

Manual to order photographs and items on www.abseilen.nl

Congratulations on abseiling or rope sliding from the Euromast! With this manual we explain to you how to order digital or printed photographs and other evidence of your experience.

Please remember! All photographs will be visible on the website for **one month after the event**. After one month they will be removed.

Step 1. Sign in at www.abseilen.nl

- To order photographs and items at www.abseilen.nl you need an user account.
- If you made your abseil/tokkel-reservation on the Internet, then you already have made your account. You can go directly to Step 2.
- If you don't have an account; go to abseilen.nl, choose **foto's** and then choose (on the left side of the page); **aanmelden**.
- Enter all your data (the red areas are required) and choose **aanmelden**.
Please remember: if you order a product (printed photograph or t-shirt) by post; it will be send to the address that you mention here so don't forget to fill in the right address.
- In a few minutes you will receive an email from us on the email address that you filled in. You now have to confirm your account by clicking on the link in our email. After confirming you can login on www.abseilen.nl; make a reservation, order pictures and use your photograph-credit card.

Step 2. Log in at www.abseilen.nl

- Choose **foto's** and then choose (on the left side of the page) **inloggen**.
- Enter your login-name (email address) and password.

Please note: do NOT enter the numbers from the photograph-credit card. You have to use the email address and password when you signed in. If you just made your account you may be logged in already.

Step 3 Order pictures

- After logging in you will automatically go to the next page. If this doesn't happen, choose **foto's** and search for your abseil-day in the list of events (**evenementen**)



- Three events will be visible. If you want to find other events; choose **alle evenementen** to make them visible.
- You can browse through the pages by choosing on the darts:
Next page = 1 dart
Final page = 2 darts
- On the bottom of the page you can fill in behind each item the amount that you would like to receive. Minimum must be 1, except for the digital photographs, the amount must be 1. Then choose **toevoegen** and the photographs/items will be added to your order (**winkelwagen**).



2

- You can continue to order photographs or other items this way. If you want to see your order up until now, choose **winkelwagen** (left side page). You can still change or remove your order. Your order has not been finished yet!

Step 4 Finish your order & payment

- To confirm your definitive order choose **winkelwagen** (left side page).



- If you bought a photograph-credit card on the Euromast you have to activate this card first. Choose **code tegedkaartje** and fill in the code from the card.
- Please note:** the code must have 10 numbers and/or letters and you must use the correct upper- or lowercase.
- Now choose **bestelling afronden** and check your data and order. Finally choose **bestelling plaatsen**. Your order will now be proceeded.
 - You may check the status of your order. Choose **bestellingen** (leftside) to check the status of your order and to see if all payments have been made. You may have ordered more photographs than the value on the credit card or you have ordered other extra items. Your order will be proceeded after all payments have been done.
 - You can pay the invoice by transferring the missing amount to our account number 62.90.45.259, Height BV in Delft and **mention your order number**. After receiving your payment we will proceed with your order.

Step 5. Download digital photographs

- If you have ordered a digital photograph (and order has been set free) you will receive an email with a link. Use this link and choose **bestellingen** (leftside). Or skip the link and go to www.abseilen.nl and choose **bestellingen**. Your order will be visible.



- On the right side you will see an icon. Choose this icon and your downloading will start. Choose **download Zip-bestand** and then **opslaan**.
- Store your photographs on a your computer (at a place you are authorized to and able to find them later on).

Any problems?

Send us an email at orders@abseilen.nl and explain your problem to us. Also mention your name, telephone number, order number and the number on your photograph credit card. We will dissolve the problem or contact you.