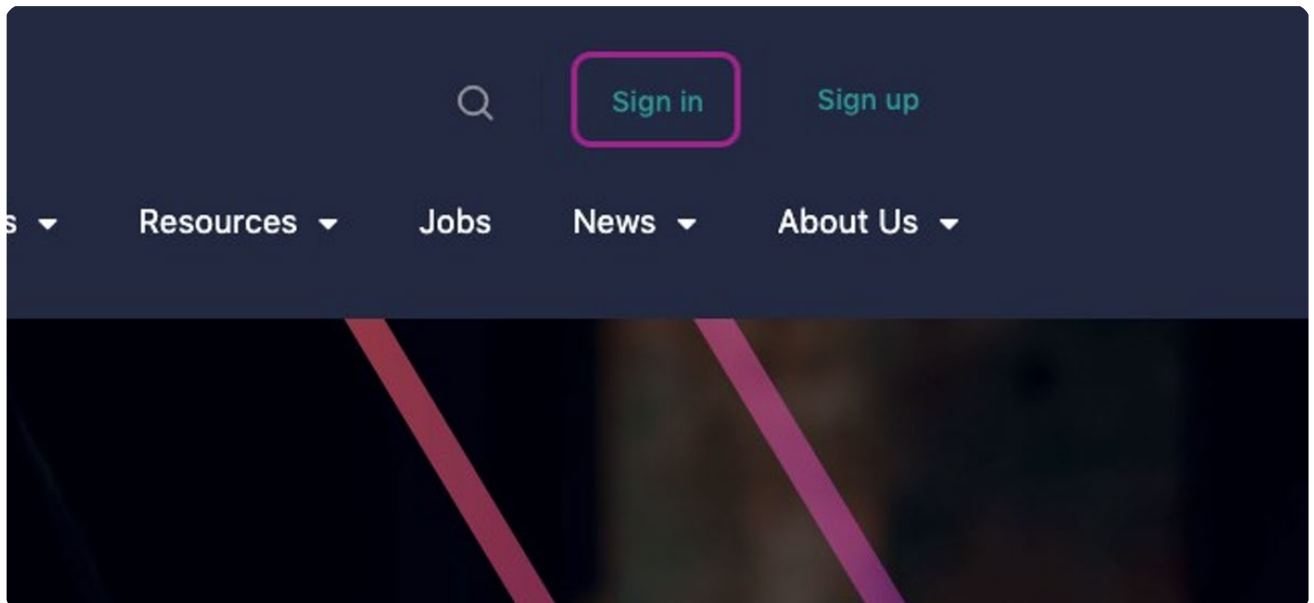


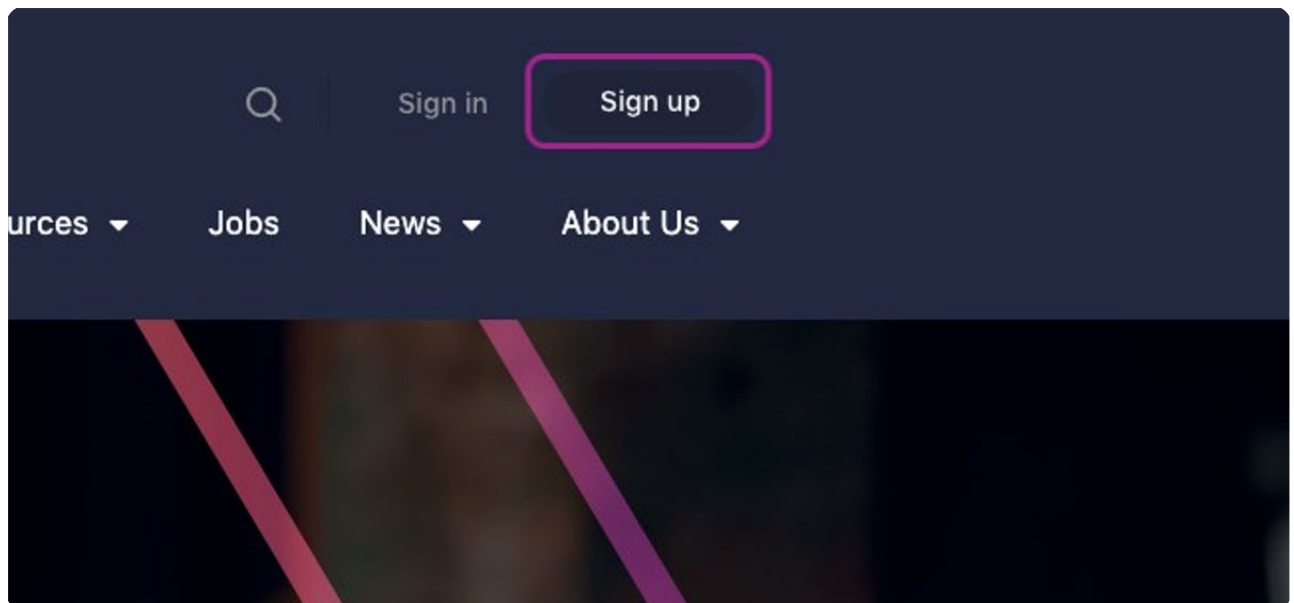
**1: Go to Homepage - PRINZ - Public Relations Institute of New Zealand**

**2: Sign into your PRINZ account**



**OR Signup if you do not have a profile**

**3: Click on Sign up**



## 4: Enter your details

of the public relations and communications management industry at an aggregate level.

Please be assured that your demographic data will be treated in confidence, and viewed in a way that ensures no one is able to be identified.

Email

Confirm Email

Password

Confirm Password

## 5: Click on create account

You will be emailed a verification link. This will activate your account.

Emergency Contact (optional)

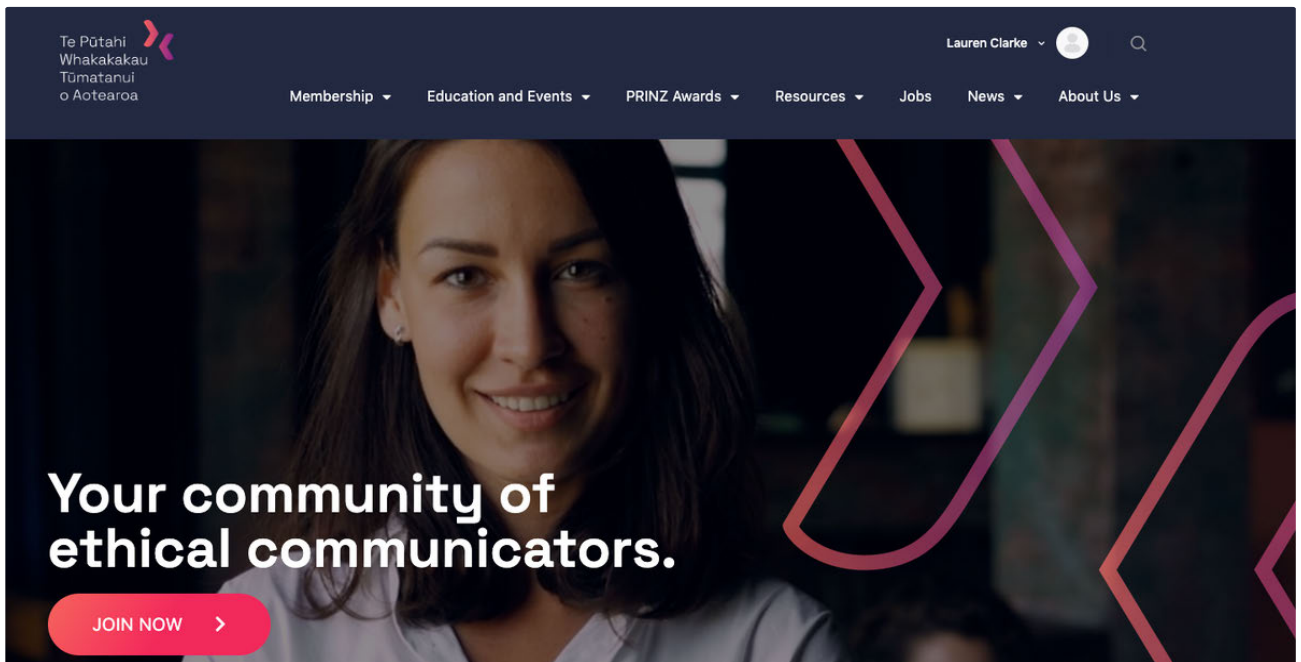
Emergency Contact Phone (optional)

By creating an account you are agreeing to the Terms of Service.

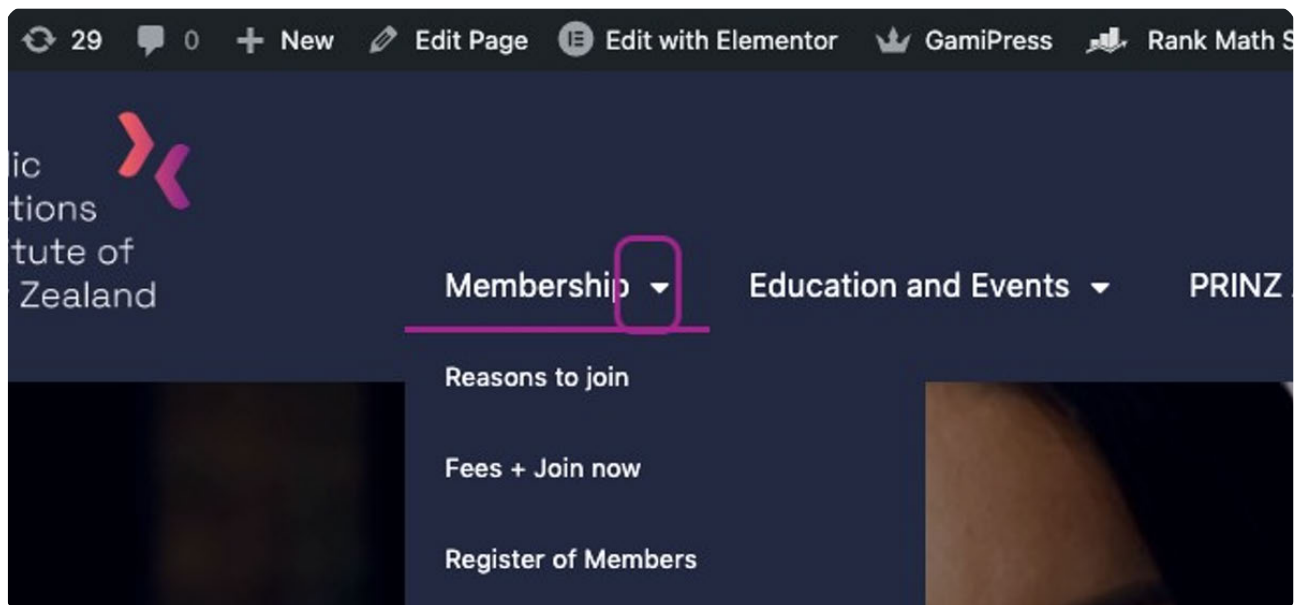
Create Account



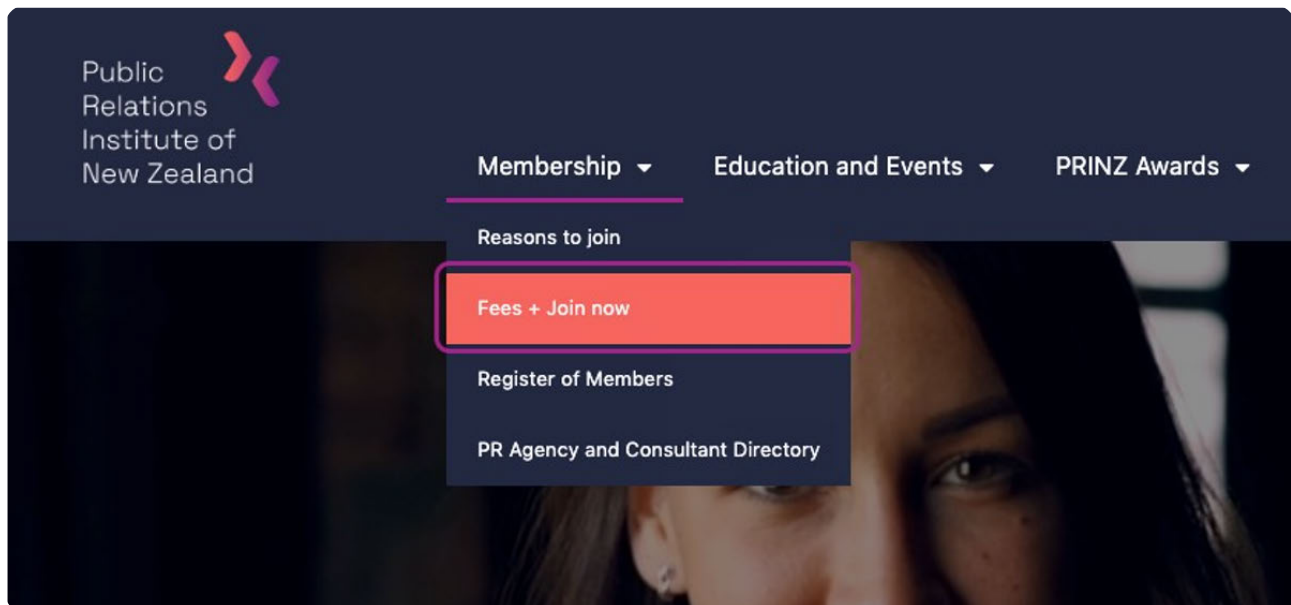
## 6: Once signed in, go to the homepage



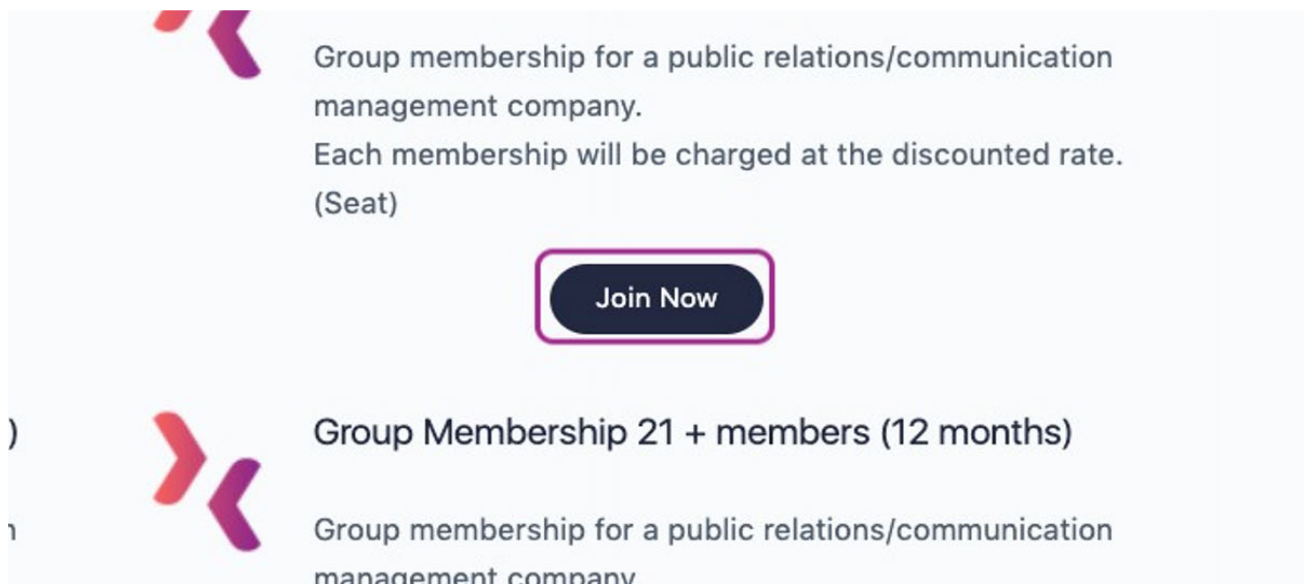
## 7: Click on Membership




## 8: Click on Fees & Join now



## 9: View the group options and select Join Now on the tier appropriate to the size of your team



## 10: Enter your organisation name



Discounted group membership for groups of 4 to 10 members.

One seat represents one membership.

Team Name \*


☐ Take up a seat (optional)

Number of Seats:

- 4 +

Join/Renew now

## 11: Click join/renew now



Team Name

☐ Take up a seat (optional)

Number of Seats:

- 4 +

Join/Renew now

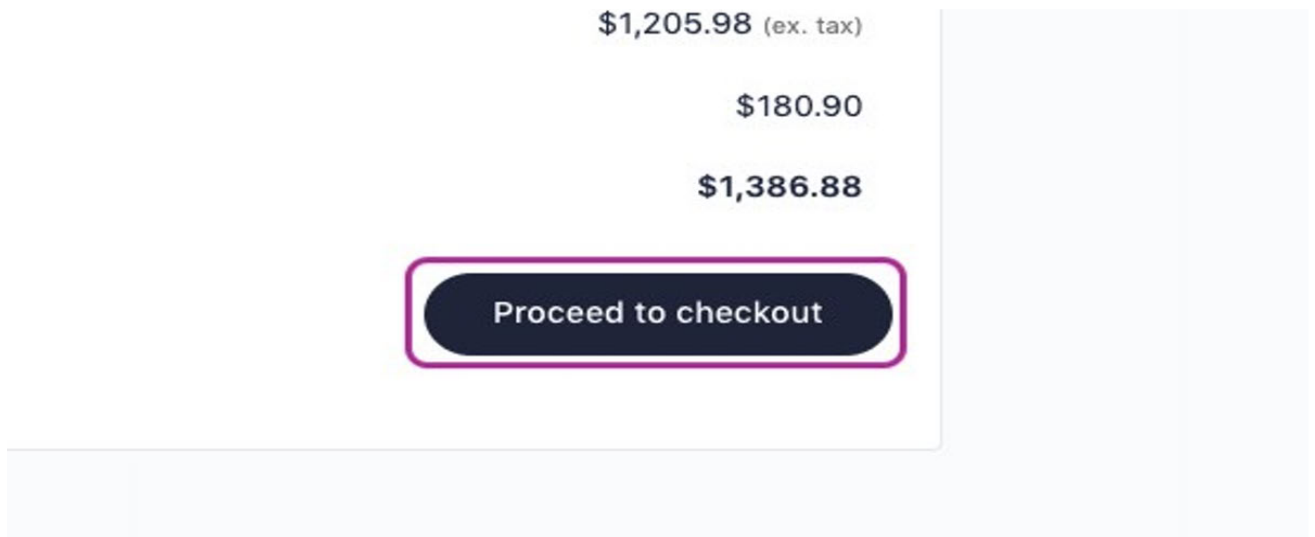
Item Code: 183

**SPECS**

Category: [Membership](#)



## 12: Click on Proceed to checkout



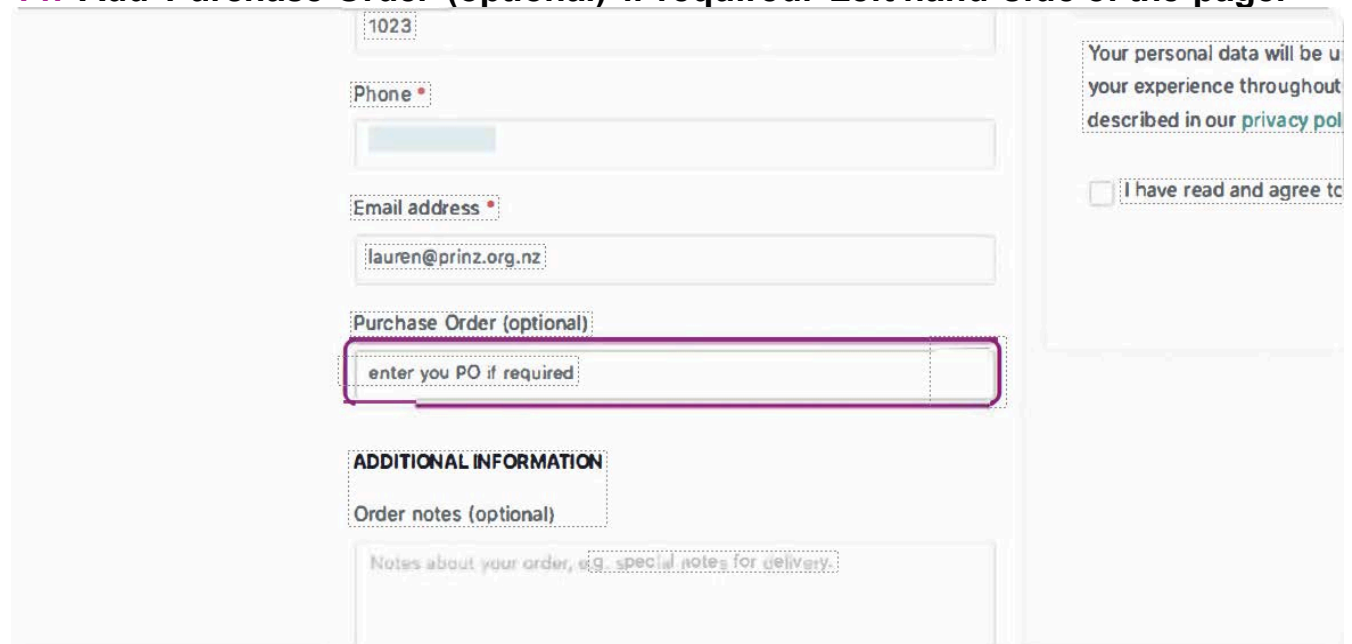
A screenshot of a checkout summary box. It displays three monetary values: \$1,205.98 (ex. tax), \$180.90, and a total of \$1,386.88. Below these values is a dark blue button with the text "Proceed to checkout" in white. The button is highlighted with a red rectangular border. The entire summary box is set against a light gray background.

## 13: Pay via Invoice, card or POLi

### FOR INVOICING:

Payment T's & C's are [here](#) Email [office@prinz.org.nz](mailto:office@prinz.org.nz) with [THIS](#) completed form if your organization requires invoicing.

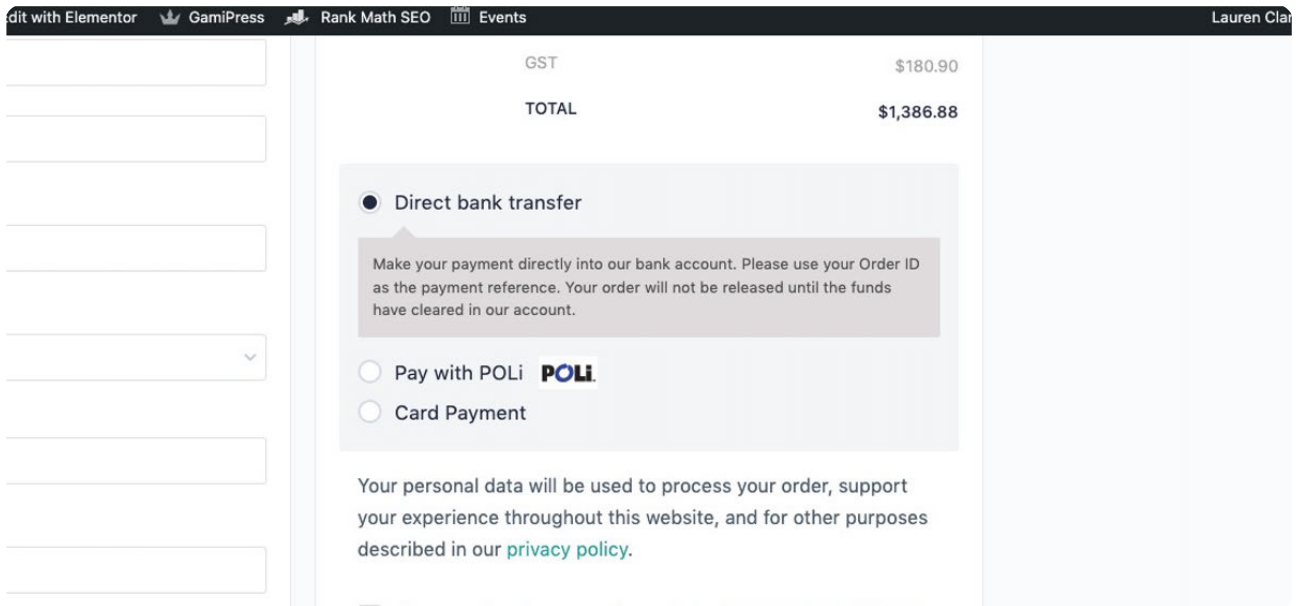
## 14: Add Purchase Order (optional) if required. Left hand side of the page.



A screenshot of a form on the left side of a page. The form contains several input fields: a text box with "1023", a "Phone" field with a red asterisk, a text box with a blue placeholder, an "Email address" field with a red asterisk containing "lauren@prinz.org.nz", and a "Purchase Order (optional)" section. Within this section, a text box with the placeholder "enter you PO if required" is highlighted with a red rectangular border. Below this is an "ADDITIONAL INFORMATION" section with an "Order notes (optional)" label and a text box with the placeholder "Notes about your order, eg. special notes for delivery.". On the right side of the form, there is a privacy notice: "Your personal data will be u your experience throughout described in our [privacy pol](#)" and a checkbox labeled "I have read and agree to".



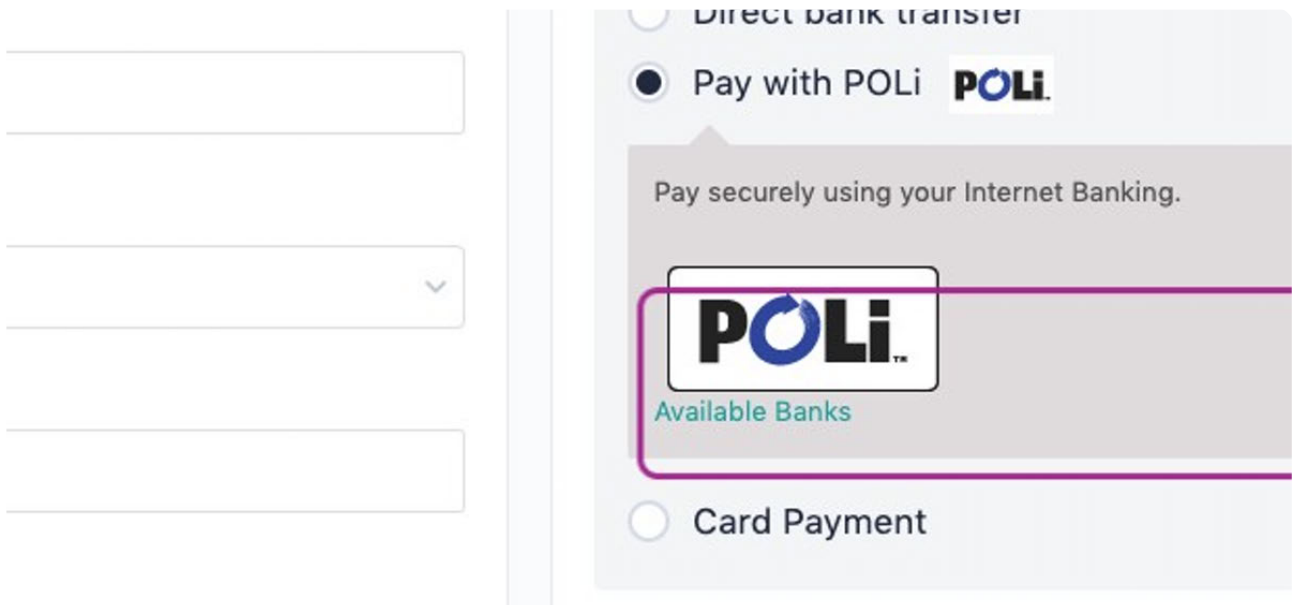
**15:** Click on direct bank transfer. This option will only appear if you are an approved debtor



The screenshot shows a payment interface with a dark header bar containing navigation links: "Edit with Elementor", "GamiPress", "Rank Math SEO", and "Events". The user's name "Lauren Cla" is visible in the top right. On the left, there are several empty input fields. The main content area displays a summary table with "GST" at \$180.90 and "TOTAL" at \$1,386.88. Below this, three payment methods are listed: "Direct bank transfer" (selected with a radio button), "Pay with POLi" (with the POLi logo), and "Card Payment". A grey callout box for the selected option contains the text: "Make your payment directly into our bank account. Please use your Order ID as the payment reference. Your order will not be released until the funds have cleared in our account." At the bottom, a privacy notice states: "Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#)."

OR

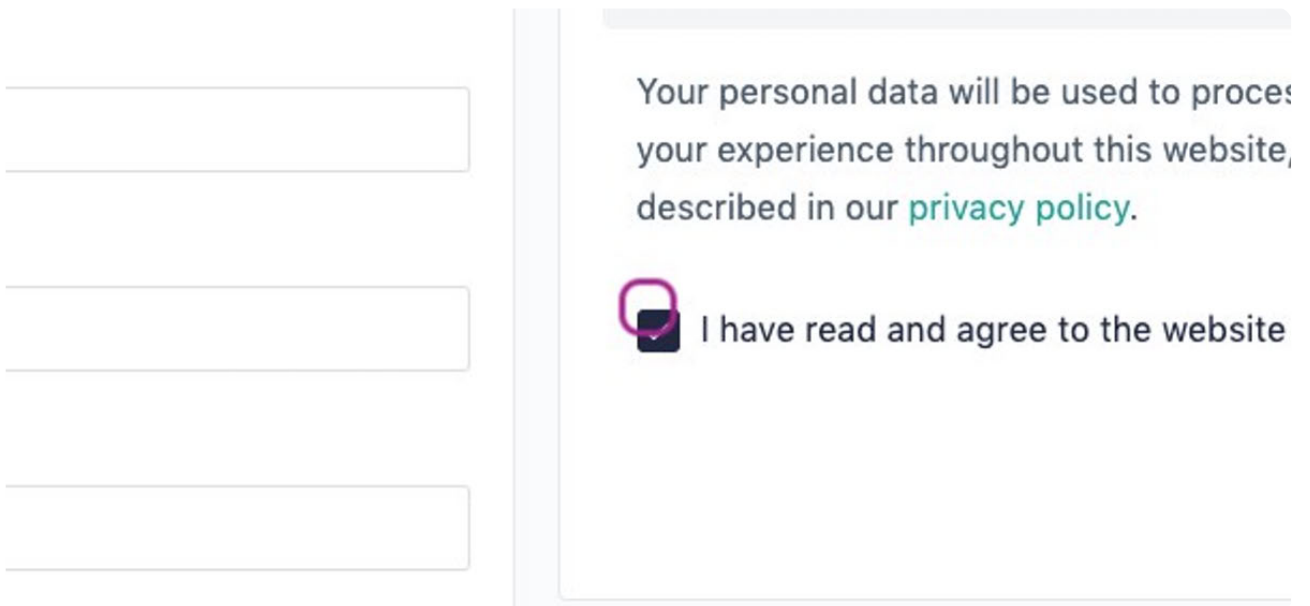
**16:** Select "POLi" or 'card payment" for your regular payment methods. These payment methods are preferred in line with our payments terms and conditions



This screenshot shows the same payment interface as the previous one, but with "Pay with POLi" selected. The "Direct bank transfer" option is now unselected. The POLi callout box contains the text: "Pay securely using your Internet Banking." Below this is the POLi logo, which is highlighted by a red rectangular box. Underneath the logo, the text "Available Banks" is displayed in a teal color. The "Card Payment" option remains unselected at the bottom.



## 17: Check I have read and agree to the website terms and conditions



The screenshot shows a registration form with three input fields on the left and a text area on the right. The text area contains the following text: "Your personal data will be used to process your experience throughout this website, described in our [privacy policy](#)." Below this text is a checkbox, which is highlighted with a red circle. To the right of the checkbox is the text "I have read and agree to the website".

Your personal data will be used to process your experience throughout this website, described in our [privacy policy](#).

☒ I have read and agree to the website

## 18: Click on Join/Renew now

ence throughout this website, and for other purposes  
n our [privacy policy](#).

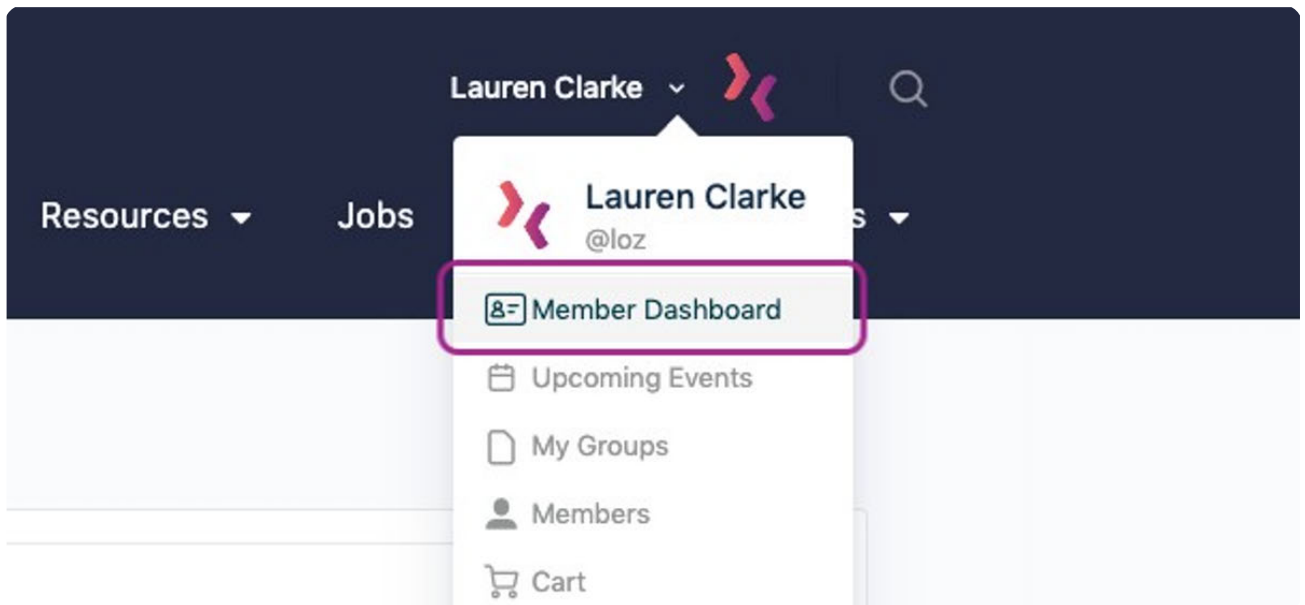
ead and agree to the website [terms and conditions](#) \*

Join/Renew now

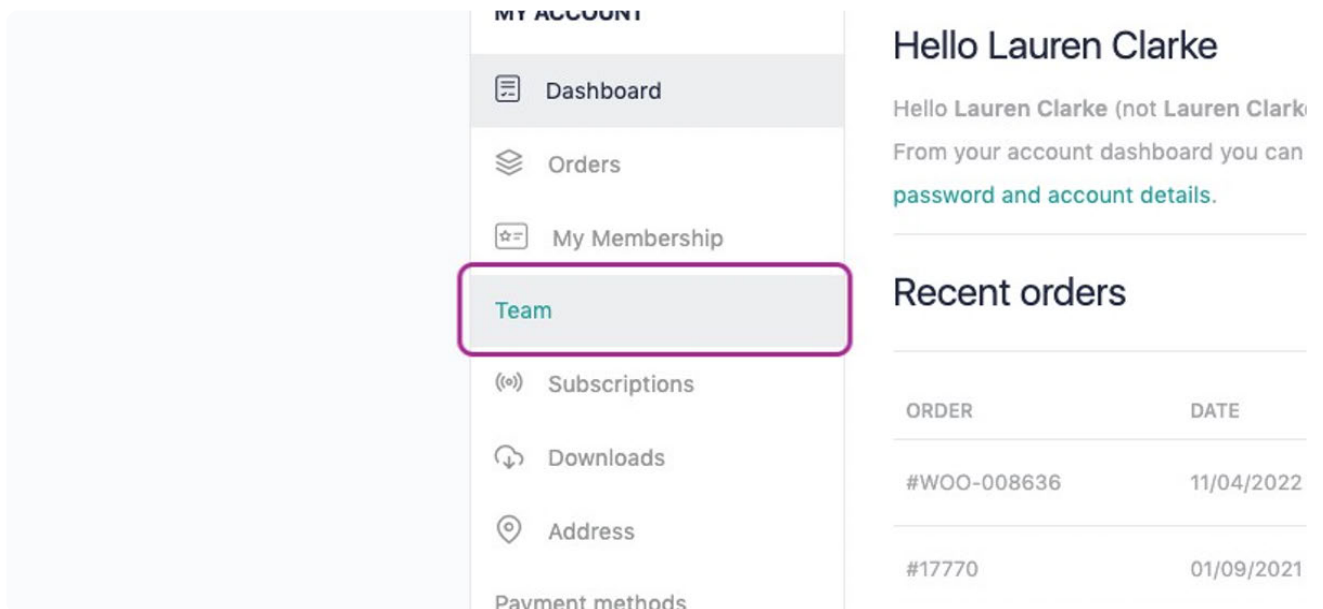




## 19: Click on member dashboard



## 20: Click on team to view your new team. this option will appear once the payment been recieved.



## View below document for next steps

<https://prinz.org.nz/wp-content/uploads/2022/04/Assigning-seats.pdf>

