



V4.0
1st Sept 2025

USING YOUR CREDIT TO BOOK WORKSHOPS

IMPORTANT: TO ENSURE YOU GET BOOKED ONTO WORKSHOPS YOU MUST COMPLETE THE PROCESS BELOW WITHIN THE SPECIFIED DATES OR RISK HAVING MORE LIMITED OPTIONS.

WHEN DO WORKSHOP BOOKINGS OPEN?

3rd Sep 7:30pm - LANDSCAPE/BUS TRIP WORKSHOPS GO LIVE - **You are limited to your \$350 credit at this time**

7th Sep 7:30pm - ALL OTHER WORKSHOP BOOKINGS - **You are limited to your \$350 credit at this time**

14th Sep 7:30pm - EXTRA CREDIT IS APPLIEDS - **If you purchased Extra Credit it can now be used**

19th Sep 7:30pm - CASH BOOKINGS OPEN - **You can now combined any leftover credit with credit card payments**

IMPORTANT

1. PAY ATTENTION TO YOUR CREDIT LIMIT

You only have \$350 of credit to use initially. This means that if your shopping cart totals more than \$350 you will not be able to complete the checkout process. You will get the error you can see below. If this happens, please remove a workshop from your cart to proceed through the checkout. You can top credit up at later points.

2. HAVE A PLAN B & C

As per the terms and conditions of your ticket you are not guaranteed to get into any one specific workshop. Places on each workshop are limited (generally to 20ppl per workshop). Have a plan B and C in case your preferred workshops fill up. Don't stress, there are many more workshop spots than people's credit so there will be workshops to use your credit.

3. LEFTOVER CREDIT

So you have some left over credit but not enough to book an extra workshop? Don't stress, when the Extra Credit purchases are applied your old credit is combined with existing credit. In addition cash bookings open on the 19th September so you can top your credit up with real money to use any excess credit.

5. CHANGES TO BOOKINGS

Nope nope nope nope nope. With 575 people booked on nearly 3500 workshop spots it is a nightmare making changes. If you book it, you're committed. Please do not request changes once a booking is made, it hurts our feelings to say no.

BOOKING YOUR WORKSHOPS

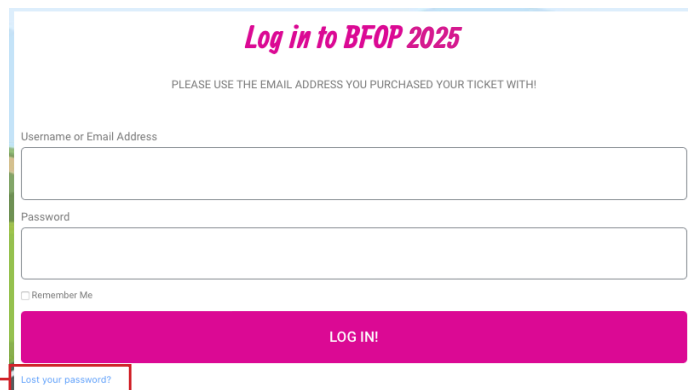
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IMPORTANT:

1. WHEN BOOKING MAKE SURE YOU ARE LOGGED IN TO YOUR OWN ACCOUNT
2. EACH INDIVIDUAL CAN USE UP TO \$350 OF CREDIT, IF YOU HAVE A FRIEND WHO ISN'T ATTENDING YOU CANNOT APPLY THEIR CREDIT TO YOUR WORKSHOPS, ALL BOOKINGS ATTEMPTING THIS WILL BE CANCELLED AND PUT TO THE BACK OF THE QUEUE.

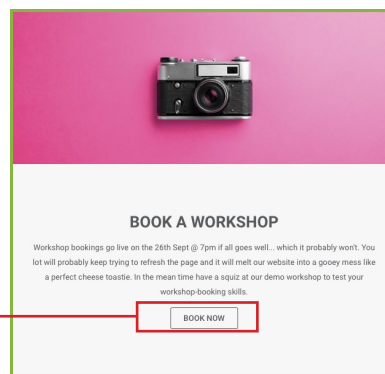
1. Log into the [BFOP 2025 Portal](#)

Click any of the buttons that say "BFOP 2025 PORTAL" or use the option in the top menu. Use your log in credentials (email & password) to log in. That will give you access to everything BFOP 2025 including workshop bookings, competition details as well as promotions and discounts as they become available. If you do not know your login credentials please use the 'Lost your password?' option. **Please test your log in well in advance of the workshop bookings as we are unable to assist on the night if you need help.**



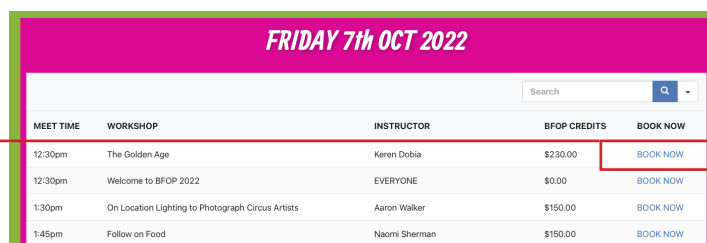
2. Select the 'BOOK A WORKSHOP' OPTION

Navigate to the options below the heading and choose "BOOK NOW"



3. Select the 'BOOK A WORKSHOP' OPTION

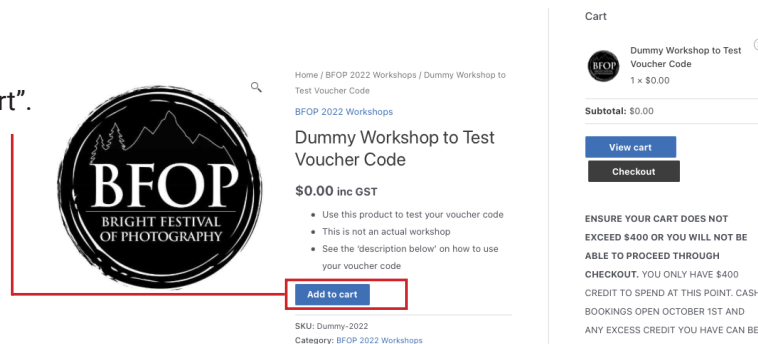
Navigate to the options below the heading and choose "BOOK NOW". This will open a new window.



MEET TIME	WORKSHOP	INSTRUCTOR	BFOP CREDITS	BOOK NOW
12:30pm	The Golden Age	Keren Dobia	\$230.00	BOOK NOW
12:30pm	Welcome to BFOP 2022	EVERYONE	\$0.00	BOOK NOW
1:30pm	On Location Lighting to Photograph Circus Artists	Aaron Walker	\$150.00	BOOK NOW
1:45pm	Follow on Food	Naomi Sherman	\$150.00	BOOK NOW

4. Add to cart (you can only add one per person)

Check you have the correct workshop and press "Add to Cart".



5. Add more to your cart.

Add all of your selected workshops to the cart by repeating step 3 & 4

-You will see the other items in your cart on the right

-You can remove an item from your cart by clicking the X

OUR SYSTEM HAS A HABIT OF EMPTYING CARTS IF THEY ARE LEFT TOO LONG. YOU MAY BE BETTER OFF BOOKING WORKSHOPS INDIVIDUALLY OR IN A COUPLE OF BATCHES.

6. Adding your Workshop Credit Code into the checkout

1. In the checkout please click the blue text 'Click here to enter your code'

Checkout

☐ Have a coupon? [Click here to enter your code](#)

2. Add your **EMAIL ADDRESS** into the box and click 'Apply'

Checkout

☐ Have a coupon? [Click here to enter your code](#)

|Your email goes here

Apply coupon

3. If the code is successfully added you will get the following message. You will then see the cart total change to \$0 and can then complete the checkout. **IF YOU GET THE ERROR** "Coupon "this does not exist!" please check your EMAIL ADDRESS was entered correctly! If this still doesnt work, email help@bfopaustralia.com and we will do our best to urgently update it.

✓ Coupon code applied successfully.

! Coupon "this" does not exist!

The error message (right) means that you have either:

1. Not applied your email address correctly, please try this again by re-visiting steps 2 & 3.
2. Your cart exceeds the \$350 credit limit (even by \$1). Please remove something from your cart. You will be able to 'top up' your workshops once everyone has had a fair chance to use their credit.

☐ Sorry, it seems that there are no available payment methods for your state. Please contact us if you require assistance or wish to make alternate arrangements.

HOW TO GET HELP IF YOU ARE HAVING DIFFICULTY

1. IT IS LIKELY THE WEBSITE WILL CRASH. PLEASE DO NOT CONTINUE TO HIT REFRESH. GIVE IT A MINUTE OR TWO OTHERWISE YOU WILL DELAY THE SITE GOING LIVE AGAIN.

2. MAKE SURE YOU HAVE JOINED THE "[OFFICIAL BFOP GROUPIES](#)" [FACEBOOK GROUP](#) THAT IS AN AMAZING PLACE TO START. DO NOT TAG US AND EXPECT A RESPONSE. YOU CAN DIRECT MESSAGE FROM FACEBOOK (USE THE OFFICIAL BFOP PAGE TO MESSAGE)

3. CALL A FRIEND WHO IS COMING TO THE FESTIVAL TOO, OFTEN THEY CAN HELP

4. IF YOU ARE NOT ON SOCIAL MEDIA EMAIL HELP@BFOPAUSTRALIA.COM BUT BE AWARE REPLIES WILL BE DELAYED