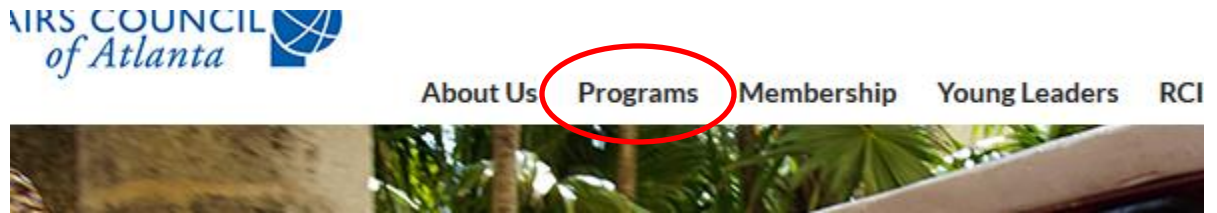
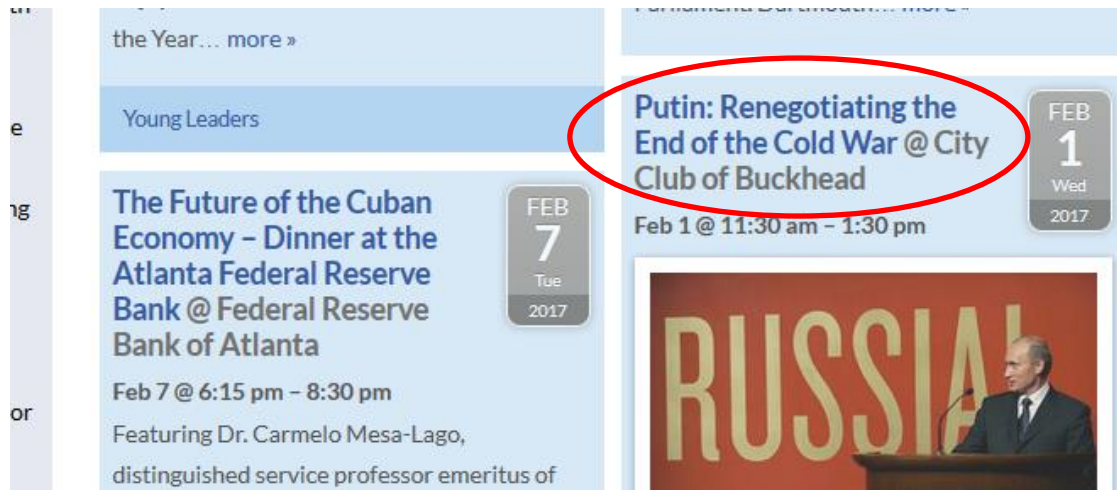


## How to register for an event with the World Affairs Council of Atlanta

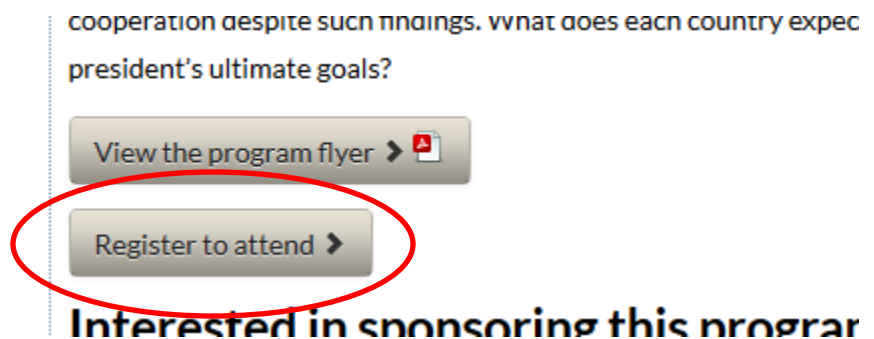
1. Go to [wacatl.robinson.gsu.edu](http://wacatl.robinson.gsu.edu) and click on **Programs** at the top of the webpage:



2. Click on your program of interest from our list of programs:



3. At the bottom of the webpage after a description of the event, click on **Register to Attend**:



4. You will be re-directed to Georgia State University's secure payment website. Choose the quantity of attendees and click on **Add to Cart**:

Stock number:	Russia001
Price:	\$50.00
Quantity:	<input type="text" value="1"/>
<input type="button" value="Add To Cart"/>	

**\*Members will later be able to enter a promo code for the reduced price\***

5. Complete **Checkout**:

Items in your Cart				
Item Name	Store	Quantity	Remove	Amount
2017 Russia Luncheon Stock number: Russia001	World Affairs Council of Atlanta	<input type="text" value="1"/>		\$50.00
<b>Total:</b>				<b>\$50.00</b>

6. Enter your email for the order. You **DO NOT** need to create a new account to complete the order. Continue as an unregistered user:

<b>Contact Information</b> Please enter the email address for this Order.  *Email Address: <input type="text" value="abc123@gmail.com"/> <small>*Indicates required information</small>  <input type="button" value="Continue Unregistered"/>	<b>Order Summary</b> Item Total: \$50.00 Total: \$50.00  <b>Registered Users</b> Username: <input type="text"/> Password: <input type="text"/> <input type="button" value="Login"/>  <b>New Users</b> <input type="button" value="Create New"/>
--	---

7. Enter your **credit card and billing information**. NOTE: If you are a member, a promotional code will be sent to you via email in order to receive the reduced price:

**Payment Method**  
Please select your payment method.

\*Payment Method: Credit Card *\*Indicates required information*

**Credit Card**

\*Card Type: Select a Card Type

\*Credit Card Number:

\*Expiration Date: 01 2017

\*Security Code:  [View example](#)

Credit Card - Available credit card issuers:  
AMERICAN EXPRESS DISCOVER MasterCard BCard MasterCard VISA

**Order Summary**

Item Total:	\$50.00
Tax:	\$0.00
Total:	\$50.00

You can use one code per Cart.  
Promotional Code:   
[Apply](#)

8. Complete the registrant information as requested. Then click “Review Order.”

**World Affairs Council of Atlanta Buyer Information**

Please enter the Buyer Information requested for World Affairs Council of Atlanta.

*\*Indicates required information*

\*Registrant First Name

\*Last Name

\*Company/Organization

\*Title

\*Email Address

Guest Name (if additional admission has been purchased)

Notes (for internal use)

[Review Order](#)

9. Finally, click on “submit order” to complete your order and registration for the event. A confirmation email will be sent to the email you provided.

**Return Policy Agreement**

World Affairs Council of Atlanta

By clicking Submit Order, I agree to the above Return Policy

[Submit Order](#) [Print Agreement](#)

**Items in your Cart**

Item Name	Store	Quantity	Amount
2017 Russia Luncheon Stock number: Russia001	World Affairs Council of Atlanta	1	\$50.00

Thank you for your registration, we look forward to seeing you at our upcoming program.