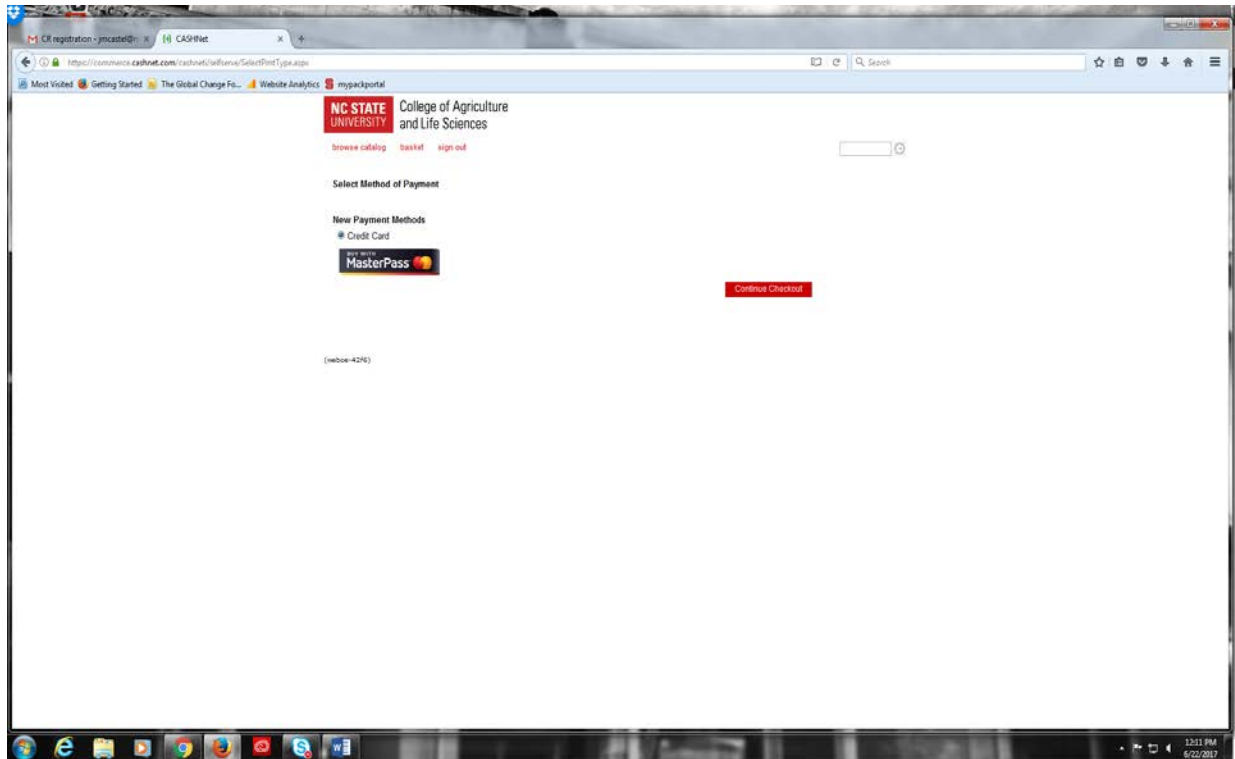
Screen 3: Click "Continue as Guest" button



Screen 4: Fill out form, then click "Continue Checkout"  
(for County, select "N/A")



## Screen 5: Click “Continue Checkout”



After this screen you will be asked to enter your payment info, then click “Continue Checkout”

Review your information. Then click “Submit Payment”

A receipt will be sent by “ncsuecommerce@ncsu.edu” to the email address you provided. If you do not receive a receipt via email (check your spam box!), your registration has not been completed. Please try again.