

Ten Bō Rin Association Donations & Membership

The HelloAsso payment gateway

Tenborin/Lanau Zen Centre uses the HelloAsso payment gateway for both donations and membership subscriptions. For membership subscriptions, the site is in French and that can be a bit worrying when you're making a payment online - hence this illustrated guide.

Before you start

First decide which credit or debit card you'll use to pay. Nearly all cards will charge you extra for foreign exchange, though a few (JAJA, for example) don't. It'll pay you to check their rates.

Donations¹

<https://www.helloasso.com/associations/zen-tenborin/formulaires/1/widget/en>

MY DONATION

Donation amount

20 € 50 € 100 € 150 €

Other amount €

Monthly donation amount

10 € 20 € 30 € 40 €

Other amount €

LE DON : LA 1ÈRE PARAMITA

FR: Certains d'entre vous font des dons depuis plusieurs années et nous les en remercions. Si cette pratique pouvait s'étendre à d'autres parmi vous, elle permettrait à Tenbōrin une plus grande aisance financière, qui lui manque cruellement aujourd'hui notamment du fait des changements qui s'opèrent dans la gestion de Lanau.

EN: Some of you have been donating for a number of years and we thank you for that. It would be great if others could also adopt this practice of giving, this would allow a greater financial comfort for Tenborin, which is sorely needed today, particularly due to the current changes in organisation at Lanau.

MY DETAILS

I already have a HelloAsso account [Sign in](#)

Private individual Organization

Last Name *

First Name *

Email *

Date of birth *

Street address *

City *

ZIP code *

Country *

* Required fields

MY SUMMARY

Summary

Selection	Donation
Donation	0 €
Your contribution to the functioning of HelloAsso. Why? - Change	€
Total	€

I understand and I confirm that I want to provide financial support to HelloAsso by finalizing my payment.*

I agree to the [Terms of Service](#) and I have read the [Privacy Policy](#).*

Validate and pay

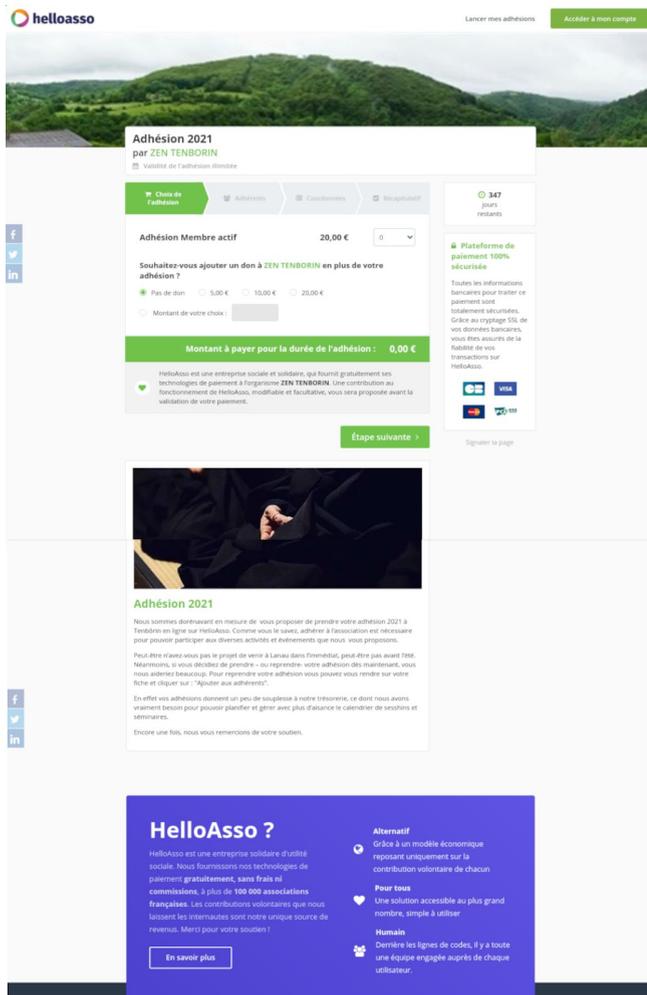
Secured payment

¹ Donations are pretty straightforward since the page is available in English as well as French. Choose the relevant national flag in the top right-hand corner to toggle between languages if necessary

Membership 2021

- <https://www.helloasso.com/associations/zen-tenborin/adhesions/adhesion-2021>

This illustrated mini-guide should help you to find your way through the process if you don't read French confidently.²



A. The key thing on the first page is the section headed **Adhésion** (i.e. membership) **2021**

Most likely you'll just want one membership

Adhésion Membre actif 20,00 €

Choose '1' from the drop-down box.

You can pay that, or add a Lanau donation for one of the fixed amounts on offer (5, 10, 20 euros) . 'Pas de don' means 'no donation'

or you can choose your own donation amount by clicking the radio box next to

Montant de votre choix :

Enter just the number (don't add a 'Euro' sign)

When everything is as you want it, click

Étape suivante

to go to the next page

[Additional text on this page explains about Lanau/Tenborin and HelloAsso & says that your

payment is 100% secure.]

² Please contact john.brown@izauk.net with any suggestions for improvement/clarification in this guide.

Adhérent 1

Coordonnées

Prénom * Nom *

Recevoir la confirmation d'adhésion à cette adresse

Profil de l'adhérent

Numéro de téléphone *

Email

Adresse *

Code Postal *

Date de naissance

Ville *

Profession

Bodhisattva, Moine/Nonne, Laïc *

Dojo

E mail 2

B. The **second page** asks for your contact details (coordonnées). Most items are required *

Prénom * = Forename

Nom * = Family name (use CAPITAL LETTERS)

If you click the check-box next to **Recevoir la confirmation d'adhésion à cette adresse** a drop-down box allows you to enter an email address for email membership confirmation. However, at the end you get a page where you can download your membership 'card' and an 'ATTESTATION DE PAIEMENT' - (receipt)

Enter your email address.

You enter your Numéro de téléphone * (UK phone no.) *with no spaces*, in the form +44222999999 (+44 instead of the first 0)

For Adresse * enter your street address on one line. Code Postal * is your UK postcode. You enter your date of birth (dd/mm/yyyy) in the box: Date de naissance , and your Post Town against Ville *

You can ignore 'Profession' - or complete it in English. It's up to you.

The drop-down box Bodhisattva, Moine/Nonne, Laïc * offers three choices of ordinations: Bodhisattva, Monk/Nun or Lay Member. This is followed by a box in which you write the name of the Dojo you belong to, if any. Then click the green **Étape suivante** (Next page) button...

Adhésion 2021
par ZEN TENBORIN
Validité de l'adhésion illimitée

Choix de l'adhésion | Adhérents | **Coordonnées** | Récapitulatif

Vérifiez vos coordonnées

Payer en tant qu'organisme

J'ai déjà un compte HelloAsso : je me connecte

Prénom * Nom *

Adresse email *

Date de naissance * Pays de résidence *

* Champs obligatoires

< Étape précédente **Étape suivante** >

Plateforme de paiement 100% sécurisée

Toutes les informations bancaires pour traiter ce paiement sont totalement sécurisées. Grâce au cryptage SSL de vos données bancaires, vous êtes assurés de la fiabilité de vos transactions sur HelloAsso.

Montant à payer **20,00 €**

C. Next, a **confirmation page**.

Ignore - Payer en tant qu'organisme - you aren't likely to be paying on behalf of an organisation. You don't already have an account with HelloAsso, so also ignore J'ai déjà un compte HelloAsso : je me connecte

Enter your forename, family name, email address & date of birth (again!)

Your country (if UK) from the drop-downs is **Royaume-Uni**

D. Clicking **Étape suivante** will take you to the fourth page, a summary of what you'll pay. [Here you can revise the HelloAsso contribution amount if you so wish.]³

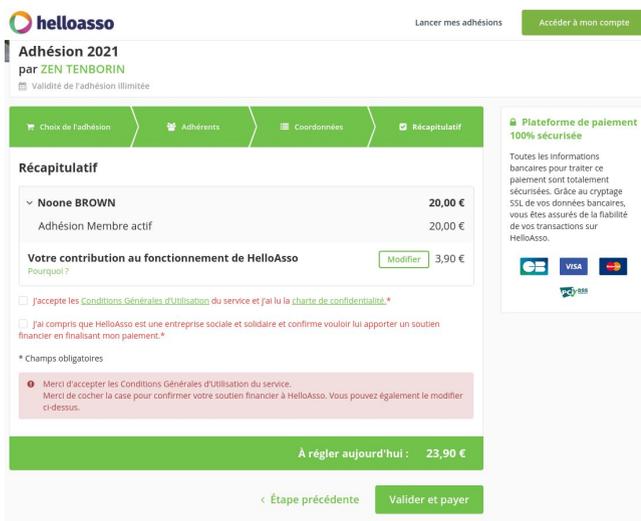
Here, you must tick the two check-boxes which say:

- J'accepte les **Conditions Générales d'Utilisation** du service et j'ai lu la **charte de confidentialité**.*
- J'ai compris que HelloAsso est une entreprise sociale et solidaire et confirme vouloir lui apporter un soutien financier en finalisant mon paiement.*

Which is to say:

- I accept the *General Terms and Conditions of Use of the service* and I have read the *privacy policy*.*
- I understand that HelloAsso is a social enterprise and confirm my willingness to provide financial support by finalizing my payment.* [Only really relevant if you've agreed to make a small HelloAsso contribution, of course - but I imagine you'd have to tick it anyway]

* Mandatory fields



<<< If you forgot to tick the check-boxes, you'll see this, which is simply a demand that you tick them.

Once you've taken care of the check-boxes, press the button labeled:

Valider et payer

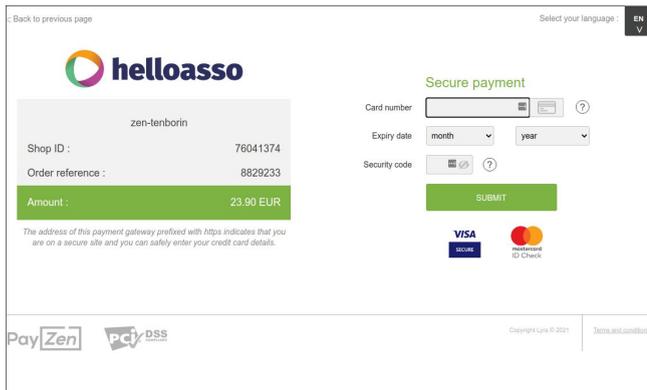
to be taken to the actual payment page



E. Payment page

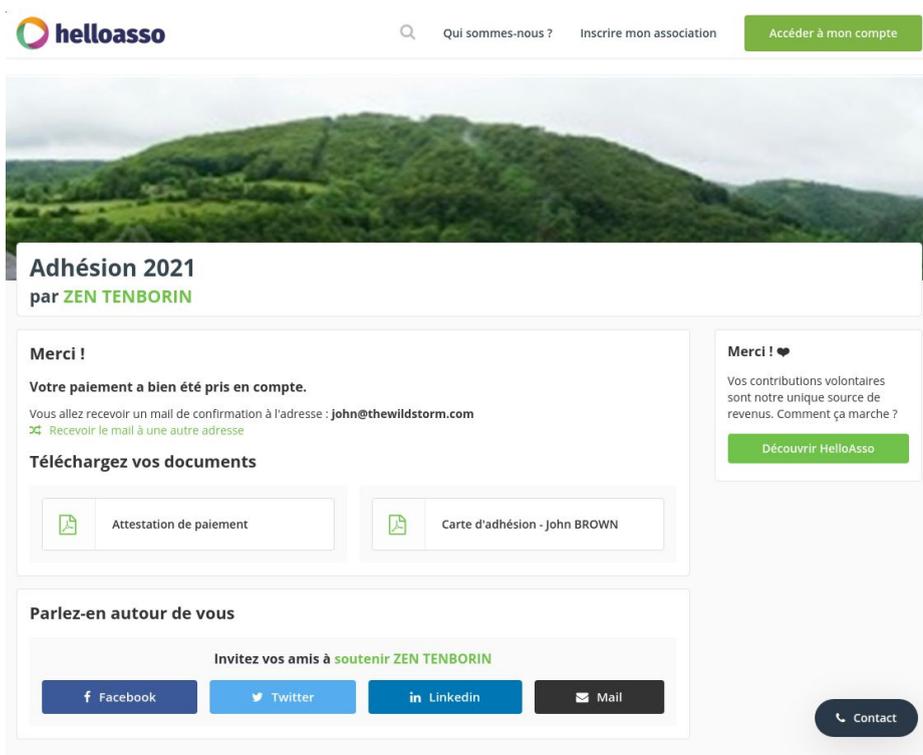
where... joy or joys... there's a small black button (top right, labelled FR) that lets you change to ENGLISH! [EN] for the actual payment process.

³ If you do, a dialogue box appears with a slider that lets you adjust the HelloAsso donation. 'Enregistrer' means "Register your amount & proceed". See screenshot in Appendix 2.



E. (contd.) Here, you'll complete your usual card information:

number, name... all the usual stuff ... and click **SUBMIT** to pay



F. Finally, you see page with a message saying that your payment is complete, and that you'll get an email with confirmation

This is where you can also get copies of your receipt & membership card.

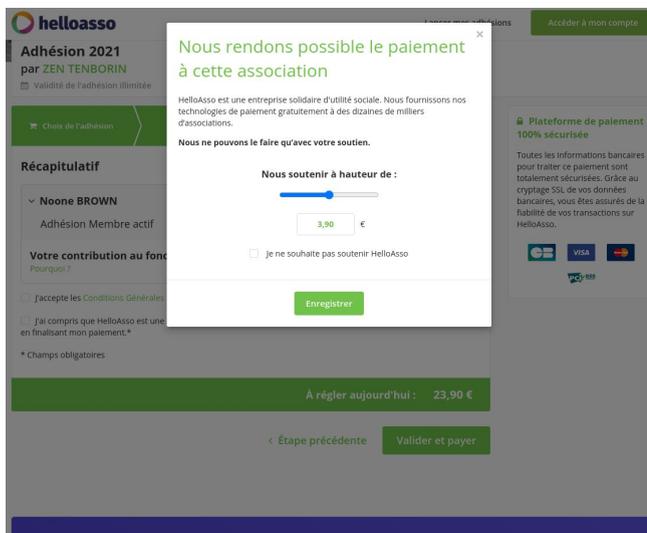
Your email confirmation will also contain these links, should you need them again.

- Téléchargez vos documents* = **DOWNLOAD** your documents
- Attestation de paiement* = **A4 itemised receipt for your payment**
- Carte d'adhésion* = **A4 page with a small, unique Membership Card (see Appendix)**

Just click on the PDF symbol or the document title to download...

Appendix

1. Adjusting the HelloAsso donation just before moving to the payment page



** Pop-up dialog box... containing the slider that pops up (See footnote 3, on page 4 above)

2. Printable Membership Card

Although it doesn't have a visible membership number or code, each membership card is unique. It carries your name and date of application/payment.

