



Easy Payments Plus

Online Payment Facility User Guide

We have recently introduced a facility to allow you to pay for events online with your debit or credit card conveniently and securely.

To access the Easy Payments Plus payment system go to our website <http://festinalente.ie/>, choose your event and select ...



Follow the instructions on the screen to login, select the appropriate items(s) to pay and enter your card details when prompted.

You will receive a receipt via email for every payment you make. From then on you can login to your account at any time and look at payments you have made.

All payments processed using EPP are done using SSL (Secure Socket Layer) technology which ensures the security of the transaction as it is being processed. All payments are processed by a PCI (Payment Card Industry) compliant payment processor, which ensures all card holder data is managed securely.

Step 1 – The first time you use the system you will be prompted to create an Easy Payments Plus account and register with your email address, a password and your contact details and if you are booking in children you will be asked to enter in their details. After that you will be able to logon using this email address and password to pay for any future events.

Click either “**Log In**” or click on the event you wish to pay for by clicking the “**Add to Bill**” green button you wish to pay for – see image below

Festina Lente 12720704 Item List Log In

Easy Payments Plus View Bill Total value of instalments 00 Pay Bill

Welcome to the Festina Lente Events Payments System. More details on all our events on <http://festinalente.ie>

Search for an item: All

Use the Add to Bill Button to Select an Item for Payment

Code	Item	Description	Cost	
HappyEas-2	Happy Easter hen hunt 31st March 2018 from 3pm-4pm	Find all our happy hens around the gardens and collect an egg with their name on it when you have all the hens eggs you can swap your eggs for a proper chocolate one. Click here for more details.	5.00	Add to Bill
PatricksDay-2018	St Patrick's Day 17th March 2018 Family Fun Day	We have fun fun activities & craft workshops for children this St Patrick's Day at Festina Lente from 10am-2pm. Click here to view more information.	15.00	Add to Bill
Thrive 8051B	Learn how to use Social and Therapeutic Horticulture To Support Older People To Age Well	Learn how to use Social and Therapeutic horticulture To Support Older People To Age Well 8th & 9th May 2018. Click here to read more...	230.00	Add to Bill
Thrive 8091B	Learn Social and Therapeutic Horticulture to benefit people with	Learn how to use Social and Therapeutic Horticulture to benefit people with mental health support needs on 8th & 9th September 2018. Click here for more	230.00	Add to Bill

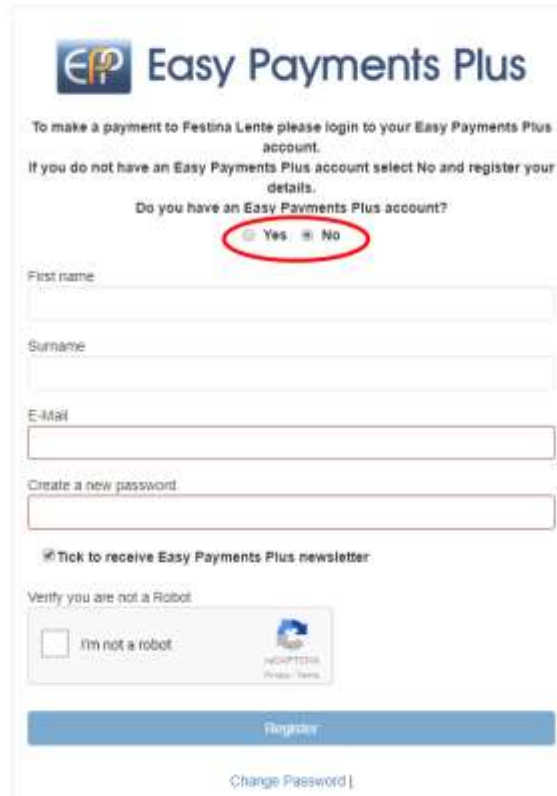
Step 2 – You will be asked the following:

“To make a payment to Festina Lente please login to your Easy Payments Plus account. If you do not have an Easy Payments Plus account, select No and register your details.

Do you have an Easy Payments Plus account?”

Select Yes if you do. Select No if you do not and fill in the details to create a new account and click on the “Register” button.

On the new account screen you are asked if you wish to receive the Easy Payment Plus newsletter. Please note this is not a Festina Lente newsletter.



EP Easy Payments Plus

To make a payment to Festina Lente please login to your Easy Payments Plus account.
If you do not have an Easy Payments Plus account select No and register your details.

Do you have an Easy Payments Plus account?

Yes No

First name


Surname

E-Mail

Create a new password

Tick to receive Easy Payments Plus newsletter.

Verify you are not a Robot

I'm not a robot 

[Change Password](#)

Step 3 – You will be asked to “select type from list”.

If you are an adult booking in a child select “**Parent/Guardian**” from the list and click “Proceed”. If you are an adult attending an event or workshop select “**Adult Attendee**” from the list and click “Proceed”. If you are an adult who wants to book in both Children and Adults then select “**Parent/Guardian**” from the list and click “Proceed”.

Festina Lente

Select from list below to proceed



E-Mail

Select type from list

Adult Attendee ▼

Please select...

Adult Attendee

Parent/Guardian

Step 4 – You will be asked to fill in all your contact details. If you are not booking from a Business just type in na. We will only be sending you emails so you don't have to select the SMS option but do tick the email notifications. Click “**Agree**” to the Terms and Conditions if you agree to them and then click “**Register**”

Select from list below to proceed

First name

Surname

Business Name

Address

County/State

Country

Phone(Country Code (+353) - Area Code (01) - (1234567))

Mobile (Country Code (+353) - Mobile Provider(87) - (1234567))

Email

Tick to receive SMS notifications from Festina Lente
 Tick to receive email notifications from Festina Lente
[Accept terms and conditions of Easy Payments Plus](#)

Disagree Agree

Step 5 – You will be asked to answer some registration questions. As a non profit charity we do not have an advertising budget so we rely on an Events email newsletter (which

we send out roughly 5 times a year) and our website and Facebook page to share upcoming events so we would really appreciate it if you would agree to sign up to our Newsletter and agree to us being able to use photos from events for future advertising. You will also get an email from Easy Payments Plus to let you know you are now registered.

Please complete the following additional fields

Name:

Would you like to be added to our events mailing list? We email our newsletter 5 times a year.*

Select ...

Do you give permission for any photos taken by staff to be used for Festina Lente purposes(Web etc)?*

Select ...

* denotes mandatory field

Update Answer (s)

Step 6 – You will now see the main screen but be logged in.

You can now book in children or adults to our events:

To filter our events specifically under a category, click on the “All” dropdown.

Go to the event you wish to book and click “Add to Bill”.

Festina Lente
12720704
Test
My Account
Item List
Log out

Easy Payments Plus
View Bill
Value of bill so far €0
Pay Bill

Welcome to the Festina Lente Events Payments System. More details on all our events on <http://festinalente.ie>

Search for an item * All

Use the Add to Bill Button to Select an Item for Payment

Item List				
Code	Item	Description	Cost€	
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PatricksDay 2018	St Patrick's Day 17th March 2018 Family Fun Day	We have four fun activities & craft workshops for children this St Patrick's Day in Festina Lente from 10am-2pm! Click here to view more information.	15.00	Add to Bill
Thrive 50518	Learn how to use Social and Therapeutic Horticulture To Support Older People To Age Well	Learn how to use Social and Therapeutic Horticulture To Support Older People To Age Well 5th & 6th May 2018. Click here to read more	230.00	Add to Bill
Thrive 80918	Learn Social and Therapeutic Horticulture to benefit people with mental health support needs	Learn how to use Social and Therapeutic Horticulture to benefit people with mental health support needs on 8th & 9th September 2018. Click here for more details	230.00	Add to Bill
Thrive 230618	Setting up a Social and Therapeutic Horticulture Project 23rd & 234th June 2018	Setting up a Social and Therapeutic Horticulture Project 23rd & 24th June 2018. Click here to view more information.	230.00	Add to Bill
Thrive 250518	Understanding Disability in Garden Design 25th May 2018	Understanding Disability in Garden Design on 25th May 2018. Click here to view more information.	115.00	Add to Bill
Thrive 271018	Learn how to use Social and Therapeutic Horticulture to benefit people with learning disabilities	Learn how to use Social and Therapeutic Horticulture to benefit people with learning disabilities 27th & 28th October 2018. Click here for more details.	230.00	Add to Bill

Step 7 – You will need to select whether the attendee is a Child or Adult Attendee (over 18) and answer the rest of the questions and click **“Add”**.

Step 8 – You will then be brought to the screen below and you are given the choice of **“Proceed to Payment”** or **“Add more items”**.

If you wish to only book in one attendee then click **“Proceed to Payment”**. Select which type card you wish to pay with, click **“Select”** and then fill in your card details. You will receive an email with your payment details. There also may be an attachment with the email with more details on the event. Please check your junk email folder in case the email confirmation goes in there.

If you wish to book into another child or adult then click **“Add more items”**. You will do the exact same steps as you did for the first attendee (steps 6 & 7).

If you wish to attend an event you will need to add yourself in as an Adult Attendee (steps 6 & 7).

Once you have added in all attendees, on the last attendee you are adding then click **“Proceed to Payment”**. Select which type card you wish to pay with, click **“Select”** and then fill in your card details. You will receive an email with your payment details. There also may be an attachment with the email with more details on the event. Please check your junk email folder in case the email confirmation goes in there.

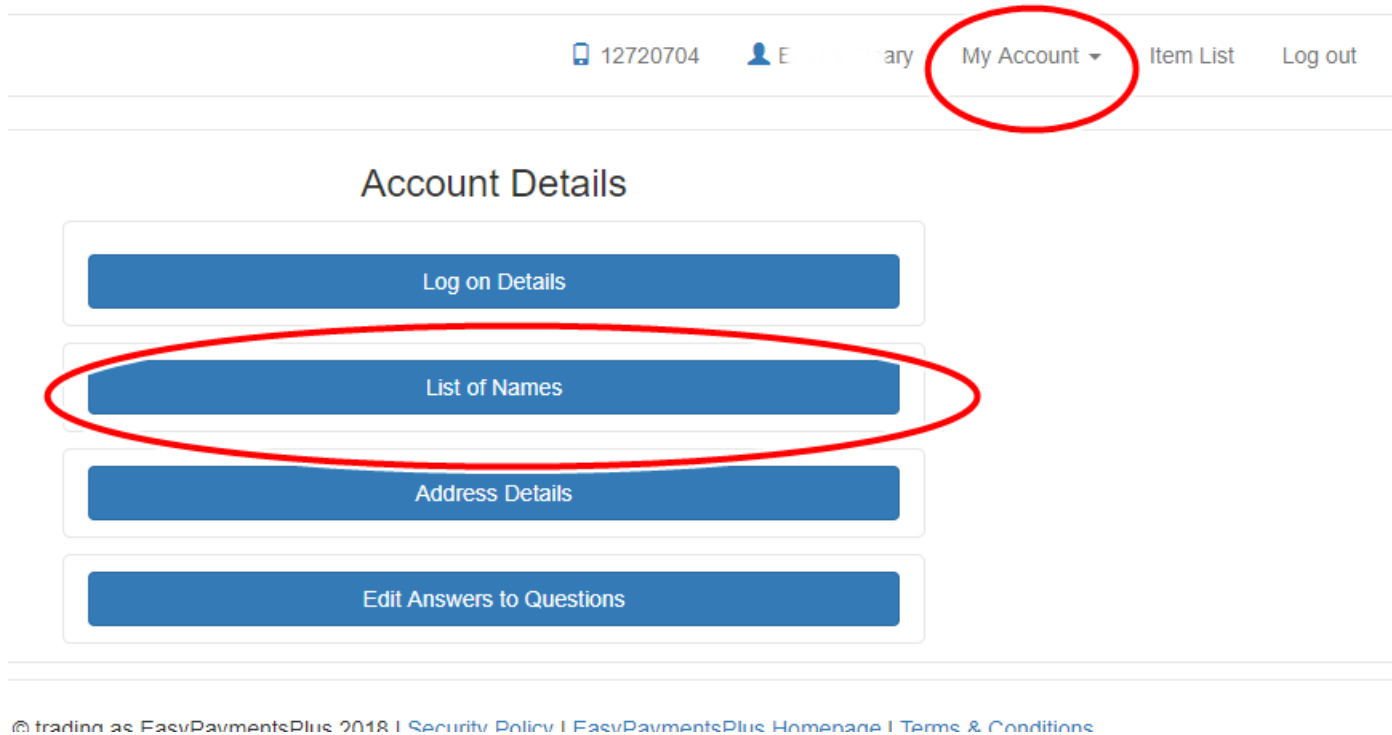
To view more events click on the **“Item List”** on the top right corner.

You have now completed all the registration and booking payment steps so feel free to log out.

To add an additional child\adult attendee to your account please do the following ...

1. Go to <https://pay.easypaymentsplus.com/feepay1.aspx?id=1308>
2. Logon to your account using your email address and your password

2. Go to My Account and select “**My Account**”



3. Select “**List of Names**” and click “**Add New Name**” and follow the instructions provided.

To change the email address you use to login do the following ...

1. Logon to your account using this email address and your password
2. Go to My Account and select My Account
3. Click “Log on Details”, update your email address and hit “**Update Email**”
4. You will be asked to confirm the update. Click Complete Update. You will receive an email to the new email address. Click on the link on this email address to authorise this change. Note: The logon email address will not be changed until you authorise the change via the email received.