

## **How to do a correct registration and credit card payment for the IMAF Europe Seminar 2015**

Click “TILMELD” (the red button to the left)

On the next page, the following information is required:

- First & Middle Name ("Fornavn og mellemnavn")
- Last Name ("Efternavn")
- Date of Birth ("Fødselsdato") (dd-mm-yy)
- Sex ("Køn") (Mand= Male / Kvinde= Female)
- Country ("Land") (choose from the dropdown menu)
- Address ("Adresse")
- Zip Code ("Postnummer")
- City ("By")
- E-mail
- Confirm E-mail ("Bekræft e-mail")

Under “Kategori” (Category) you choose “Deltager” (Participant) in the drop down menu.

Regarding ”Er du medlem af en forening eller et udvalg?” (Are you a member of a Club?), you have two possibilities:

- 1) If you’re NOT a leader or instructor in a Danish Club, you tick "Nej" (NO) and the drop down menu will disappear. Then you click on the green arrow: "Næste" (Next).
- 2) If you are a leader or instructor in a Danish Club, you tick “Ja” (YES), and then find the "Kommune" your Club is situated in and choose the correct Club ("Forening") from the dropdown menu. Then you click on the green arrow: "Næste" (Next).

The next page is partly in English, so you just have to tick the choice that fits your participation. Afterwards, you click on the green arrow: "Næste" (Next).

On the next page you scroll down to the bottom of the page and tick the box “Ja, jeg har læst, forstået og accepterer handelsbetingelserne” (which means “Yes, I have read, understood and agree to the terms and conditions”). Afterwards, you click on the green arrow: "Næste" (Next).

The following page is “Payment” (Betaling”) where you tick in the box “Betal med kreditkort” (“Pay with a Credit Card”). Then click on the green Arrow (“Godkend ordre”)

On the last page you choose your preferred credit card and fill in the blanks (Card Number, Expiration Date (mm/yy), Card Verification Number) and click on the box “Videre”.

You will shortly afterwards receive a confirmation on the e-mail.

**You are always welcome to contact us for further help:**

**Christian Bjerre Nielsen**, IMAF Denmark

E-mail: [info@imaf.dk](mailto:info@imaf.dk)

Phone: +45 31 61 44 80

**Erik Lennart Petersen**, DGI Martial Arts

E-mail: [elp@dgi.dk](mailto:elp@dgi.dk)

Phone: +45 20 34 99 81