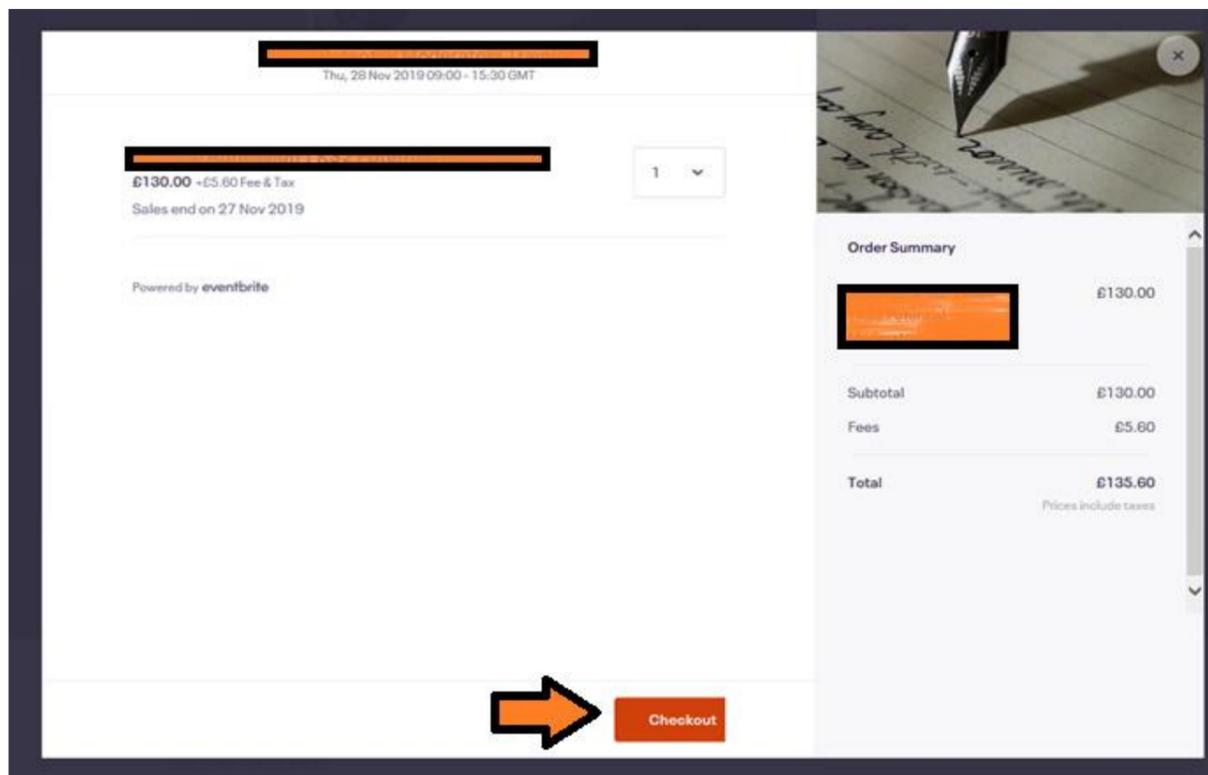


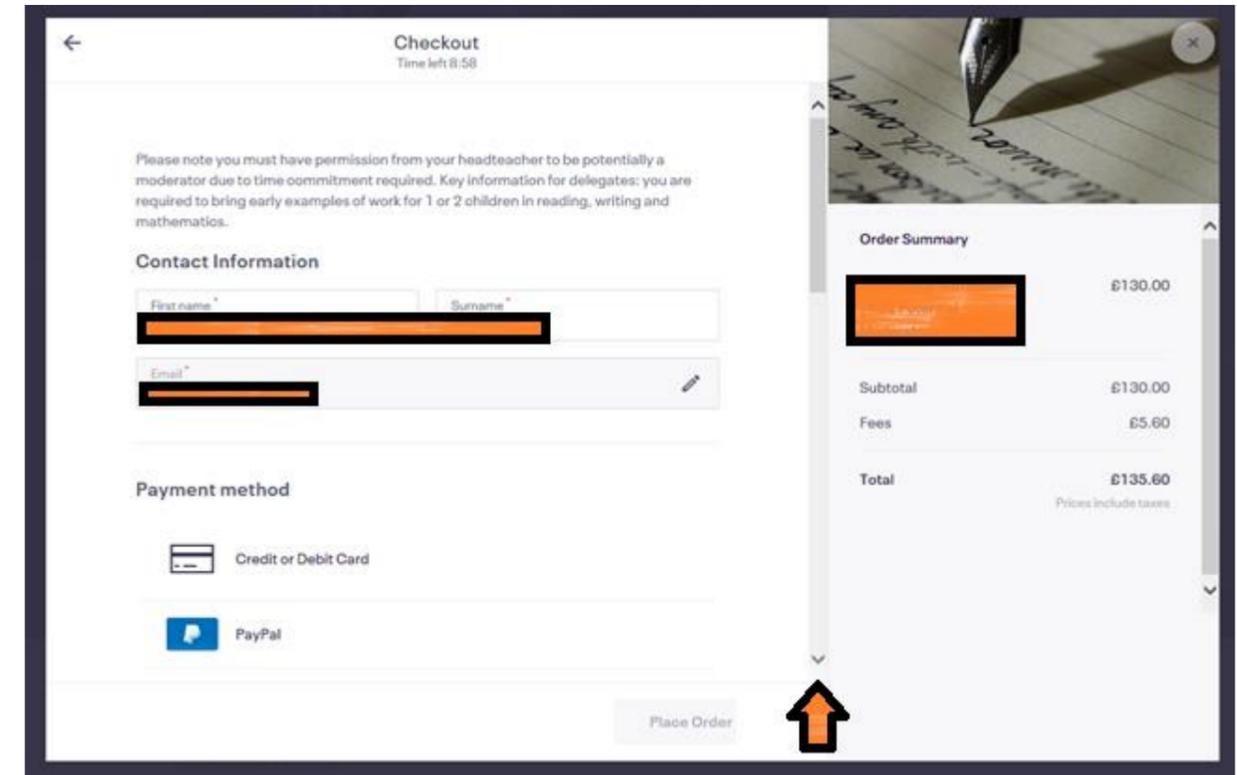
EVENTBRITE GUIDE | PAYING BY INVOICE

IMPORTANT NOTICE: If Eventbrite sends you an Invoice requesting for payment, please **ignore** this as we will **separately invoice you** using an SBC Invoice. Our invoices can be easily recognised, as the Slough Borough Council Logo will be placed on the top left corner.

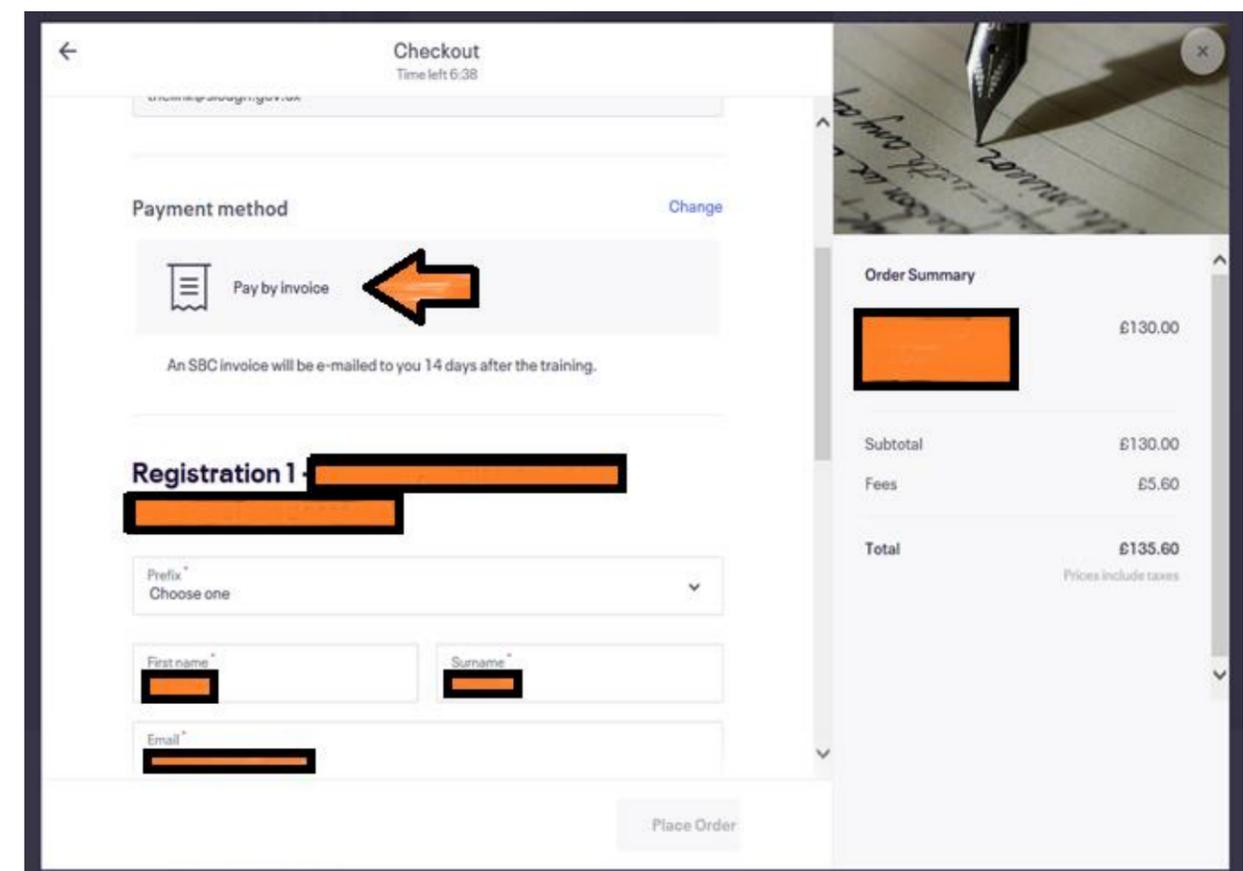
1. Once you select "register" you will see a screen similar to below which will provide you with a breakdown of the costs. If you are happy to continue please select "Checkout".



2. Once you have selected "checkout", you can then complete your registration details.

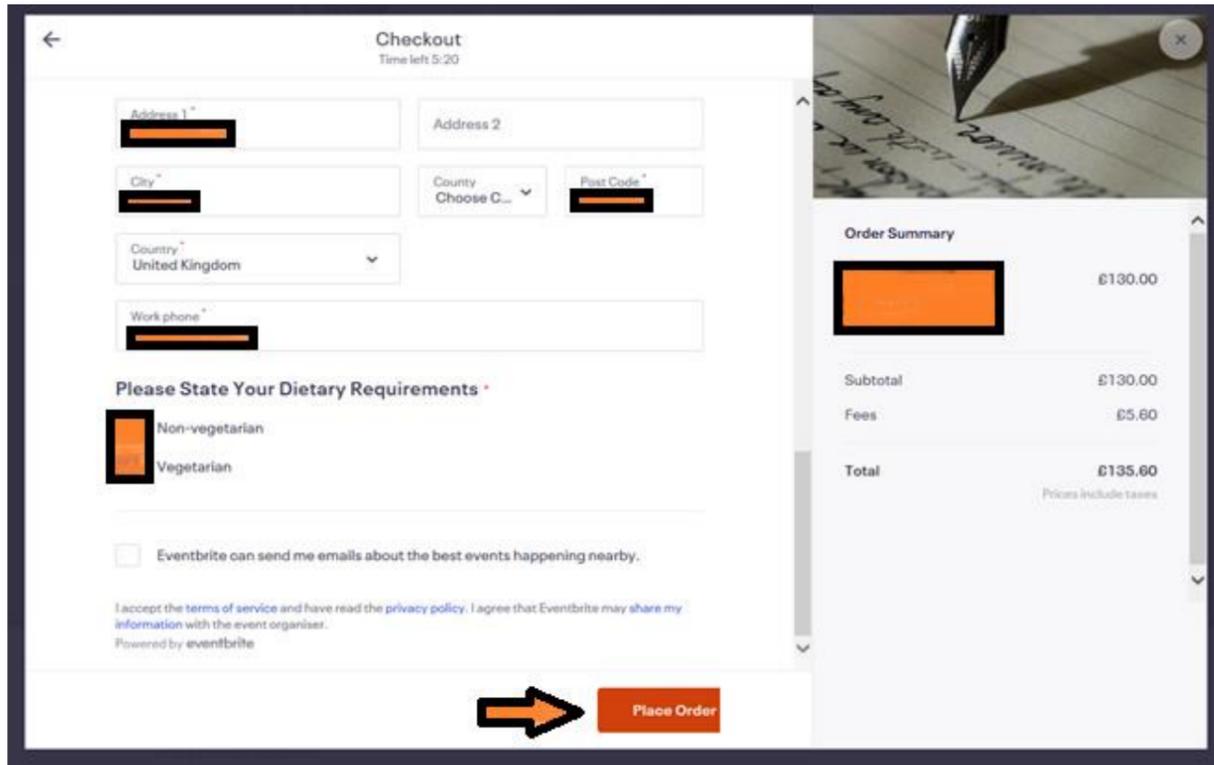


3. Where it says "Payment Method" scroll down to select "Pay by Invoice". The following message will appear: "An SBC invoice will be e-mailed to you 14 days after the training".



- Continue to complete the registration form. Once you have completed all the fields with an asterix symbol*, the box which says “place order” will appear orange, which you can then select.

- You will then receive a confirmation e-mail from orders@eventbrite.com. If you don't receive this within 10/15 minutes of placing your order, please check your junk mail before contacting us (thelink@slough.gov.uk).




- Upon selecting “place order”, the following page will appear confirming your order.

