

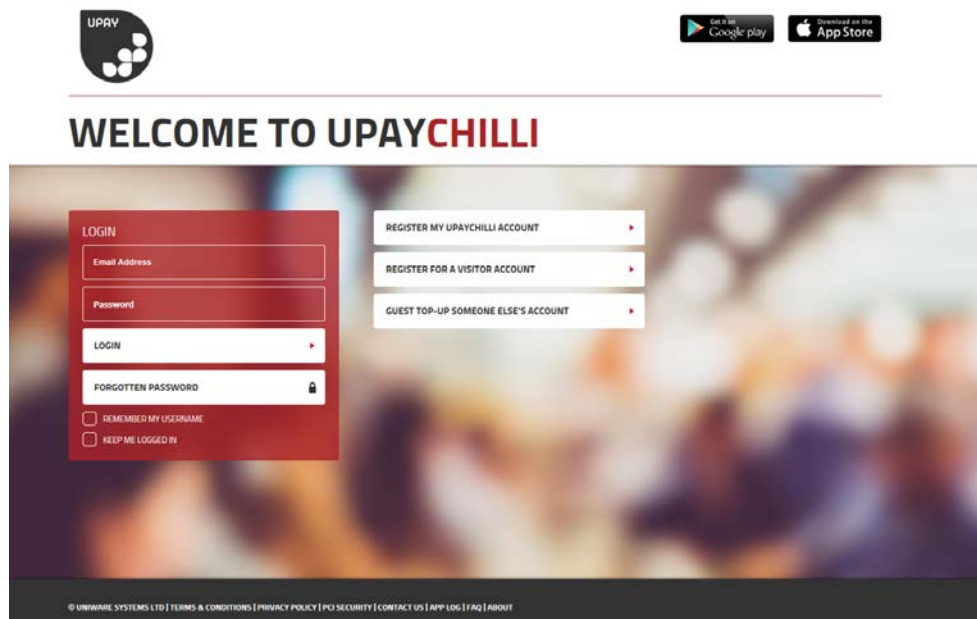
Peterhouse Online Booking

Step 1:

Peterhouse is using a booking system called UpayChilli. students have been using this for over a year now and we have decided to roll it out to all Petreans. Please visit <https://www.upaychilli.com/> to create an account

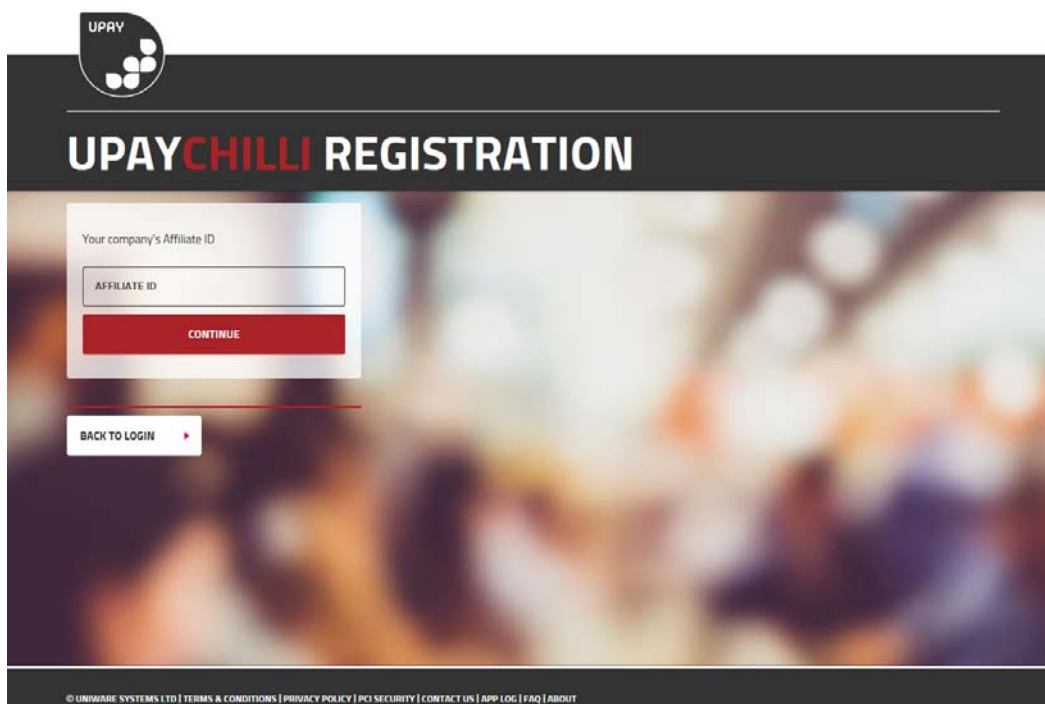
Step 2:

Please click on 'Register my UpayChilli account'



Step 3:

You will be prompted to enter an 'Affiliate ID', please enter 'PETREAN' in this box and click 'continue'



Step 4:

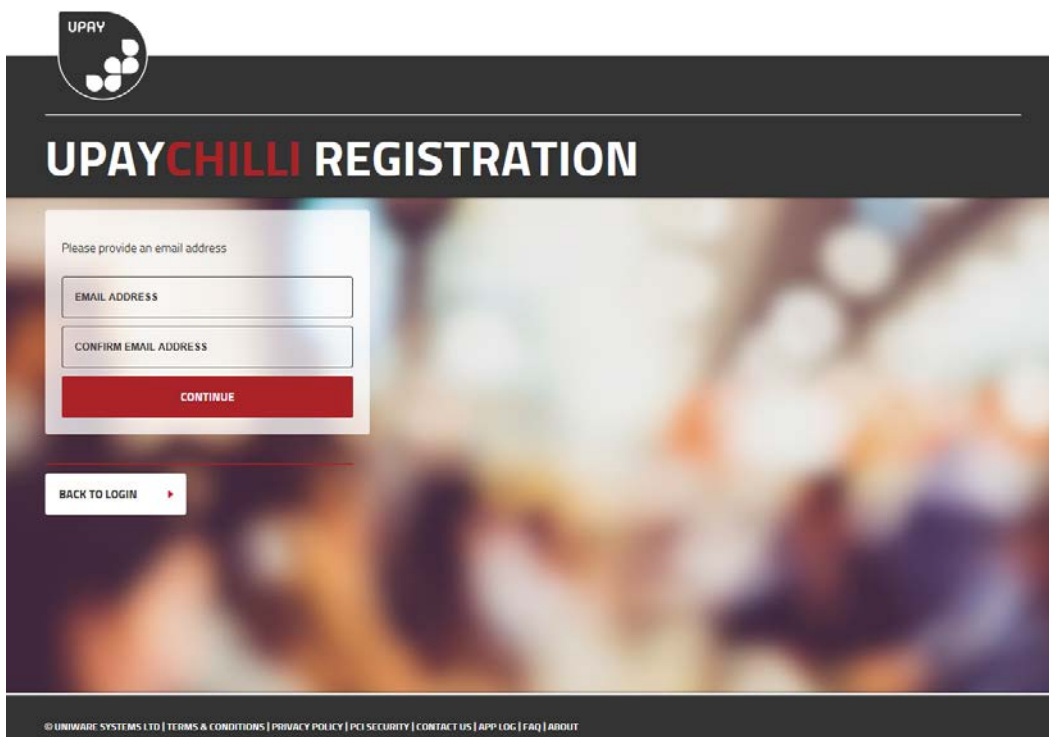
Please read the terms and conditions and click 'confirm'.



The screenshot shows the UPAYCHILLI REGISTRATION page. At the top left is the UPAY logo. The main heading is "UPAYCHILLI REGISTRATION". Below the heading is a white box containing a "VIEW TERMS & CONDITIONS" link with a right-pointing arrow. Below that is a checked checkbox labeled "I ACCEPT THE TERMS & CONDITIONS". Underneath the checkbox is a red button labeled "CONFIRM". Below the white box is a "BACK TO LOGIN" button with a right-pointing arrow. At the bottom of the page, there is a footer with the text: "© UNIMWARE SYSTEMS LTD | TERMS & CONDITIONS | PRIVACY POLICY | PCI SECURITY | CONTACT US | APP LOG | FAQ | ABOUT".

Step 5:

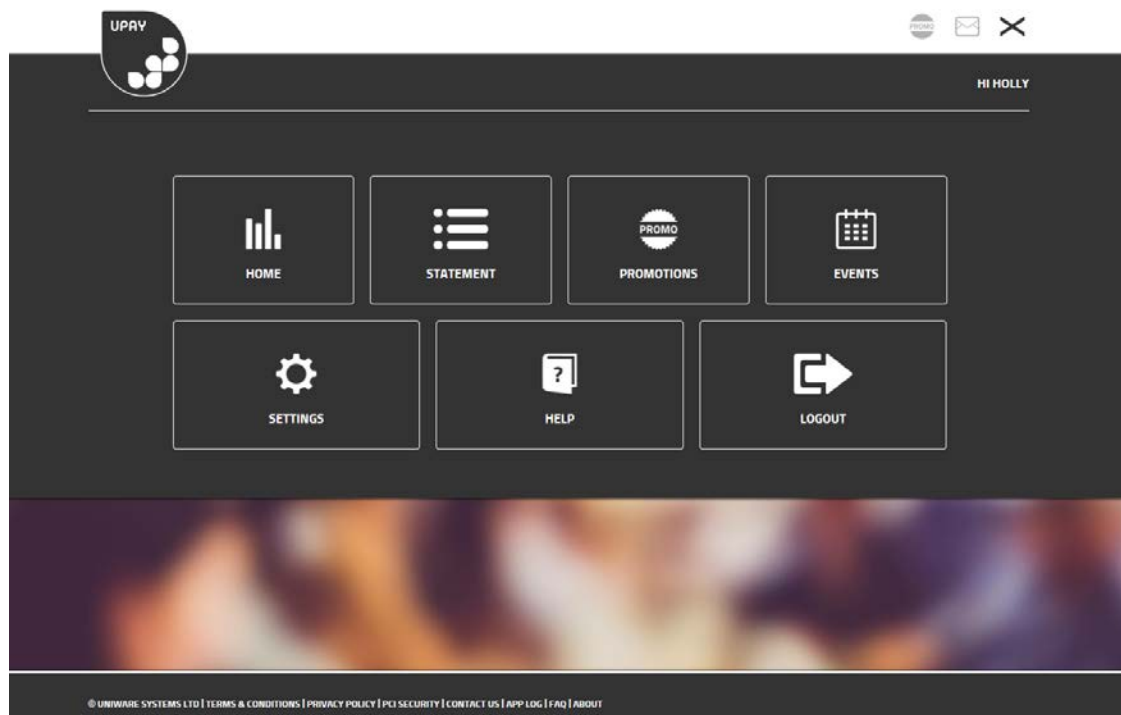
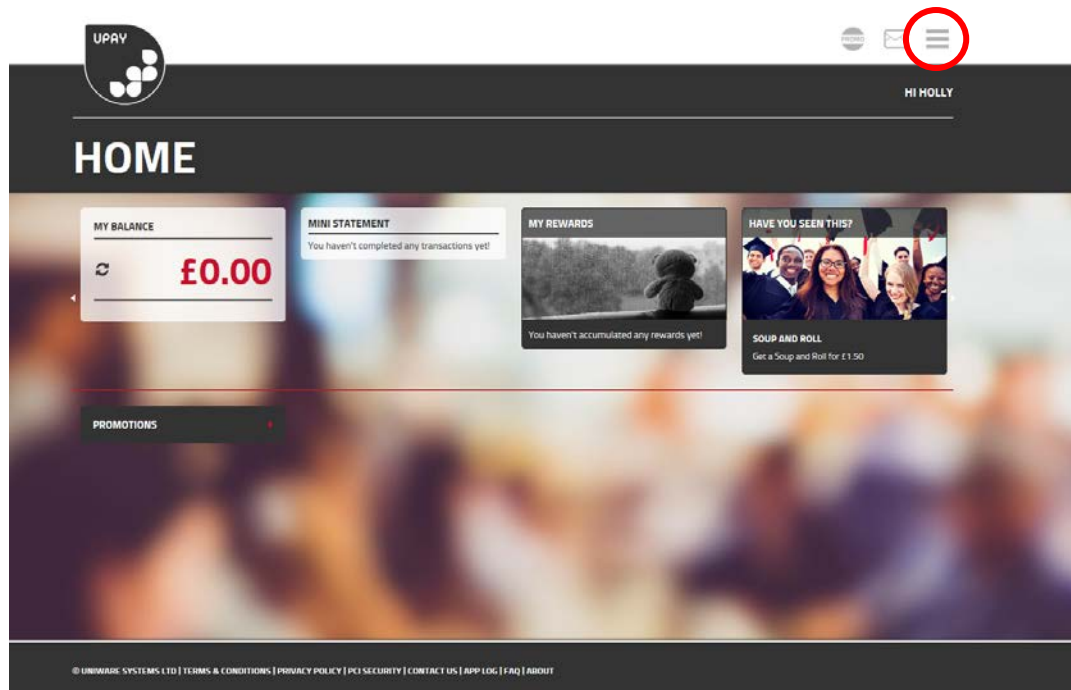
Please register with the email Peterhouse has on file for you. Please contact [Holly Ashcroft](mailto:ha365@cam.ac.uk) (ha365@cam.ac.uk) if you are unsure if we have an up to date email address for you. You will then be prompted to create a password.



The screenshot shows the UPAYCHILLI REGISTRATION page. At the top left is the UPAY logo. The main heading is "UPAYCHILLI REGISTRATION". Below the heading is a white box containing the text "Please provide an email address". Below that are two input fields: "EMAIL ADDRESS" and "CONFIRM EMAIL ADDRESS". Underneath the input fields is a red button labeled "CONTINUE". Below the white box is a "BACK TO LOGIN" button with a right-pointing arrow. At the bottom of the page, there is a footer with the text: "© UNIMWARE SYSTEMS LTD | TERMS & CONDITIONS | PRIVACY POLICY | PCI SECURITY | CONTACT US | APP LOG | FAQ | ABOUT".

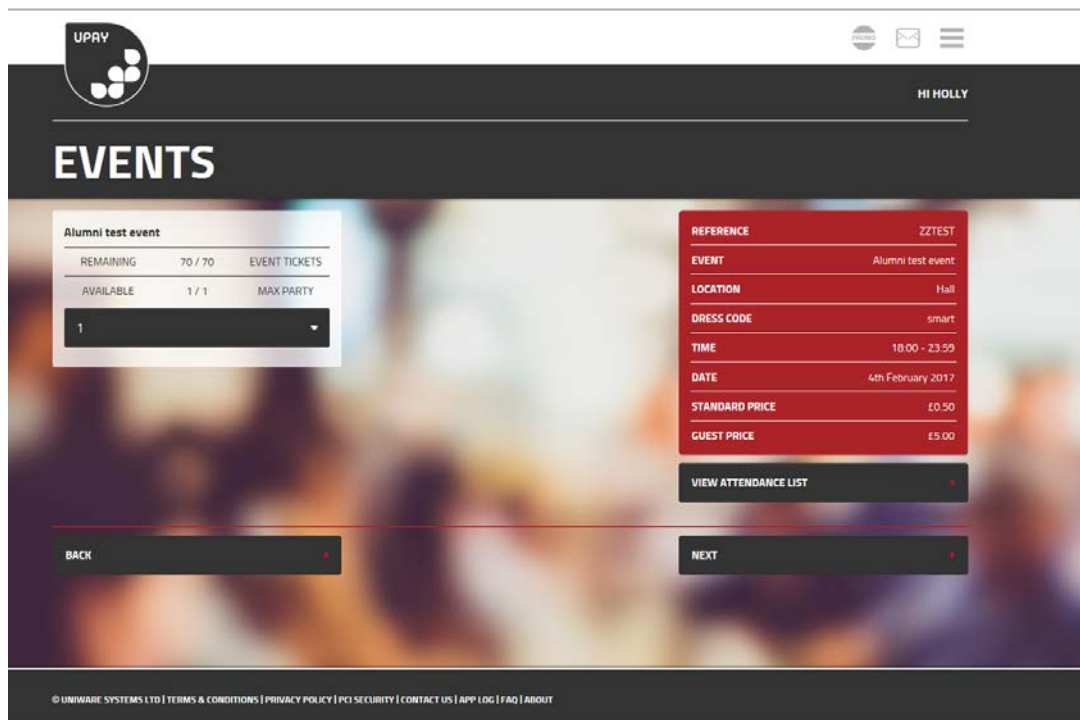
Step 6:

The Home screen, circled in red, is your dashboard. please click the drop down menu to find the list of events.



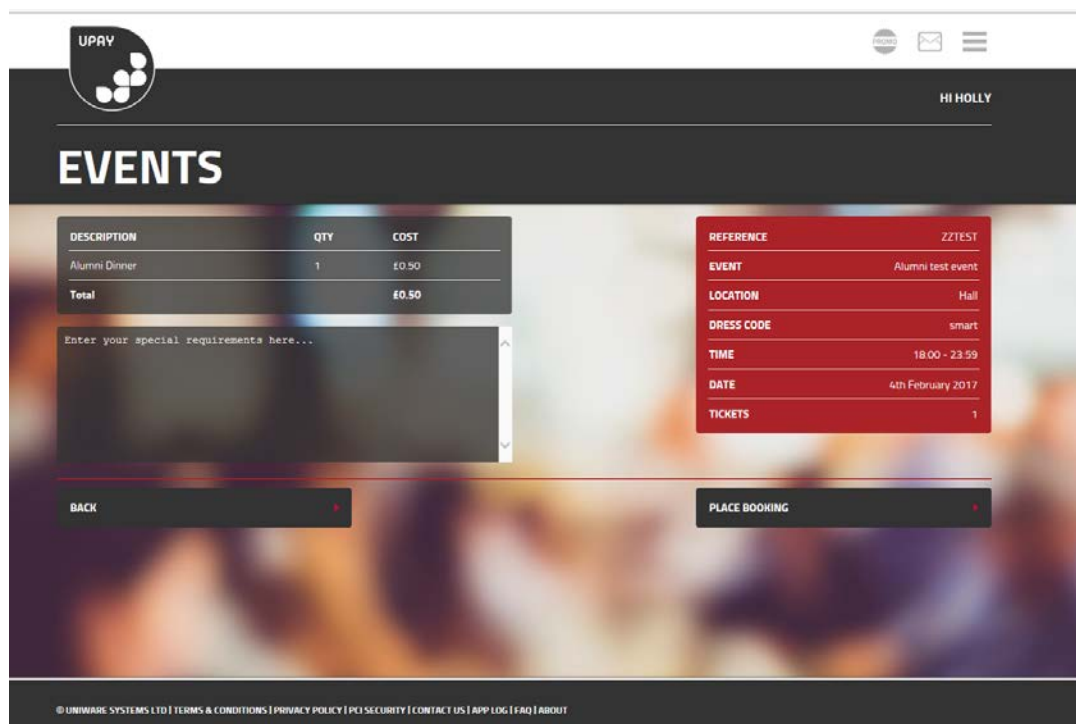
Step 7:

Please select from the list the event you would like to attend



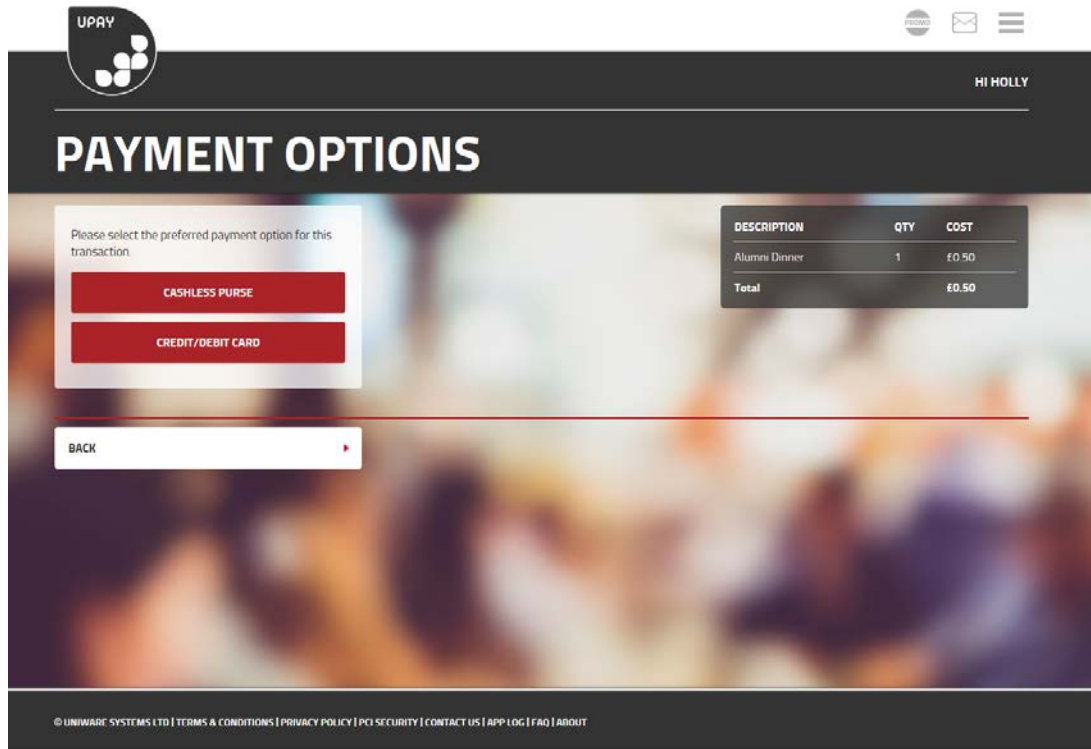
Step 8:

Select the ticket option you would like and click 'next', then enter any dietary requirements/ room requirements if applicable in the box below your ticket selection.



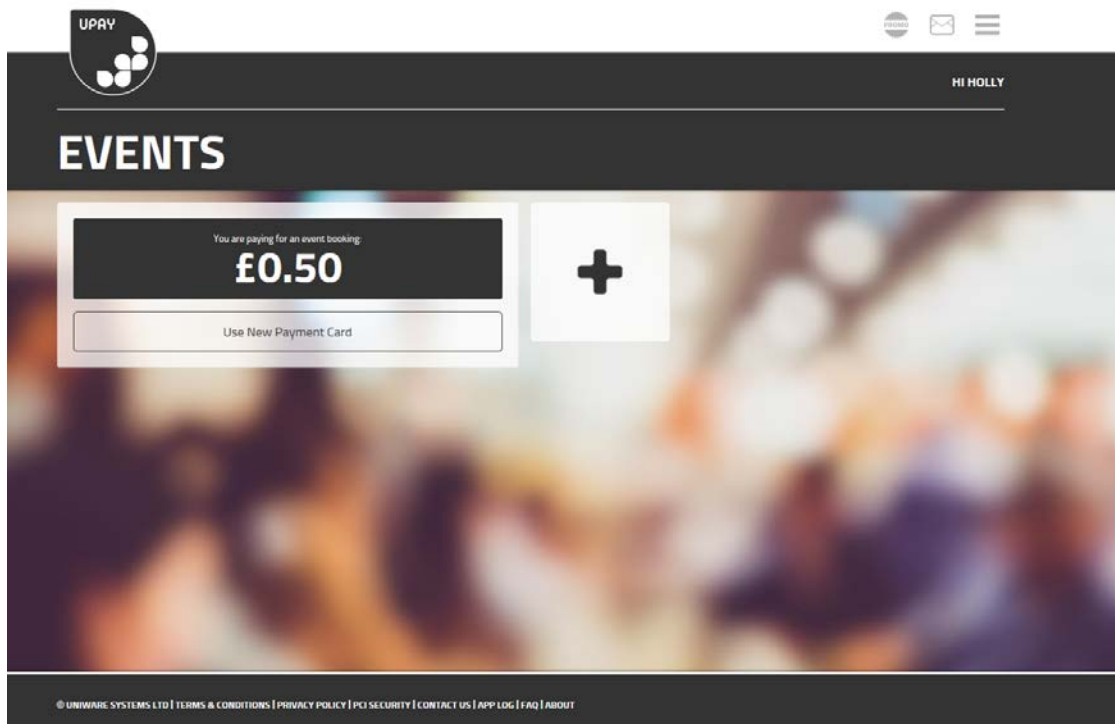
Step 9:

When you are ready to pay click 'place booking', then select 'credit/debit card' to make your payment.



Step 10:

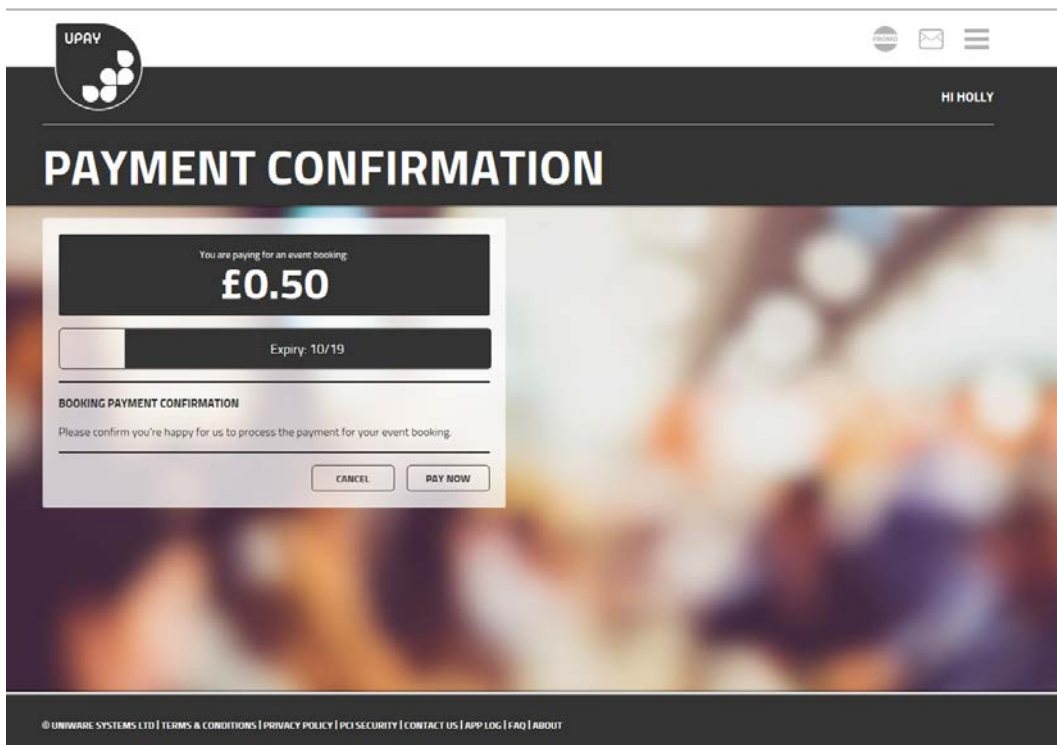
The first time you use UpayChilli, please select 'Use new payment card', you will then be prompted to enter your card details. You can then 'save' your card details for future bookings (card details are stored securely).





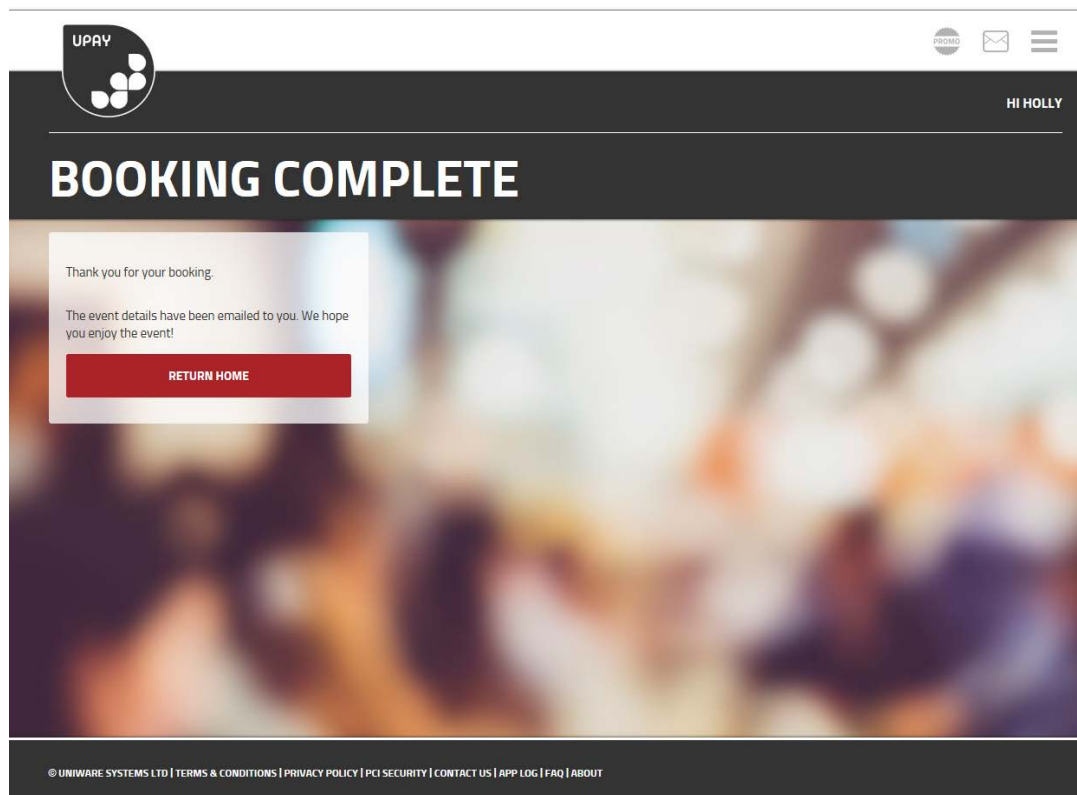
Step 11:

Click 'pay now' to complete your purchase



Step 12:

Your booking is now complete, you will then receive an email with all your booking information



(example of email)

Dear Holly

Function e-ticket

Thank you for your booking.

Please find below the details relating to your booking.

Function: Alumni test event

Location: Hall

Date: 04/02/2017

Dress code: smart

Party size: 1

Special Requirements:

1x Alumni Dinner

Name: Holly Ashcroft

A total cost of £0.50 has been debited from your Debit/Credit Card.

Special Requirements:

