

## Adding Payment Options to Event Confirmation Page

This document provides step-by-step instructions for adding payment options to event confirmation pages.

### Important:

SHAW does not process payments directly for anything other than DMR Chapter Professional Membership. Affiliates must use a third-party PCI-compliant payment vendor to securely handle transactions for all payments to the Chapter, including meetings, events, and other activities.

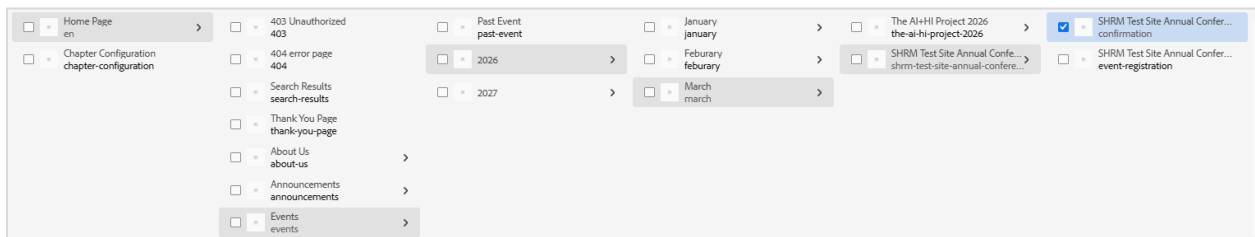
While SHAW does not recommend specific vendors, the most used solutions include PayPal, Stripe, Square, and Eventbrite. These platforms are widely adopted, mature in the marketplace, and offer easy integration with SHAW websites.

Once you have obtained the embed code from your chosen payment vendor, follow the instructions below to add payment options to your event confirmation page.

### Step 1: Access your Event Confirmation Page

- In your **AEM console**, navigate to the **Events** section.
- **Select the desired year** from the folder structure.
- **Choose the appropriate month** to locate your event.
- **Select the event.**
- **Select the event confirmation page** associated with your event.

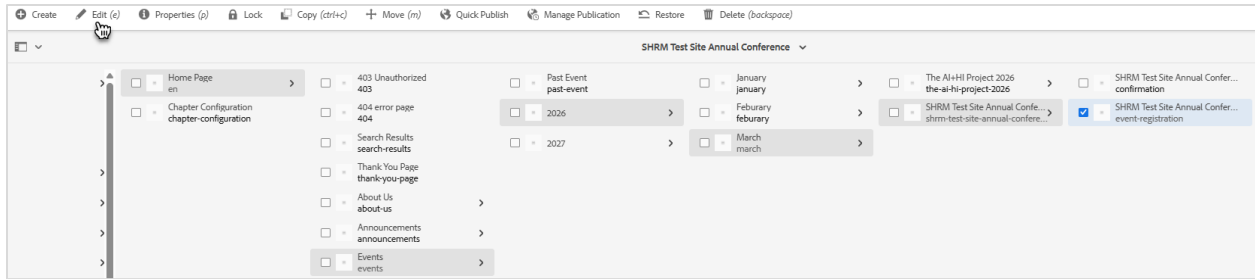
**Tip:** Ensuring you are in the correct event confirmation page will help you add payment options accurately and avoid confusion with other events.



### Step 2: Edit the Confirmation Page

- **Click the edit link** (represented by the **pencil icon**) in the **Admin toolbar** to open the confirmation page in edit mode.

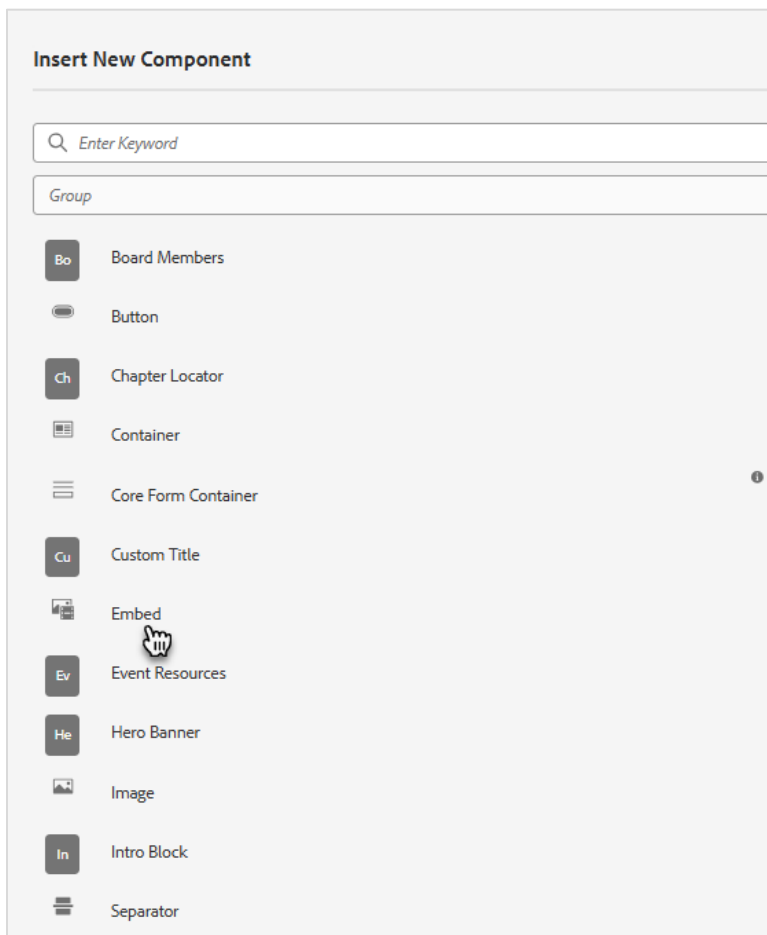
**Tip:** Editing mode allows you to add new components, such as payment options.



### Step 3: Add the Embed Component

- Click the **Drag components** here area in the confirmation page.
- Select the **plus sign (+)** to open the list of available components.
- From the **Insert Components** list, choose **Embed**.
- This action will **add the Embed component** to your confirmation page.

**Tip:** The Embed component allows you to integrate third-party payment solutions by inserting their provided embed code directly into your page.



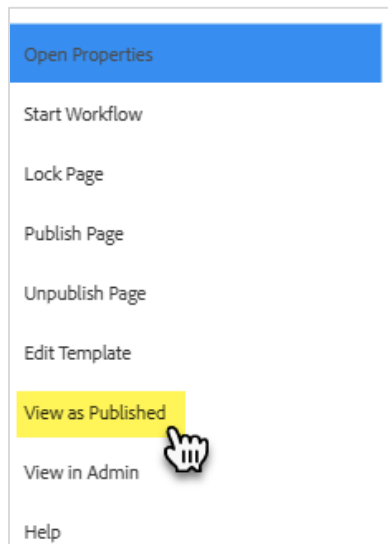
### Step 4: Configure the Embed Component

- Click the **Embed component** that you have added to the page.
- Select the **Configure option** (represented by the **wrench icon**).
- Choose the **type of Embeddable**.
- From the **Embeddable drop-down**, select **Universal**.
- **Paste your embed code** from the payment vendor into the provided field.

The image shows a configuration window titled "Embed". At the top right, there are icons for help and a close button. Below the title bar, there are two tabs: "Properties" (selected) and "Styles". Under the "Properties" tab, there is a "Type" section with three radio buttons: "URL", "Embeddable" (which is selected and has a red underline), and "HTML". Below this is an "Embeddable" section with a dropdown menu currently showing "Universal". Underneath is a "Raw Embed Code (HTML)" section with a large text area containing the placeholder text "Enter embed code here...". At the bottom left of the text area is an "ID" label and an empty text input field. At the bottom right of the window are two buttons: "Cancel" and "Done".

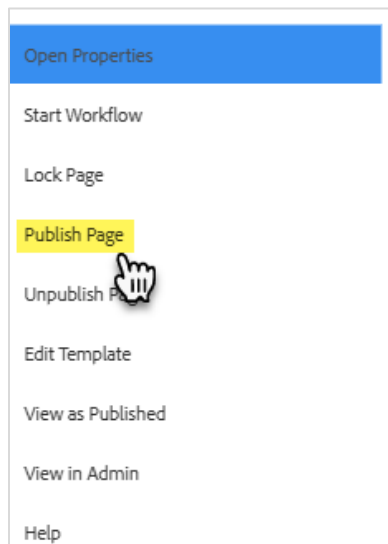
## Step 5: Preview and Publish Confirmation Page

1. **Preview the Confirmation Page:**
  - Click the **Page Information** tool at the top of the page to open the drop-down menu.
  - Select **View as Published** to preview how your confirmation page will appear to users.
  - The preview will **open in a new browser tab**, allowing you to review the content and layout before publishing.



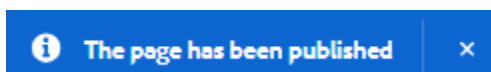
## 2. Edit or Publish

- Review your page.
- If edits are needed, return to the editor and make necessary changes.
- When ready, click the **Page Information** tool again and select **Publish Page**.



## 3. Confirmation and Publishing

- After selecting **Publish Page**, a **blue pop-up** will appear at the bottom of your screen indicating the confirmation page has been submitted for publishing.
- Your page will be **live on the site within an hour**.



**Tip:** Always review the page in preview mode to check for formatting issues or errors before publishing. This helps ensure a seamless experience for users.