



How do I make a payment on my ticket booking?

If you're spreading the cost of your tickets, or paying your final balance...
Here is a quick 'How To' guide on how to login and pay

1. Open the confirmation email that you received after making your booking and find the bullet point that says, 'You can log in to your account at any time [here](#) to view your booking and make a payment.' Example below.

We're ready for a good time! Are you? Here are the details you will need - please keep these safe since you may need them in the future.

- Your event booking reference is 74496 and the booking is under the name: Frankie's Baubles
- You can view your invoice [here](#).
- You can log in to your account at any time [here](#) to view your booking and make a payment.
- Deposits are non-refundable and non-transferable. To secure your booking, final balance payment is due by 31st October 2023.
- Forgotten your password or don't have one yet? No worries, we can create a new one for you [here](#).
- Click [here](#) to add your event to your calendar.

2. Click the link and you will be taken to the login page where you can enter your username and password and press the blue button **Login**

Home

Login

USERNAME *

PASSWORD *

Login >

3. This will take you to your registrations:

Home	My Registrations	Change Password	Logout
Registrations			
REGISTRATION #	STATUS	CONFIRMED DATE	
74496	Payment Waiting	10/05/2023	View
74502	Payment Waiting	10/05/2023	View

4. Select **View** on the registration that you would like to pay for and you will see a summary of the booking:

Home	My Registrations	Change Password	Log					
Registration #74496 Summary								
Tickets								
TICKET	ATTENDEE							
Christmas Party Ticket	Frankie Wateridge							
Christmas Party Ticket	Edit							
Christmas Party Ticket	Edit							
Christmas Party Ticket	Edit							
Statement								
TYPE	REFERENCE	CREATED	STATUS	CREDIT	DEBIT	OWING		
Invoice	1105795	10/05/2023	Not Paid		£160	£0	View	Pay
						£160.00		

5. Select the **Pay** button to the right of the statement, enter your billing address and press the blue button **Submit**

Registration #74496 Summary

Pay Invoice 1105795

Billing Address:

LINE 1 *

LINE 2

LINE 3

LINE 4

CITY *

COUNTRY *

STATE *

POSTAL CODE *

CREDIT CARD FEE
Surcharges may apply for Credit Card.

[Submit >](#) or [Cancel](#)

6. Enter your payment details and press the blue button **Submit Payment**

Payment Details

ACCEPTED CREDIT CARDS



PAYMENT £160.00

NAME ON CARD *

CARD NUMBER *

CARD EXPIRY *

CW*

The 3 digit number found on the back of your Visa or Mastercard

[Submit Payment >](#)

7. This will then take you back to your registration page and you will see that it now says 'Completed' in the status:

Registrations

REGISTRATION #	STATUS	CONFIRMED DATE	
74496	Completed	10/05/2023	View
74502	Payment Waiting	10/05/2023	View

[Home](#)

Create Your Own Event *with*

You will also receive another confirmation email with the subject: Thank you for your booking! The email will state in the bullet points, 'We have received the full payment of GBP £xx and you can view your invoice [here](#).'

We really hope this helps you to settle your remaining balance, and thanks so much in advance for doing so. If you do happen to stumble across any issues, please email tributes@village-hotels.com or christmas@village-hotels.com and we will be happy to help you.