

## Registration

### 1. Click on Register

The screenshot shows the Glasgow City Council website for the Glasgow Santa Dash 2017. At the top, there is a navigation bar with 'Sign in / Register' and a 'Quick Search' box. Below the navigation bar, the breadcrumb trail reads 'Glasgow City Council > Parks and Leisure > Events > Glasgow Santa Dash 2017'. The main heading is 'Glasgow Santa Dash 2017'. The page contains several sections: a descriptive paragraph about the 5k fun run, a 'Register for the Santa Dash' section with a 'Register' button circled in red, a 'Registration' section with details on how to register, the date (Sunday 10 December 2017), time (09.30 for 10.00 am start), and location (George Square), and a 'Related documents' section with links to 'Santa Dash Shop Opening Times [77kb]', 'Santa Dash FAQ's 2017 [25kb]', and 'Santa Dash Sponsor Form [280kb]'. At the bottom, there are logos for sponsors: Daily Record, Sunday Mail, St. Enoch, SP Energy Networks, and Beatson Cancer Charity. A 'Related links' section at the bottom right points to the 'Glasgow Santa Dash Just Giving page'.

### 2. Complete personal details on the registration Form

The screenshot shows the registration form with the following fields:

- Title\***: A dropdown menu with 'Select' and a checkmark icon.
- First Name\***: A text input field.
- Surname\***: A text input field.
- Flat Number**: A text input field.
- House Number\***: A text input field.
- House Name**: A text input field.
- Street\***: A text input field.
- City/Town\***: A text input field.
- Postcode\***: A text input field.

The text 'required fields\*' is located at the top right of the form area.

- Type in the number of suits that are required on the registration form and click on send form.

Team Name (optional)


Santa Dash 2017 products

Change the quantity for each product required


Name	Price	Qty	Max	Total
Child Santa Suit (medium 8 yrs +)	£5.00	<input type="text" value="0"/>	150	£0.00
Child Santa Suit 5 years to 8 years	£5.00	<input type="text" value="0"/>	150	£0.00
Adult Small Santa Suit	£15.00	<input type="text" value="0"/>	150	£0.00
Adult Santa Suit (beard supplied)	£15.00	<input type="text" value="0"/>	150	£0.00

Sub Total: £0.00  
Administration Fee: £1.00  
Postage & Packing: £0.00  
**Total: £1.00**

Please tick here if you do not wish to hear about other Land & Environmental Services Events

 payments powered by

- Click on Yes when asked "Are you sure you want to submit this registration?"

 Sign in / Register

Glasgow City Council > Parks and Leisure > Events > Glasgow Santa Dash 2017 > Santa Dash

### Santa Dash

**Confirm Submit Registration**

Are you sure you want to submit this registration?

Registration required fields\*

5. Click on Proceed to WorldPay text.

Sign in / Register Quick Search

Glasgow City Council > Parks and Leisure > Events > Glasgow Santa Dash 2017 > Santa Dash

## Santa Dash

### World Pay Payment

Your Registration has been submitted successfully. You now need to enter your Debit or Credit Card details. Click the 'Proceed to WorldPay' link below to make your payment via our secure payment facility.

N.B. Glasgow City Council will not store Debit or Credit card numbers or Security Code numbers.

You will be emailed pre-event instructions prior to the event.

Total to be paid: £36.00

**Proceed to WorldPay**

payments powered by WorldPay

6. You will then be taken to World Pay where you can select your payment method

File Edit View Favorites Tools Help

build.brightwave.co.uk Bil... ADAPT Logon ts broadcast - Trading Sta... LES Events Login Google Analytics Intranet - intranet Home ... Welcome to STEP UP

## WorldPay

Help FAQs Security

### Secure Payment Page

Please review your purchase details, then select a payment method to continue.

Select language English

LES Online Events  
Amount £36.00

Select your payment method

Mastercard Visa Maestro

Cancel

payments powered by WorldPay For help with your payment visit the: [WorldPay Help](#)

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