## "Member Only" programme, Enrolling and Paying Online Guideline

Online Registration System (ORS) Path: http://www.hkbaseball.org/login.php

**STEP 1:** If you are not currently a member of Hong Kong Baseball Association (HKBA), please select "Member Registration" to subscribe/renew your membership in advance, it **takes 2-3 working days to confirm your membership application**. If you are a returning user, please use your username "A18XXXXX" to log in your registered account.



**STEP 2:** Once you received an email confirmation for your membership application, please login on the Online Registration System (ORS).

Go to "Application", select "Courses" to expand the courses selection, select "技術人員課程", this "Member Only" programme tag will

display when you are a valid member of HKBA. Check the box; scroll down and press "Confirm"



**STEP 3:** The system will go to "Payment" page, check the item(s) in your shopping cart, scroll down to read the terms and conditions and select payment method

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me > Online Registration System > Payment					
Payment					
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Application Payment (1) Account Setting Change Passwor	d Payment Rec	cords Registered Activities (Timeta	able) Members	hip Application/F	Renewal Record
Officials Attendance Record					
Item Name	No. of Enrollment / Qty	Remarks	Fee per person / Unit Price	Subtotal	
Officials Course Level 3 (Elementary) Baseball Scorer Training 2016-17 Level 3 (Elementary) Baseball Scorer Training Course	1	1. If you are not a HKBA member, please submit your membership application or renewal at the same time. Please check your "Account Setting" for your membership status on this system. 2. Participants are required to attain 100% attendance for sitting in the written test and practical test. 3. Candidates who pass the written test are required to attend practical test between November 2016 and March 2017 in the Open League, to be arranged individually.	HKD \$ 100.0	HKD \$ 100.0	Remove From Cart
Total				HKD \$ 100.0	
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Address					
Flat, Floor					

**STEP 3 (cont'd):** Read "Online Payment Terms", check the box of "I agree the terms and conditions Terms of Use and Privacy policy"; select payment method, "Submit"

Address	
Flat, Floor	
Building Na	
Number, St	reet
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Online P	ayment Terms
	I declare that all information given in this online application and the attached documents are, to the best of my knowledge, accurate and complete.
	I authorise the Association to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
	I consent that if registered, I will conform to the Statutes and Regulations of the Association and the rules of the Association.
****	Our online payment service provider is PayDollar, a leading, secure and reliable international payment service provider to banks and online merchants since 2000. Customers' payment details are securely transmitted to the acquiring bank, card and payment companies for real-time transaction authorization using 256-bit Extended Validation Certificates (EV) SSL transaction encryption. PayDollar supports CVV/CVC check as well as 3-D secure authentication of Visa and MasterCard namely: Verified By VISA and MasterCard SecureCode for added security protection for both customers and merchant.
*****	
Paymen	t Method
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Submit	

STEP 4: Now, you are connected to PAYDOLLAR PAYMENT SERVICE

Click the payment icon or VISA or to proceed payment.

Note 1. No Merchant Code is required for PPS by Internet.

Note 2. Please note that credit card information is not stored in the Online Registration System of HKBA. Please DO NOT provide your credit information to any HKBA staff or official.

PayDollar Payment Servi X	
pay dollar You are now connected to PAYDOLLAR PAYMENT SERVICE	
SAFE AND SECURE PAYMENT	Ensure the merchant is "The Hong Kong Baseball Association"
The Hong Kong Baseball Association	
Pay By Credit and Debit Card	
Pay By Bank Account and Net Banking Pay by Ewallet Pay by Ewallet	
Copyright © 2015 AsiaPay Limited. All rights reserved.	

**STEP 5 (cont'd):** Then, you will connect to the payment gateway you selected. Please follow the steps to finish your payment.

#### Payment Interface of <u>PPS by Internet</u>

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Conditions of Use, please browse ppshk.	com	
Merchant Name:	Hong Kong Baseball Association	
Reference Number:	2016062170466091	
Amount (HK\$):	249.00	
8-digit PPS Account Number		
or PPS Account Name * :		
PPS Internet Password:		
I have read and hereby accept the DDS	Convisos Conorol Torms and Conditions of Liss	
I have read and hereby accept the PP3	Services General Terms and Conditions of ose.	
Staring from 17 March 2016, PPS custome	ers will receive SMS alert on every successful payment lit Services" & "Securities Broker"	
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you are not a PPS user yet, please set up yo	ur PPS Account at any nearby PPS Registration Terminal. For	
ans, please click <u>nere</u> .		

### STEP 5 (cont'd): Payment Interface of VISA

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	VISA Verified by VISA		
	Transact	ion Information	
	Merchant : Merchant Category : Merchant Reference No. : Amount : Transaction IP : Please fill in t Card Number : Expiry Date (mm/yyyy) : Name as shown on card : Card Verification Number :	The Hong Kong Baseball Association Civic, Social, and Fraternal Associations 10119 HKD 100.00 203.198.28.2 the card information: 	
	Submit Note: As certain card-issu for Internet transaction, please cont in using your card for * If you have already you will be required to prov after confirmation as re	Cancel         ting banks might not yet be ready         tact your card-issuing bank for any problems         transactions via PayDollar.         registered Verified By VISA,         vide your corresponding password         quested by your issuing bank.         PayDollar Payment Service         PayDollar Payment Service	

# STEP 5 (cont'd): Payment Interface of MasterCard

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← → C Asiapay (HK) Limited [HK]	https://www.paydollar.com/	b2c2/eng/payment/payForm2.jsp	\$\$ \$\$ \$\$
	MasterCard. SecureCode.		
	Transact	ion Information	
	Merchant : Merchant Category : Merchant Reference No. : Amount : Transaction IP : Please fill in f Card Number : Expiry Date (mm/yyyy) : Name as shown on card : Card Verification Number	The Hong Kong Baseball Association Civic, Social, and Fraternal Associations 10120 HKD 100.00 203.198.28.2 the card information: 	
	Submit Note: As certain card-issu for Internet transaction, please com in using your card fo * If you have already regis you will be required to prov after confirmation as re	Cancel ing banks might not yet be ready tact your card-issuing bank for any problems transactions via PayDollar. stered MasterCard SecureCode, ride your corresponding password quested by your issuing bank. PayDollar Payment Service	

**STEP 6:** Once payment confirmed you should receive automatic email for payment confirmation and acknowledgement of application separately. You are suggested to "PRINT" the receipt before going to the confirmation page.



**STEP 7:** You can go to "Registration Tracking" to check your name on the enrolled course.

#### http://www.hkbaseball.org/online reg summary.php

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Home Registration Tracking	
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Should you need any assistance, please feel free to contact us at 2504 8330 during office hours or email us at <u>hkbsa@hkolympic.org</u>. We will get back to you after returning office.