



CMS - How to ...

Register for State Drum Corps Training

Florida Conference 2019 - 2020 Pathfinder/Adventurer Club Year

Required info to consider before starting ...

Only form of payment accepted is Credit Card.

You will need:

- A list of everyone attending
- Card Number
- Expiration Date
- Security Code on the back of the card
- First Name and Last Name on the card
- Billing address of that specific card
- Phone Number and Email of person needing the PayPal Confirmation.

Let's get started!

Step 1

Log into your account at

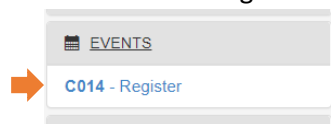
www.padcms.org



Look on the left hand side Menu

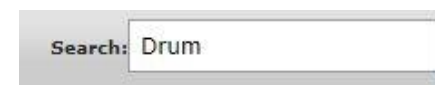
Click on Events and then

Click on "C014 – Register"



Step 2

On the right hand side
Search what you are looking for.



Click on the symbol
begin the registration for everyone
you wish to purchase tickets for.

Step 3

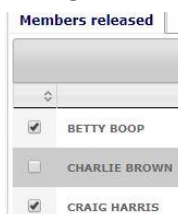
Look at the top right corner and click on



And a new window will open

Step 4

Begin clicking each checkbox of everyone
that will be attending next to their name.



Members showing up in **Members not released**
Will not be able to attend until their SV has been
approved by the office. [Click Here](#) for details

Step 5

At the bottom of the form click



You will be redirected to PayPal

padcms.org says

You will be redirected to the PayPal payment page



We recommend that you check out as a guest
(it is not required to have a PayPal account).

Step 6

To View/Print Receipts:
Click on the under 'Payments'
See last column called Issue
Click on the

Do the same process if payment
has not been made in order to be rerouted to
PayPal to complete payment.

Step 7

Switching people that are the same price
go to then click on **CHANGE**

Select member wishing to swap with.

Then click Confirm

To purchased additional tickets

Look on the left hand side Menu
Click on Events and then
Click on "C014 – Register" and
continue as you did from Step 2 above

