

BLACKBIRD REUNION 2011 ONLINE ELECTRONIC REGISTRATION INSTRUCTIONS

PLEASE NOTE: take a few minutes and read thru this entire document before you actually go on line to register. There are a few steps that might seem out of order the first time.

Items you will need:

- your Blackbird Association member ID #
- a credit card or PayPal account
- a web browser with an internet connection

To access the online registration page, click on the following link, or copy it and paste it into your web browser:

<http://members.habu.org/order.html>

Once there you will see the following screen:



Blackbird 2011 Reunion Registration Order Form



Starting in 2011, the Blackbird Reunion will begin using an electronic registration and payment system. Mail-in forms included with the last newsletter will still be available for registration. Click [here](#) to download a how-to guide, complete with screen shots that will guide you thru each step of the process. You will need Adobe Acrobat reader, a free program available for download at get.adobe.com/reader/.

ONLY BLACKBIRD ASSOCIATION MEMBERS CAN SIGN UP THEMSELVES AND THEIR GUESTS FOR THE REUNION. IF YOU ARE NOT A REGISTERED MEMBER, YOUR REGISTRATION WILL BE REJECTED. If you are not a member of the Blackbird Association but believe that you qualify to join, click [here](#) to submit an application for membership.

The three reunion packages and their prices per person are listed below (the Golf Tournament is a separate add-on item):

RBH	Reception, Banquet, and Hospitality Suite ("The Works")	\$118 x ___ persons = \$ _____
- OR -		
RH	Reception and Hospitality Suite ONLY (you <i>DONT</i> want to go to the banquet)	\$82 x ___ persons = \$ _____
- OR -		
BH	Saturday night Banquet and Hospitality Suite (you'll be here Saturday <i>ONLY!</i>)	\$88 x ___ persons = \$ _____
- PLUS -		
GOLF	Golf Tournament (additional to above options)	\$4350 x ___ persons = \$ _____

PLEASE NOTE:

The nametag block will be used to have your individual nametags ready for you at the reunion. Unfortunately, there is only room in the nametag block for 59 characters, which should accommodate most couples attending. For example you would type in "Bob/Jane Hoover" if you want one nametag to read Jane Hoover and the other one Bob Hoover.

However, if you have more people attending as your guests than can fit in the block, here is what to do. Add as many names that will fit and click on the **Add to Cart** button. Then when you get to the Shopping Cart, change the **Quantity** to the number of people you added. Then click on the **Continue Shopping** button, which will take you back to the web site to add more nametag names for whatever reunion options you choose. Again, change the **Quantity** to the number of people listed.

When finished, **BE SURE** to review the Shopping Cart to ensure you have the correct reunion options and name tags listed.

ORDER FORM

Blackbird Reunion options
 [RBH+Reception, Banquet, and Hospitality Suite ("The Works") \$118.00] ▾

Name (for your nametag)

Blackbird Assoc. member ID#

Add to Cart

There are 3 different reunion packages, plus the optional golf tournament (*which is an add-on item and NOT included in the price of the other three reunion packages*):

PACKAGE #1: RBH

Reception, Banquet, and Hospitality Suite ("The Works")

\$118 x ___ persons = \$ _____

PACKAGE #2: RH

Reception and Hospitality Suite ONLY (*you DON'T want to go to the banquet*)

\$82 x ___ persons = \$ _____

PACKAGE #3: BH

Saturday night Banquet and Hospitality Suite (*you'll be here Saturday ONLY*)

\$88 x ___ persons = \$ _____

OPTIONAL

GOLF = Golf Tournament (*additional to above package choice*)

\$63.50 x ___ persons = \$ _____

Once you've decided which package and options you want, scroll down to the bottom of the page, where you see the order form box:

ORDER FORM

Blackbird Reunion options

RBH-Reception, Banquet, and Hospitality Suite ("The Works") \$118.00

Name (for your nametag)

Blackbird Assoc. member ID#

[Add to Cart](#)

Step 1. Click on the drop-down under Blackbird Reunion options, and choose the package you want (the default is the complete package). Enter the names in the nametag block for you and your guests. This will be used to have your individual

nametags ready for you at the reunion.

Unfortunately, there is only room in the nametag block for 59 characters, which should accommodate most couples attending. For example you would type in "Bob/Jane Hoover" if you want one nametag to read Jane Hoover and the other one Bob Hoover.

NOTE: This example is for ordering a single package. If you are ordering multiple packages for different guests, or have more than 3 guests, there are additional instructions at Step 5 in this document.

Fill in your Blackbird Association member ID# in the last field, then click on the **Add to Cart** button. This will take you to the PayPal site, where you'll see something like this:

The screenshot shows a web browser window with two tabs: "Blackbird 2011 Reunion Order Form" and "Your shopping cart - PayPal". The main content area displays the email address "blackbirdreunion2011@habu.org" and a "Your Shopping Cart" section. The cart table has four columns: Description, Price, Quantity, and Amount. One item is listed with a price of 118.00 and a quantity of 1. The description includes "Blackbird Reunion options: RBH-Reception, Banquet, and Hospitality Suite ('The Works'), Name (for your nametag): Dave and Monica Allison, Blackbird Assoc. member ID#: 22000". The quantity field is a small input box with the number 1, and next to it are "Update" and "Remove" links. The total amount is \$118.00. At the bottom, there are "Continue Shopping" and "Check Out" buttons.

Description	Price	Quantity	Amount
Blackbird Reunion options Blackbird Reunion options: RBH-Reception, Banquet, and Hospitality Suite ("The Works"), Name (for your nametag): Dave and Monica Allison, Blackbird Assoc. member ID#: 22000	118.00	1	\$118.00
Item total:			\$118.00

Step 2. Verify that you've ordered the correct package, that your nametag and Blackbird Association member ID# are correct, and change the quantity to match the number of total guests (including yourself):

Blackbird 2011 Reunion Order Form Your shopping cart - PayPal

blackbirdreunion2011@habu.org

Your Shopping Cart

Description	Price	Quantity	Amount
Blackbird Reunion options Blackbird Reunion options: RBH-Reception, Banquet, and Hospitality Suite ("The Works"), Name (for your nametag): Dave and Monica Allison, Blackbird Assoc. member ID#: XXXXXX	118.00	2 Update Remove	\$236.00
Item total:			\$236.00

[Continue Shopping](#) [Check Out](#)

Step 3. If you are only ordering one type of package (and no golf tournament) and you and your guests are all listed, you can click on the **Check Out** button and it will take you to PayPal's payment page. Otherwise, skip to Step 5.

Blackbird 2011 Reunion Order Form Pay with a PayPal account - PayPal

blackbirdreunion2011@habu.org

Your order summary

Descriptions	Amount
Blackbird Reunion options	\$236.00
Item price: \$118.00	
Options: Blackbird Reunion optio...	
Quantity: 2	
Update Remove	
Item total	\$236.00
Total \$236.00 USD	

Choose a way to pay

[Log in to my PayPal account](#)

Email:

PayPal password:

[Log In](#)

[Forgot your email address or password?](#)

[Don't have a PayPal account?](#)
Pay with your debit or credit card as a PayPal Guest

XXXXXX blackbird 2011 Reunion Order Form Funding Options - PayPal

blackbirdreunion2011@habu.org

Funding Options PayPal Secure Payments [\[Add Credit Card \]](#)

Instant Transfer: Bank of XXXXXXXXXXXXXXXXXXXXXXX

- No finance charges or bills to pay
- Withdraws directly from your bank account
- Payments are completed immediately
- [See Details](#)

Credit / Debit Card: American Express Card XXXXXXXXXXXXXXX

If you select Instant Transfer and your financial institution denies this transfer from your bank account, or the payment cannot be completed using the funding source you selected, you agree to complete the purchase using the following backup funding source.

Back Up Source: American Express Card XXXX-XXXXXXXXXX

Choose the credit card you want to use, then click **Continue** to finalize your purchase. Once you've finalized the transaction, you should get an email confirmation from PayPal. It's never a bad idea to print out your receipt just in case.

**STEP 5:
WHAT TO DO IF YOU ARE ORDERING MULTIPLE OPTIONS OR ARE
BRINGING MULTIPLE GUESTS**

The PayPal shopping cart doesn't allow us to order multiple choices all at once. We hope to have this resolved for the 2013 reunion, but for now, here is how to handle a complex order.

5a. Figure out what combination of packages you need, and for whom. Suppose you're bringing 5 guests: you and one other will be there the whole time; two of them won't be showing up until Saturday, two of them will have to leave before the banquet, and three of them want to play golf.

5b. Organize your guests first by the main packages they'll want. We'll do golf as the last step.

You = RBH

Guest 1 = RBH

Guest 2 = BH

Guest 3 = BH

Guest 4 = RH

Guest 5 = RH

5c. From the order form, you would first choose RBH ("the Works"), enter the nametags for you and that guest, and put in your Blackbird Association membership number (you only have to do this for yourself; everyone else is your guest). Click on Add to Cart, which will take you to PayPal.

Blackbird 2011 Reunion Order Form Your shopping cart - PayPal

blackbirdreunion2011@habu.org

Your Shopping Cart

Description	Price	Quantity	Amount
Blackbird Reunion options Blackbird Reunion options: RBH-Reception, Banquet, and Hospitality Suite ("The Works"), Name (for your nametag): Dave and Monica Allison, Blackbird Assoc. member ID#: XXXX	118.00	1 Update Remove	\$118.00
Item total:			\$118.00

[Continue Shopping](#) [Check Out](#)

5d. Change the quantity of RBH to 2, then click on UPDATE QUANTITY. You should see something like this:

Blackbird 2011 Reunion Order Form Your shopping cart - PayPal

blackbirdreunion2011@habu.org

Your Shopping Cart

Description	Price	Quantity	Amount
Blackbird Reunion options Blackbird Reunion options: RBH-Reception, Banquet, and Hospitality Suite ("The Works"), Name (for your nametag): Dave and Monica Allison, Blackbird Assoc. member ID#: XXXX	118.00	2 Update Remove	\$236.00
Item total:			\$236.00

[Continue Shopping](#) [Check Out](#)

5f. You will now see your two RBH packages in the cart, plus the RH you just ordered. Just like before, change the quantity to **2** and click on UPDATE QUANTITY

blackbirdreunion2011@habu.org

Your Shopping Cart

Description	Price	Quantity	Amount
Blackbird Reunion options Blackbird Reunion options: RBH-Reception, Banquet, and Hospitality Suite ("The Works"), Name (for your nametag): Dave and Monica Allison, Blackbird Assoc. member ID#: XXXX	118.00	2 Update Remove	\$236.00
Blackbird Reunion options Blackbird Reunion options: RH-Reception and Hospitality Suite ONLY, Name (for your nametag): Scott and Zelda Fitzgerald, Blackbird Assoc. member ID#:	82.00	2 Update Remove	\$164.00
Item total:			\$400.00

[Continue Shopping](#) [Check Out](#)

Verify that the information is correct, then click on the **Continue Shopping** button.

5g.. Do the same steps for the guests choosing the BH (banquet and hospitality suite) package).

ORDER FORM

Blackbird Reunion options

BH-Banquet and Hospitality Suite ONLY \$88.00

Name (for your nametag)

Arnold and Maria Shriver

Blackbird Assoc. member ID#

[Add to Cart](#)

Blackbird 2011 Reunion Order Form Your shopping cart - PayPal

blackbirdreunion2011@habu.org

Your Shopping Cart

Description	Price	Quantity	Amount
Blackbird Reunion options Blackbird Reunion options: RBH-Reception, Banquet, and Hospitality Suite ("The Works"), Name (for your nametag): Dave and Monica Allison, Blackbird Assoc. member ID#: xxxx	118.00	2 Update Remove	\$236.00
Blackbird Reunion options Blackbird Reunion options: RH-Reception and Hospitality Suite ONLY, Name (for your nametag): Scott and Zelda Fitzgerald, Blackbird Assoc. member ID#:	82.00	2 Update Remove	\$164.00
Blackbird Reunion options Blackbird Reunion options: BH-Banquet and Hospitality Suite ONLY, Name (for your nametag): Arnold and Maria Shriver, Blackbird Assoc. member ID#:	88.00	1 Update Remove	\$88.00
Item total:			\$488.00

[Continue Shopping](#) [Check Out](#)

Blackbird 2011 Reunion Order Form Your shopping cart - PayPal

blackbirdreunion2011@habu.org

Your Shopping Cart

Description	Price	Quantity	Amount
Blackbird Reunion options Blackbird Reunion options: RBH-Reception, Banquet, and Hospitality Suite ("The Works"), Name (for your nametag): Dave and Monica Allison, Blackbird Assoc. member ID#: xxxx	118.00	2 Update Remove	\$236.00
Blackbird Reunion options Blackbird Reunion options: RH-Reception and Hospitality Suite ONLY, Name (for your nametag): Scott and Zelda Fitzgerald, Blackbird Assoc. member ID#:	82.00	2 Update Remove	\$164.00
Blackbird Reunion options Blackbird Reunion options: BH-Banquet and Hospitality Suite ONLY, Name (for your nametag): Arnold and Maria Shriver, Blackbird Assoc. member ID#:	88.00	2 Update Remove	\$176.00
Item total:			\$576.00

[Continue Shopping](#) [Check Out](#)

Once complete, click on the **Continue Shopping** button.

5h. Finally, choose GOLF from the drop-down add the names of the 3 guests who want to participate in the golf tournament, then click on **Add to Cart**.

ORDER FORM

Blackbird Reunion options

GOLF-Golf Tournament (additional to above options) \$55.00

Name (for your nametag)
Dave Allison, Zelda Fitzgerald, Arnold Shriver

Blackbird Assoc. member ID#

Add to Cart

Change the quantity when you get to PayPal. Notice how there are separate nametags for the Golf Tournament.



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Your Shopping Cart

Description	Price	Quantity	Amount
Blackbird Reunion options Blackbird Reunion options: RBH-Reception, Banquet, and Hospitality Suite ("The Works"), Name (for your nametag): Dave and Monica Allison, Blackbird Assoc. member ID#: XXXXX	118.00	2 Update Remove	\$236.00
Blackbird Reunion options Blackbird Reunion options: RH-Reception and Hospitality Suite ONLY, Name (for your nametag): Scott and Zelda Fitzgerald, Blackbird Assoc. member ID#:	82.00	2 Update Remove	\$164.00
Blackbird Reunion options Blackbird Reunion options: BH-Banquet and Hospitality Suite ONLY, Name (for your nametag): Arnold and Maria Shriver, Blackbird Assoc. member ID#:	88.00	2 Update Remove	\$176.00
Blackbird Reunion options Blackbird Reunion options: GOLF-Golf Tournament (additional to above options), Name (for your nametag): Dave Allison, Zelda Fitzgerald, Arnold Shriver, Blackbird Assoc. member ID#:	63.50	1 Update Remove	\$63.50
Item total:			\$631.00

[Continue Shopping](#) [Check Out](#)

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Your Shopping Cart

Description	Price	Quantity	Amount
Blackbird Reunion options Blackbird Reunion options: RBH-Reception, Banquet, and Hospitality Suite ("The Works"), Name (for your nametag): Dave and Monica Allison, Blackbird Assoc. member ID#: XXXXXX	118.00	2 Update Remove	\$236.00
Blackbird Reunion options Blackbird Reunion options: RH-Reception and Hospitality Suite ONLY, Name (for your nametag): Scott and Zelda Fitzgerald, Blackbird Assoc. member ID#:	82.00	2 Update Remove	\$164.00
Blackbird Reunion options Blackbird Reunion options: BH-Banquet and Hospitality Suite ONLY, Name (for your nametag): Arnold and Maria Shriver, Blackbird Assoc. member ID#:	88.00	2 Update Remove	\$176.00
Blackbird Reunion options Blackbird Reunion options: GOLF-Golf Tournament (additional to above options), Name (for your nametag): Dave Allison, Zelda Fitzgerald, Arnold Shriver, Blackbird Assoc. member ID#:	63.50	3 Update Remove	\$190.50
Item total:			\$741.00

[Continue Shopping](#) [Check Out](#)

Once the cart is complete, and all the packages you want to order are listed, click on **CHECK OUT** and follow the directions starting with **Step 3** in the top section of this document.

See you in Reno!!