

# Membership Registration Process for the Toolkit and Road Shows



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## How To Get the Toolkit

- Visit the '[Toolkit](#)' page and click the 'Subscribe' button
- You will be taken to PayPal and asked to open a PayPal account in order for a recurring monthly subscription payment of £17.95 to be made
- *Please see following page for a Step by Step Guide to Setting Up Your PayPal Account including a short video.*
- Once you have set up your PayPal account you will be asked to register your name, email address and a password so you can log in to the How Many Calories Toolkit member's area and access all the resources.
- Complete the Registration Form and click 'Submit'
- You will be directed to 'Membership Registration' webpage asking you to check your email box
- Open the email you receive and click on the link to confirm your registration
- When you click on the link you may see an error message. This is just a glitch in our system and will not prevent you from receiving the emails or information you need.
- If you see the error message you will then receive an email telling you how to log in and access the Toolkit.
- If you do not see an error message you will automatically be logged in to the How Many Calories membership area and redirected to the 'Your How Many Calories Toolkit' page.
- Read the information on the page and scroll down to open and make use of the resources available.
- You will still receive the email with all the information you need.

## Road Shows

- Visit the '[Road Show](#)' page and click the 'Pay Now' button
- You will be taken to PayPal secure payment pages and asked pay either via your PayPal account or by debit or credit card.
- Once you have completed the payment process you will receive an email receipt from PayPal
- You will be asked to register your name, email address and a password so you can log in to the How Many Calories Road Show member's area for a reminder of all the date, time and venue details.
- Complete the Registration Form and click 'Submit'
- You will be directed to 'Membership Registration' webpage asking you to check your email box
- Open the email you receive and click on the link to confirm your registration
- You will automatically be logged in to the How Many Calories Road Show page will full details of the date and venue you booked.
- You will also receive an email confirming those details for you to store somewhere safe.

# Step by Step Guide to Setting Up your PayPal Account & Profile



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Click on the following link for a quick VIDEO demonstration of account set up: [PayPal Demo](#)

**OR** read through the following step by step guide:

Opening a Personal PayPal account takes just a few steps and doesn't usually take more than five minutes.

1. At the PayPal Account Sign Up page, make sure the Personal Account option is selected.
2. Select your country from the list and click the Continue button.
3. Start building a PayPal profile by filling in the fields shown on the Account Sign Up page.

The information you need to give PayPal includes:

- Your first name, last name, and full address including city, county, postcode and country. PayPal requires a zip code for U.S. accounts, but may not require one if you create an International PayPal account.
  - Your home telephone number for verification purposes;
  - Your e-mail address. You need to enter this twice so PayPal can ensure you didn't mistype it the first time.
  - A password to use with your PayPal account. This password must be at least eight characters long and is case-sensitive.
  - You are asked to pick two questions from a list of four security questions. The answers you give to these questions are used to verify your identity if you lose or forget your password.
4. You need to read and accept the PayPal User Agreement and Privacy Policy, or you won't be able to open your account. It's vital that you read both documents before checking the Yes option, indicating that you agree to the terms. Knowing what can or may happen to your account is important before transferring your money into the account.
  5. PayPal also asks you to indicate that you understand your rights with regard to the arbitration of claims as outlined in the Legal Disputes section of the User Agreement. A link is provided to the document, which describes how legal disputes should be handled in the event that there are problems between you and PayPal. As with any legal document, you should read the whole thing before signing and contact a lawyer if you're unsure as to what the document means.
  6. You have one final security step to go through before the account opens. PayPal displays a sequence of characters in a box with a boxed background. You must type in the characters, exactly as shown, in a text box to the right of the sequence. This step is to prevent automated programs from trying to sign up for PayPal accounts.
  7. Click the Sign Up link at the bottom of the page to submit your registration information. After filling out the registration form, you're taken to a page that tells you the process is almost complete except for the confirmation of your e-mail address. After you click the Sign Up link from the previous screen, PayPal sends you an e-mail.
  8. Open your e-mail program and look for an e-mail from [service@paypal.com](mailto:service@paypal.com) (including in your spam folder) with a subject heading of "Activate Your PayPal Account!"
  9. Click the *Click here to activate your account* link, which can be found in the body of the e-mail. (Alternatively, you can copy the link and paste it into the address bar of your browser.) Clicking the link takes you to a page where you are prompted to enter the password you designated when you registered for the account.
  10. Type your password and click the Confirm button.

**Congratulations! You just opened your PayPal account.**