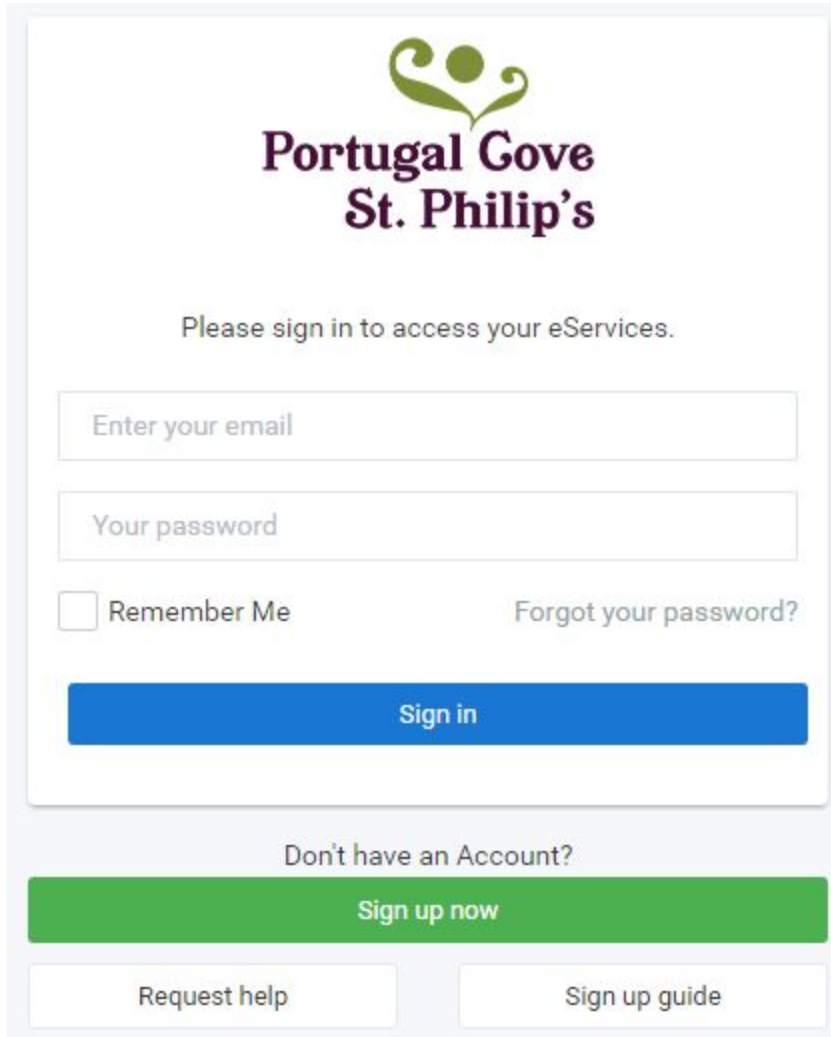


1. Sign in / Create Account

If you already have an eServices account proceed to login with your credentials



The screenshot shows the login and sign-up interface for Portugal Gove St. Philip's eServices. At the top is the logo, which consists of a stylized green figure with arms raised above the text "Portugal Gove St. Philip's". Below the logo is the instruction "Please sign in to access your eServices.". There are two input fields: "Enter your email" and "Your password". Below the email field is a checkbox labeled "Remember Me" and a link "Forgot your password?". A blue "Sign in" button is positioned below the password field. Below the sign-in section is a green "Sign up now" button, preceded by the text "Don't have an Account?". At the bottom, there are two buttons: "Request help" and "Sign up guide".

If you do not already have an account please press Sign up now and select your account type.

1. **Guest Accounts** - will not link a property of which you can link at a later time under Your account.
2. **Resident of Business Accounts** - will require your Sign Up Key sent out previously to link your information.

NOTE: If you are a resident but you do not have your sign up key please contact the town hall. Residents will be given priority to registration of events. If you are a resident who has signed up as a guest you can link to your resident account by going to Your account > Link Town Accounts.

Choose Sign Up Option

Guest

Resident or Business Owner of the (Town of Paradise)


Close

After your selection please complete and confirm the following details and check the two checkboxes and press Register.

Enter Account Details

First name

Last name

Date Of Birth (mm/dd/yyyy) 

Email

Password

Confirm Account

I am not a spambot

I agree to the [Terms of Service](#) and [Privacy Policy](#).

Close Register

You should then see the success message and will be notified via email that your account is ready to use. Navigate back to the login and proceed with the credentials you have set up

Success!

You have successfully created your account. Please check your email for confirmation.
Your account will take few moments to set up. You will be notified by an email when the account is ready.

Login Now

If you do not see a new email within a few minutes check your emails junk/spam box.

Congratulations you have completed your eServices account setup which can be used for Event registration, Service request submission, management and payment of municipal tax bills and more.

2. View Events

You can view events. Logging into your eServices account or proceeding directly

Direct link (registration required for check out):

<https://pcsp.ws.townsuite.com/events>

Logging into eServices:

1. Login (if you don't have an account see Sign in/Create Account)
2. Navigate to **Events** and click the link
3. Then you will see a list of options click on **View events**

 **Events**

View events

Calendar

Your courses

View reports

Manage sub accounts

You should now be able to see all events available to you.

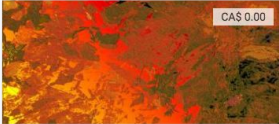

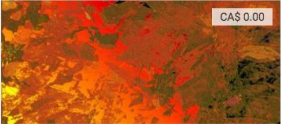






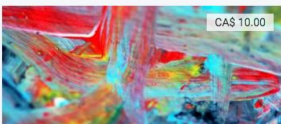


Choose and register for an event

Navigate to Events (See View Events)

Click on an event that you would like to register to

Find the event that's right for you or your family

Refine your search... Submit



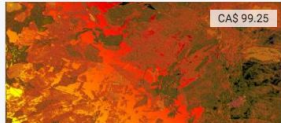
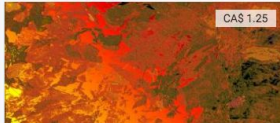
 <p>CA\$ 0.00</p> <p>Thu May 08 2014 Pool Free bowl</p>	 <p>CA\$ 20.00</p> <p>Thu Feb 27 2014 Bowling Alley Walking</p>	 <p>CA\$ 0.00</p> <p>Mon Mar 03 2014 Pool Program 1</p>	 <p>CA\$ 30.00</p> <p>Thu Mar 06 2014 Pool Kids</p>
 <p>CA\$ 0.00</p> <p>Mon Mar 10 2014 Pool Intermediate</p>	 <p>CA\$ 50.00</p> <p>Thu Mar 06 2014 Bowling Alley Kids bingo</p> <p>#kids,</p>	 <p>CA\$ 0.00</p> <p>Thu Mar 20 2014 Bowling Alley Adult Bingo</p>	 <p>CA\$ 0.00</p> <p>Mon Mar 24 2014 Pool Free Event</p>
 <p>CA\$ 1.25</p> <p>Mon Mar 10 2014 Bowling Alley Paid Event</p>	 <p>CA\$ 10.00</p> <p>Tue Mar 11 2014 Bowling Alley Non-linked event</p>	 <p>CA\$ 12.12</p> <p>Tue Mar 11 2014 Pool Linked code</p>	 <p>CA\$ 0.00</p> <p>Fri Apr 25 2014 Community Centre Dinner & Dance</p>

If you would like to refine the search, enter any keyword or use the [advanced search syntax](#)

Keyword:

Find the event that's right for you or your family

bowling Submit


 <p>CA\$ 10.75</p> <p>Fri May 29 2015 Pool Kids Swimfest</p>	 <p>CA\$ 10.25</p> <p>Mon May 25 2015 Bowling Alley Bowling 103</p>	 <p>CA\$ 99.25</p> <p>Wed Jul 01 2015 St. Pauls Bowling 101</p>	 <p>CA\$ 1.25</p> <p>Mon Nov 12 2018 Bowling Alley Bowling 103</p>
---	--	---	---

Keyword + date

Find the event that's right for you or your family

bowling after:06/06/2015 Submit


CAS 99.25



Wed Jul 01 2015 St. Pauls ☆

Bowling 101

CAS 1.25



Mon Nov 12 2018 Bowling Alley ☆

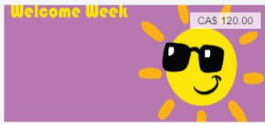
Bowling 103

Example: Search for **Welcome Week**

Find the event that's right for you or your family

Welcome | Submit

Welcome Week CAS 120.00






Tue May 10 2016 Pool ☆

Welcome Week
ASW 2015
Yes

3. Register to an Event

After you have refined your search you can select the event you would like to register to by simply clicking on the name or image. From there you will be brought to the event details page of which you can see it's details as well as register for that event.

1. Select a name of the participant you would like to register. If the participant is not in the list please ensure they are of age (event restrictions are located on the right column of the same page) and they have been added as a Sub account

	Bob Way Guardian	Add to cart
	George Way Parent	Add to cart
	Andrew White Child	Add to cart



2. From there add the desired participant(s) to your cart by pushing the “Add to cart” button. Please note some courses may have a limit on how many sub accounts may register a particular event.
 - a. If you have added the wrong person you can simply click “Remove from cart”
3. Once you have all participants selected you can go to the cart

[Proceed to cart](#)

4. You will be asked if you want to also register to any linked events. This is an easy way to register to multiple weeks of a specific day camp.

Recommended events

[Proceed to cart](#)

<p>Register for this Event: Fun n’ Fitness</p> <hr/> <p>Select participant</p> <p> Andrew W Add to cart</p>	<p>Register for this Event: Game Show Mania</p> <hr/> <p>Select participant</p> <p> Andrew W Add to cart</p>
---	--

5. If you want to register to even more programs prior to checking out click the Continue Bookings button



6. When you have added all the programs you desire check out of cart and click Purchase to proceed with payments. See more details below on **Check out (Pay for an event)**

Recreation Event Payments

Welcome Week Bob Littlefoot Remove	\$ 120.00
---	-----------

Payment method
Total amount you will pay Pay Later Chase

Balance
The total amount due \$120.00

I Agree to the [Terms of the Town.](#)

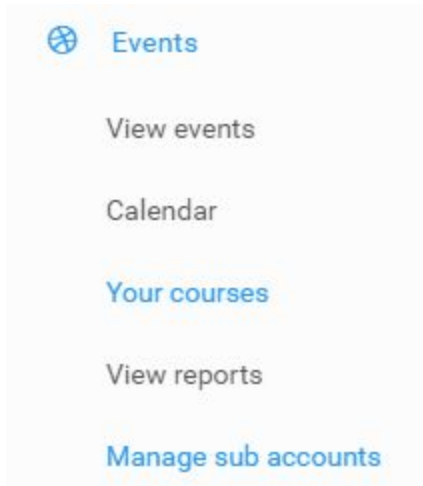
Purchase

Continue Bookings

Add/Managing Sub Accounts

Adding a sub account allows for registration of someone other than yourself.

1. Click **Events** and then **Manage sub accounts**.



2. Click create New Sub Account
3. Fill out the details and click Update.
4. If they are under the legal adult age you can assign a guardian whom will show up on registration documents.

You can now sign up that sub account for any events they are eligible for.

Check out (Pay for an event)

After you have all your events selected you may now check out. If you haven't registered for an Event please refer to this guide.

1. Proceed to checkout by pushing the cart icon or following the Event registration process



Or by clicking the proceed to cart button on any event page

Proceed to cart

2. You are now at the Cart.

The screenshot shows a web interface for 'Recreation Event Payments'. At the top, there is a blue header with the text 'Recreation Event Payments'. Below this, there is a section for 'Welcome Week' with a price of '\$ 120.00'. Underneath, it lists 'Bob Littlefoot' and a 'Remove' link. The 'Payment method' section shows 'Total amount you will pay' and two radio button options: 'Pay Later' (unselected) and 'Chase' (selected). The 'Balance' section shows 'The total amount due' as '\$120.00'. Below the balance, there is a checkbox for 'I Agree to the Terms of the Town.' At the bottom of the form, there are two large buttons: a green 'Purchase' button and a white 'Continue Bookings' button.

3. Select your preferred Payment, agree to the terms and click Purchase.
- a. Chase - Use this to pay the total sum immediately with credit card
 - b. Pay Later - If you have alternative means of payment

NOTE:

To immediately make a payment via credit please proceed with Chase. Otherwise use the Pay later option to pay through a different means arranged by the town.

The town has also enabled a **Pay Later** option for those who do not have a credit card. Click that option to be provided with a way of registration, an invoice will be generated of which you can print off or view on the screen or at anytime in [Miscellaneous bills](#) within the eBills. Bring that information to the main reception of the arena and they will be able to assist you with processing of your payment. Hours of operation are from 8AM-8PM Mon-Fri. **Skip to Step 8 if you use Pay Later**

Select Cust Code
✕

WHEYA002
▼

Done

Cancel

You may have to select a billing customer code with the Pay Later option. Select which account you want billed and click done.

- You will be forwarded to the gateway of your choosing which may be restricted by your municipality in available payment options

Payment Method

Please choose a payment method.

Payment Details

Transaction Amount: \$1.25 (CAD)
Order ID: oid619

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY):

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

- Once you enter your payment credentials successfully you will be brought back to the eServices portal where a receipt will be waiting for you

Transaction Approved

Thanks for using Town of Anytown Web Services.

Cardholder Andrew Whey
Order ID 982835196

Auth Code	ET114985
Response Code	1
Message	Approved

Item Break Down

Item Name	Description	Cost
Bowling 103	All about bowling!	10.25
Total		\$ 10.25

[Print this page](#)

Town of Anytown

Please print this page and keep it as your transaction receipt.

<http://websen/ces.townsuite.com>

6. You can view all of your receipts in the [eBills section](#) of the eServices.
7. You will also be notified via email of receipt of payment and confirmation of registration



Town of Anytown Receipt Generated Notification

Your Receipt [2016112004](#) has Been successfully Processed. You can now log in and view your receipt.

If you have any problems or questions please contact the town for more information, Please do not reply to this email as it is only used for automatic emails and is not checked.

Thanks.

[Terms](#) | [Privacy](#) | [Unsubscribe](#)



Hi Bowling 103,

Thank you for choosing **Bowling 103**; your registration is now confirmed for participant **Bob**.

Booking Details:

Account Owners Name: Bowling 103

Participant Name: Bob

Program Code: 00000000000042

Program Name: Bowling 103

Program Description: All about bowling!

We look forward to seeing you!

Town of Anytown

[Terms](#) | [Privacy](#) | [Unsubscribe](#)

8. Using **Pay Later** you will be forwarded to an instruction page on how to pay. Please bring your invoice to the town hall.
9. You may at anytime view all registered courses by going to **Events > Your courses**

If at anytime you have any issues you can request help from within the eServices portal.

We hope you enjoy your event!