

The Bedford Competition

Making payment using PayPal or Credit/Debit card

For those of you unfamiliar with making online payments using PayPal or a credit/debit card, the following information may be of some help to you.

How to enter the short story or poetry competition online and make payment by PayPal

1. Select the down arrow alongside the word Competition from the menu options at the top of the web page.



2. From the drop-down list, select either Story or Poem depending upon which competition you are entering.



3. Select Enter Online



4. Enter the information in the form and click on Next.

Click if you have read the competition rules



5. Select the story or poetry files to be uploaded and click on Next.



6. The following dialogue box will be displayed.



7. Click on OK

8. The information that you entered in the entry form will be displayed. Please check it is correct and go back and amend the details if necessary. Otherwise click on Confirm Entry.



9. Clicking on confirm will display the following:



10. Click on Ok. You will then see a screen with the following three options:



11. This is allowing you to either

- a. Pay Entry Fee – go straight to the payment process. This will display the screen shown in 12 below.
- b. Stop Story Entry – abandon this entry. Selecting this will display a screen giving the entrant the choice between beginning a new entry or going back to the home page.
- c. Suspend Entry Process – Halt the entry process so that it can be resumed later. If this option is selected, then an email will be sent to the entrant which contains a link enabling the entry details to be retrieved. This needs to be checked that it is correct, and the option chosen to continue the payment process. This will display the screen shown in 12 below.

12. The following will be displayed.



The Bedford Competition

(International Short Story & Poetry Awards)

The Bedford Competition

Item Name	Quantity	Price	Total
stdpy1 - One poem @ standard entry fee of £6 per poem	1	£7.50	£7.50
Subtotal			£7.50
Total			£7.50

Currency is British Pound

Please enter your details below

For credit/debit card orders, the address should be where your credit/debit card is registered

Title*

First Name*

Last Name*

Address 1*

Address 2

Town*

County*

Postcode*

Country*

Telephone

Email*

Tick this box to remember your details for next time

* = Required

[Click here to pay with your Credit/Debit Card](#)





[About SSL Certificates](#)

13. Please check that the description of the payment and the amount are correct. If this is the case, enter the relevant payment name and address details, and click on

“Click here to pay with your Credit/Debit Card”

14. The following will be displayed.

£7.50 GBP

Log in to PayPal

With a PayPal account, you're eligible for Return Shipping on Us, Buyer Protection and more.

[Forgotten your password?](#)

 Stay logged in for faster purchases [?](#)

Log In

or

Pay by Debit or Credit Card

[Cancel and return to The Bedford Writing Competition](#)

15. If you have a PayPal account and wish to pay the entry fee from it, insert the Log in details and click on **“Log in”**.

16. If you are paying using a credit or debit card click on **Pay with Debit or Credit Card**.

17. Enter any further payment details and click on “**Pay Now**”.

18. The following will be displayed to indicate that the transaction has been completed successfully.



The Bedford Competition

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Thank you for your entry fee.

Transaction Complete

Thank you for your entry fee payment.

A confirmation email has been sent to your email address.

[Click here for a printable invoice](#)

Continue

Please note:

- If you select the back button during the payment process you may see the following displayed,

The Bedford Writing Competition


PayPal £7.50 GBP


Hi Philip.


Ship to [Change >](#)

Philip Carey
28 Miller Road, Bedford, BEDFORDSHIRE, MK42 9NZ
United Kingdom

Pay with [Manage >](#)

 PayPal Balance
 Make my PayPal balance my preferred way to pay.





[+ Link a debit or credit card](#)

PayPal CREDIT [Apply now](#)
Get more time to pay on this £6.00 purchase with PayPal Credit*

Pay Now

- Under the heading “Pay with” select one of the displayed check circles: PayPal Balance if you are making payment from your PayPal account; Credit/Debit card Icon, if you are paying by Credit/Debit Card.
- If you choose to pay from your PayPal account, you will be asked for an email address to which they will send their acknowledgement of payment. If this is different from the email address that you entered in the entry form, then the entry confirmation will be sent to a different mailbox.
- The payment details, e.g. card number, that you enter to make payment will only be used by PayPal and will not be communicated to Bedford international Writing Competition or any other third party.
- Where Story is used in any of the illustrations in the above please substitute Poem or Poetry when your entry is for the Poetry Competition.