Instructions on How to Use <u>www.pta-events.co.uk/fohcls</u> Site to Book Tickets for Friends Events

Scan the QR code on the promotional leaflet / poster or go to <u>https://www.pta-events.co.uk/fohcls</u>. Either method will take you to this sign in / register page below. If you have registered previously, please sign in and follow from Step 3.

box (129) - friendsofhcls@hcsc 🗙 🧿	Friends of Houghton Conquest L 🗙 🕂		~ - Ø
C Pta-events.co.uk/fohcls	/index.cfm?event=login¬LoggedIn=true&success=shop#.YZ49T9DP3ct OF HOUGHTON O About L	s 🔹 🏹 Shop 👻	♥ 🖻 🏠 🕞
CONQUES	ST LOWER SCHOOL		
Home / Login			
	You must be logged in to access the Friends of Houghton Conquest Lower School website.		
	Please fill in the form below to login.		
	PLEASE SIGN IN		
	friendsofhels@hcschool.org.uk		
	Sign In		
	Forgottan password? Register		
< F	ADVERTISE YOUR BUSINESS HERE FROM £120 PER ANNUM ROMOTE YOUR BUSINESS TO THE COMMUNITY		
	Sponsored advert - View advertising opportunities		
WHAT WE DO	FRIENDS OF HOUGHTON CONQUEST LOWER SCHOOL	BUILT WI	TH PTA EVENTS
P Type here to search	O 🛱 🚱 🚍 🤐 📕 🕥 🛱 🖓	ے 💀 🛛	6°C ^ @ @ @ 13:25

2. Complete the form with the basic details as required below. Once complete, check all the boxes as required, click "I'm not a robot" and head to Register.

M Inbox (129) - friendsofhcls@hcsci X S Friends of H	loughton Conquest L × +			~ - ø ×
\leftrightarrow \rightarrow C $($ pta-events.co.uk/fohcls/index.cfm	n?event=register#.YZ49Z9DP3cs			• 🖻 🛧 F :
FRIENDS OF HO CONQUEST LOV	OUGHTON WER SCHOOL	🚯 About Us 👻	🐂 Shop 👻 🔿 Login	Register
	Sponsore	d advert - View advertising opportunities		
REGISTER			f У 🗟 🖾	+ 1
Home / Register				
	Please fill in the form below your password, please clic	r to register your details with us. If you have forgotten :k here. * = Required Field		
	First Name *	Joe		
	Last Name *	Bloggs		
	Email *	j.bloggs@live.com		
	Confirm Email *	j.bloggs@live.com		
	Telephone	01234000000		
	Mobile	07800800800		
	Password *			
	Repeat Password *			
	I agree to receive Friends of Houghton Conquest Lower School marketing emails	Friends of Houghton Conquest Lower School would like to add your contact details to our marketing list so we can keep you informed about future news & events. We promise only to contact you via email, will not share your information with any other companies and you can unsubscribe at any time by visiting "My Account".		
Type here to search	o 🛱 👩	🖪 🥵 🖣 🔯 🖪 🚱 💶 🔜	🚾 🧼 🖉 🖉	13:27 13:27 24/11/2021

M Inbox (129) - friendsofhcls@hcsc 🗙 🔇	Friends of Houghton Conquest L × +			∨ - ð ×
← → C 🔒 pta-events.co.uk/fohcl	s/index.cfm?event=register#.YZ49Z9DP3	cs		🕶 🖻 🚖 🖪 🗄
	OF HOUGHTON ST LOWER SCHOOL	🔁 About Us 👻	🐂 Shop 👻 🔹 Đ Login	& Register
C2327 Ann		can unsubscribe at any time by visiting My Account .		
	l agree to receive the Friends of Houghton Conquest Lower School newsletter	E Frinds of Houghton Conquest Lower School would like to accessionally send you cur newsletters as we can keep you informed about our fundraining efforts and future news & events. We promise only to contract you via email and you can unsubscribe at any time by visiting 'My Account'.		
	l agree to the Friends of Houghton Conquest Lower School Terms of Use	E The Terms of Use relate to your use of the Friends of Houghton Conquest Lower School website.		
	Summary Privacy Notice	This is a summary of how we, (Friends of Houghton Conquest Lower School), collect and deal with your personal information when you use this website. For more information about how we look after your personal information when you wisit this website (wherever you with it from), boot your privocy rights and how the law protects you, please read our full Privacy Notice.		
		We take your privacy seriously and will only use your personal information to administer your account to provide the products and services you have requested from us, for our legitimate administrative and business purposes and to comply with our legid obligations. We do not keep it for any longer than is necessary.		
		The information we have about you comes from you, from your use of this website. We do not share your information outside of our buildness. We may transfer your data out of the European Economic Area for processing by one of our Sub-rocessant. However, we will only transfer your personal data to countries that have been deemed to provide an odequate level of protection for personal data by the European Commission. We never sell your information.		
H D Type here to search	O # 📀	🛤 🤗 📕 🖄 📓 🖓 🛤	📄 🧼 ec 🔨 🤤	13:28 //. 🔹 24/11/2021



3. You can now access the home screen. This screen will show all the products that are for sale; at the moment you will see the Christmas Fayre Santa booking system and the Panto (see below).



4. Scroll down the page to the panto section, adjust the numbers of places you want to book then add to basket. Then, select checkout.

FRIENDS OF H	IOUGHTON	🕄 About Us 👻	🏋 Shop 👻 💼	My Account 🛛 💵 Load
	OWER SCHOOL			,
	14:55			
	🛪 Santa Boarding Pass 😯 Sold Out			
	Santa's Grotto Little Elf Pass £4.00 15:20	0 îi £	0.00	
	🛪 Santa Boarding Pass 😯 7 sold			
			`	
	- VIEW MORE INFORMATION »	E - DICK WHITTINGTON (LIVE)	
	∰ 17/12/2021 (FRI) ② 09:30 - 11:30 ♥ HOU MK45 3LH	GHTON CONQUEST VILLAGE HALL -		
	SALES END IN 22 DAYS 19:30:51 ON 17/12 THIS EVENT HAS A MAXIMUM CAPACIT AVAILABLE.	2/2021 AT 09:00 Y OF 150. THERE ARE CURRENTLY 134	1	
	Product Name Price	Quantity elete Line P	rice	
	Christmas £2.50 Pantomime 2021 - Dick Whittington	2 🗘 🗋	0.00	
	E-Ticket <a>[Available			
		Total £0	0.00	
		Add to bas	ket	
ADV	ERTISE YOUR BUSINESS			
	E FROM £120 PER ANNUM DTE YOUR BUSINESS TO THE COMMUNITY	PTA Events		
Turne here to coarch	0 H 6 = 0			
iype nere to search			<u> </u>	● 6℃ ^ ⊕ <i>(</i> , G ₂
129) - friendsofficis@hcsc × ③ Friends 3	of Houghton Conquest L × + .cfm?event=Shop&eventId=0#.YZ4-NtDP3cs	• • • • • • • • • • • • • • • • • • •) 6°C ^ @ <i>M</i> , G ₂
129) - friendsofhds@hcs: x @ Friends C @ pta-events.co.uk/fohcts/index FRIENDS OF H CONQUEST LC	of Houghton Conquest Li x + .cfm?event=Shop&eventId=0#-YZ4-NtDP3cs HOUGHTON DWER SCHOOL	About Us ~	R Shop - 🚔	6 د ۲ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵ ۵
129) - friendsoftkis@kccc × ③ Friends C ■ pta-events.co.uk/fohcls/index FRIENDS OF H CONQUEST LC tome / Events & Tickets	of Houghton Conquest L x + .cfm?event=Shop&eventId=0#.YZ4-NtDP3cs HOUGHTON DWER SCHOOL	About Us v	R shop +	• ۵۰۵ م ق 🧟 م م م
129) - friendsofhds@hcs: x Friendsofhds@hcs: x Table friendsofhds@hcs: x Friendsofhds@hcs	of Houghton Conquest Lix + .cfm?event=ShopReventId=0#-YZ4-NtDP3cs HOUGHTON DWER SCHOOL	About Us +	Shop -	occ م آن الله م ₂ - الله من الله المواد My Account الله Logo
129) - friendsofhds@hcs: × ④ Friends C	of Houghton Conquest L × + .cfm?event=Shop&eventId=0#.YZ4-NtDP3cs HOUGHTON DWER SCHOOL	About Us v	T Shop -	CC C G G G C C G G G G G G G G G G G G
129) - friendsofhds@hcs: × ③ Friends () Pata-events.co.uk/fohcls/index FRIENDS OF H CONQUEST LC Home / Events & Tickets () Ev	of Houghton Conquest L x + .cfm?event=Shop&eventId=0#.VZ4-NtDP3cs HOUGHTON DWER SCHOOL	About Us v	R Shop - C	C C C C C C C C C C C C C C C C C C C
129) - friendsofhols@hax: × Table friendsofhols@hax: × Friends Texture friendsofhols@hax: × Friendsofhols@hax: × Friendsofhols@hax: × Friendsofhols@hax: × Friendsofhols@hax: × Friendsofhols@hax: × Friendsofhols@hax: × Friendsofhols@hax: × Sat 2021 Christmas Fayre O 1200 - 1800 O 1200 - 1800 O 1200 - 1800	of Houghton Conquest (x + crtm?event=Shop&eventId=0+.YZ4-NtDP3cs HOUGHTON DWER SCHOOL	About Us ~	R Shop - AD BL FROM PROM	
129) - friendsofhdis@hca: × Friends T29) - friendsofhdis@hca: × Friends Friends FriENDS OF F CONQUEST LC Friends Friends CONQUEST LC Friends CONQUEST LC Friends CONQUEST LC Friends CONCUEST CON	of Houghton Conquest x + cfm?event=Shop&eventId=0#.YZ4-NtDP3cs HOUGHTON DWER SCHOOL	About Us ~	E Shop - D BL FROM PROM TC	C C
	of Houghton Conquest L X + .cfm?event=Shop&eventId=0#-Y24-NtDP3cs HOUGHTON DWER SCHOOL	About Us -	E shop - AD BU FROM PROM TC	CC C C C C C C C C C C C C C C C C C
	of Houghton Conquest L X + .cfm?event=Shop&eventId=0#.Y24-NtDP3cs HOUGHTON DWER SCHOOL	About Us -	E shop - E BL FROM PROM TC PTTA	6°C A A A 2 V - C C C Wy Account C Logo C C Wy Account C Logo C C C Wy Account C Logo C C C C Wy Account C D Logo C
	of Houghton Conquest L X + .cfm?event=Shop&eventId=0#.YZ4-NtDP3cs HOUGHTON DWER SCHOOL	About Us -	E Shop - C BL FROM PROM TC PTTA Sponsor	
	of Houghton Conquest L X + .cfm?event=Shop&eventId=0#.VZ4-NtDP3cs HOUGHTON DWER SCHOOL	About Us +	E Shop - C BL FROM PROM TC Sponsor	Counts C
129) - friendsofticis@hcs: 	of Houghton Conquest L x + cdm/avent=Shop&eventd=0#.VZ4-NtDP3cs BOUGHTON DWER SCHOOL 2021 CHRISTMAS FAYRE - VIEW M @ Da/lz/2021 (SAT) @ 12:00 - 16:00 @ HO	About Us +	Et Sporeor	Count Contents Count
129) - friendsoftdis@hcs: X Image: Second Seco	of Houghton Conquest 1 x + ccm/revent=Shop&eventId=0+.724-NtDP3cs HOUGHTON DWER SCHOOL Control Pole Control P	About Us -	The Shop -	
129) - friendsofthels@hca: X Image: Constraint of the second	of Houghton Conquest x + cfm?event=Shop&eventd=0#.YZ4-NtDP3cs HOUGHTON DWER SCHOOL	About Us ~	The Shop The S	CC C C
129) - friendsomhols@hca: X Friends T29) - friendsomhols@hca: X Friends Friendschuls@hca: X Friendschuls@hca: Friendsch	of Houghton Conguest x + cfm?event=Shop&eventd=0#.YZ4-NtDP3cs HOUGHTON DWER SCHOOL Check 2021 CHRISTMAS FAYRE - VIEW M @ 04/12/2021 (SAT) @ 12:00 - 16:00 % HO MK45 31H @ SALES END IN 09 DAYS 10:25:23 ON 09/HO MK45 31H	About Us ~	Shop D	
129) - friendsofhdis@hcc: X Friends T29) - friendsofhdis@hcc: X Friends FRIENDS OF F CONQUEST LS FRIENDS OF F CONQUEST LS FRIENDS OF F CONQUEST LS WHAT'S ON SAT 2023 Christmes Feyre 04 05 12:00 - 18:00 Village Hall SAT Satis Sortice Little Elf Ticket Satis Sortice Little Elf Ticket Particle Conquest Village Hall Friends Christmes Performer - Dick Village Hall Friends Christmes Particle Conquest Village Hall Friends Christmes Particle Conquest Village Hall Your Committee Your Committee Friends Christmes Particle Conquest Village Hall Your Committee Particle Conguest Village Hall Your Committee Particle Conguest Village Hall Conguest Village Hall Conguest Village Hall State Particle Conguest Village Hall State Particle Conguest State State Particle Conguest State St	of Houghton Conquest X cfm?event=Shop&eventId=0#.YZ4-NtDP3cs HOUGHTON DWER SCHOOL Check 2021 CHRISTMAS FAYRE - VIEW M @ 04/b/2021 (SAT) @ 12:00 - 16:00 PHO MK45 31H @ SALES END IN 09 DAYS 10:25:23 ON 05/ Product Name Price External Supplier Stall E15:00 @ Booking @ Exventication	About Us - About Us - About Us - About Us - About Us - About Us - Update bas ACRE INFORMATION > Update bas MORE INFORMATION > Update bas ACRE INFORMATION > Update bas Distribution (Conquest Village Hall - 12/2021 AT 23:55 Quantity Delete Line P 0 0 0 0 0 0	E Shop - E Shop - E Shop - E C C C C C C C C C C C C C	Counters: Count
129) - friendsafhdis@hcc: X Friends Text Provide the second of the seco	of Houghton Conquest L X Actimizevent = Shop&eventId = 0# YZ4-NtDP3cs HOUGHTON DWER SCHOOL HOUGHTON DWER SCHOOL Concern Conc	About Us - About Us - About Us - About Us - Update base ACRE INFORMATION > UgHTON CONQUEST VILLAGE HALL- 12/2021 AT 23:55 Quantity Delete Line P 0 0 0 0 0 0 0	E Shop - E E Shop - E E E E E E E E E E E E E E E E E E E	Control Contr
(12) - friendsoftheis@hca: X Image: Second Sec	of Houghton Conquest L X + cfm?event=Shop&eventid=0#.VZ4-NtDP3cs HOUGHTON DWER SCHOOL COUGHTON Control Pole Control Pole C	About Us - About Us - About Us - Mut in ony basket Update bas ACRE INFORMATION > UGHTON CONQUEST VILLAGE HALL- 12/2021 AT 23:55 Quantity Delete Line P 0 0 0 0 0 0	The shop - Canada and a second a	
129) - friendsofhels@hcs. X ③ Friends 129) - friendsofhels@hcs. X ④ Friends C ⓐ pta-events.co.uk/fohcls/index FRENDS OF F CONQUEST LC FRENDS OF F CONQUEST LC 1000 / D 220 - 18:00 0120 - 18:00 0 0120 - 18:00 0 012	of Houghton Conquest L X + cfm?event=Shop&eventId=0# YZ4-NLDP3cs HOUGHTON DWER SCHOOL Check 2021 CHRISTMAS FAYRE - VIEW M Mo4/12/2021 (SAT) © 1220 - 16:00 % HO MK45 3LH © SALES END IN 09 DAYS 10:25:23 ON 03/ Product Name Price Externol Supplier Stoll £15:00 © Booking © Externolse	About Us +	Shop → Shop → AD BL FROM PROM PROM C	

CONQUES	T LOWER SCHOOL	🔁 About Us 👻	F Shop → S My Account 🕩 Logout
-	Sponsored	advert - View advertising opportunities	,
📜 BOOKING INFORM	IATION		f У 🗟 🕂
Home / Shop / Booking Inform	nation		
∰ WHAT'S ON	the need to capture further in your basket. * = Required Fie	nformation for some of the products you have in Id	CAN YOU HELP?
SAT 2021 Christmas Fayr 04 20 12:00 - 16:00 DEC 9 Houghton Conductst	CHRISTMAS PANTOMIM	E 2021 – DICK WHITTINGTON LIVE	We can't put on these amazing events without your help. If you can help us, we still need the
SAT Santa's Grot Little El	Child's Name 1 *	J.Bloggs.Jr	following volunteers: Santa's Grotto Little Elf Ticket
04 DEC ♥ Village Hell, High Stre Houghton conquest, Bodford	Pupil's class 1 *	Pre-School (Various)	(Saturday 04 December) Set down 15:00 - 16:00 3 > Volunteer with one click!
FRI Friends Christmas	Child's Name 2 *	J.Bloggs.esq	
DEC Whittingto (Live) Ø 09:30 - 11:00 ♥ Houghton Conquest Village Hall	Pupil's class 2 *	Pre-School (Various)	ADVERTISE YOUR BUSINESS HERE FROM £120 PER ANNUM
		Continue to Continue	PROMOTE YOUR BUSINESS TO THE COMMUNITY
ANTHONY MULLIN (CHAIR)	í		PTA Events :
			Sponsored advert - View advertising

5. Add your child(s) names and their class, then select Continue to Checkout.

6. The next page will ask about volunteering for specific events – you can skip this; select Continue to Checkout.

FRIENDS OF HOUG CONQUEST LOWER ADVERTIN HERE FRE PROMOTE VOL VOLUNTEER Home / Shep / Booking Information / Volur Volume / Shep / Booking Information / Volur Volume / Shep / Booking Information / Volur Volume / Shep / Booking Information / Volur	HTON SE YOUR BUSINES DM (120) PER ANN UR BUSINESS TO THE COM Sponsored adv thear an you help with any of the following the	SS NUM MUNITY et - View advertisit	PTA	About Us		hop • 🗈 My J	Account (+ Logout	
ADVERTI HERE FRO PROMOTE VOID VOIDUNTEER Home / Shop / Booking information / Volum Mutat's on Other and the state of the	SE YOUR BUSINES DM #120 PER ANN R BUSINESS TO THE COM Sponsored colo thear	SS NUM MUNITY ert - View advertisit	PTA	Event	s :: 🗦	f 🗾 🗟	> • • • (0	
VOLUNTEER Home / Shop / Booking Information / Value WHATS ON SAT SAT SAT SAT Village Hall T	nteer an you help with any of the foll	lowing tasks?				f У 🗟	≥ + < 0	
Home / Shop / Booking Information / Valur	nteer an you help with any of the foll	lowing tasks?						
WHAT'S ON C SAT 3021 Christmas Fayre OLE O 12:00 - 16:00 DEC Village Hall	an you help with any of the foll	lowing tasks?						
SAT 2021 Christmas Fayre 04 ② 12:00 - 16:00 DEC ♥ Houghton Conquest Village Hall								
20				Continue to ch	eckout			
SAT Santa's Grotto Little Elf	021 Christmas Fayre organised	d by anthony mu	illin (Saturda	iy 04 Decembe	ər)	Our website is bit encryption	is secured using 256 in technology.	
DEC ② 12:00 - 15:50 ♥ Village Hall, High Street, Houghton Conquest, Ta	sk Name	Date & Time	Helpers req	Volunteer	Delete	Power To secure you	erred by stripe	
Bedford FRI Friends Christmas 77 Pantomime - Dick	t up 😢	04/12 09:00 - 12:00	6	Volunteer		Stripe to colle Stripe are a s secure way to	ect your payment. safer, faster, more to pay online and your	
DEC Whittington (Live) ② 0:30 - 11:30 ♥ Houghton Conquest Village Hall	anta's Grotto Little Elf Ticket or ecember)	rganised by anth	nony mullin (Saturday 04		financial deto with Friends o Lower School (secure sock encrypt all th	ails are never shared of Houghton Conquest I. Stripe use SSL xet layers) which ne data with 256 bit	
	sk Name	Date & Time	Helpers req	Volunteer	Delete	encryption.		
BUSINESS HERE FROM £120 PER ANNUM	t down	04/12 15:00 - 16:00	3	Volunteer				
PROMOTE YOUR BUSINESS	her volunteers: 1 other							

7. Tick checkbox to say you have read the agreement and are ok with them. Then proceed to stripe payment. This is a secure payment method, requiring regular card details.

C pta-events.co.uk/fohcls/index.c	fm?event=checkout		6 分
FRIENDS OF HO	DUGHTON WER SCHOOL	🛈 About Us 👻 🐂 S	ihop 👻 🚔 My Account 🛛 🕞 Logout
	ERTISE YOUR BUSINESS FROM (2020 PER ANNUM TE YOUR BUSINESS TO THE COMMUNITY Spontored advert - War advertiging append	A Events :	i >
CHECKOUT			
Home / Shop / Booking Information	Payment Method / Checkout		
WHAT'S ON SAT 2021 Christmas Fayre O4 © 12:00 - 16:00 Sec 9 Hourables Concurst	• Your items have been reserved and you now have 19 in to complete your purchase. Failure to complete your pur mean your items being allocated to someone else.	ninutes and 10 seconds chase in this time may	CAN YOU HELP?
Village Hall SAT Santo's Grotto Little Elf Ticket OFC O 12:00 - 15:50	Name: Joe Bloggs Email:	,bloggs@live.com	can help us, we still need the following volunteers: Santa's Grotto Little Elf Ticket (Saturday 04 December)
Village Hall, High Street, Houghton Conquest,	Product Name Price Christmas Pantamime 2021 - Dick Whittinaton Live 62.5	e Quantity Line Price	Set down 15:00 - 16:00 3 > Volunteer with one click
Fill Friends Christmas Pentomime - Dick DSC 09:30 - 11:30 9 Houghton Conquest Village Hall	Lilloggs_if (Pre-School) Lilloggs.esq (Pre-School)	Total £5.00	ADVERTISE YOUR BUSINESS HERE FROM £120 PER ANNUM
YOUR COMMITTEE	Complete normality with Stripe	s bound to this order.	PROMOTE YOUR BUSINESS TO THE COMMUNITY
ANTHONY MULLIN (CHAIR)	earthree boltrain marsube		PTA Events :

You will receive a confirmatory email with ticket details, child's name, and class on the ticket.