

FRIENDS OF INNEREFFRAY LIBRARY

GUIDE TO USE OF THE NEW WEBSITE

From March 2020 FOIL will have a new website which is a section within a new website for the library itself. It works in much the same way as many other websites and we hope you will be able to find your way around it easily. We have produced this short guide to help you get started and to explain how to book and pay for FOIL events. Any screen images you see in this guide are taken from a PC; if you use a tablet or a phone it may look different, but the content is all the same.

First go to www.innerpeffraylibrary.co.uk/friends-of-innerpeffray-library. This will bring up the Friends page, which looks like this:



You can get back to this page at any time by clicking on 'Friends' in the menu line.

Lower down the page there is information about FOIL and then details of the programme for the current year:

FOIL PROGRAMME 2020

Unless indicated otherwise below, FOIL talks are held in the Schoolroom at Innerpeffray on the second Wednesday of each month. Refreshments are served from 7.00pm with the talk commencing at 7.30pm.

Tickets cost £5.00 for members and £10.00 for visitors.

Click on each topic to see further information about the event.

Wed. 8 th April 6.30 pm	FOIL Annual General Meeting 2020
Wed. 8 th April 7.30 pm	Talk and tasting by Chocolatier Charlotte Flower
Wed. 22 nd April 7.30 pm	In Conversation with Sally Magnusson. Focussing on Sally's career and writing Gillian Wade will chat to Sally about her latest book "The Ninth Child".

Each entry in the programme that is underlined and in red is a link to a separate page about that event, so for example, clicking on this line:

Wed. 8th April 7.30
pm

[Talk and tasting by Chocolatier Charlotte Flower](#)

Brings up a page of information about the event:

[Home](#) > [Friends](#) > FOIL Talk - Charlotte Flower

Wednesday 8th April, 7.30pm – The FOIL AGM will be followed by a talk by Chocolatier Charlotte Flower



A forester by training and experience Charlotte drifted into Perthshire some 15 years ago and now lives on the south side of Loch Tay. Looking to find a new career direction her foraging habit combined with an introduction to the world of fresh fine chocolates sparked a business idea – could the wild flavours of Perthshire work with chocolate? Had anybody tried this? It seemed not and in 2007 the business was established.

Charlotte Flower Chocolates are a unique product, the extensive palette of natural flavours are picked from the wild, processed immediately in Charlotte's home-based workshop so that flavours are still at their best. In addition to foraged flavours the company also used products created by other Scottish food producers such as Glen Lyon Coffee and Dewar's whisky. Inspiration is also taken from the rich historical heritage of Perthshire and plans for an Innerpeffray chocolate are in the pipeline.

Charlotte will offer a chocolate tasting at this talk – perfect for Easter week!

To book to attend the event, position your cursor over the word Shop on the main menu. This will bring up a sub-menu and you click on Events.



The Library of Innerpeffray

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[Home](#) > [Friends](#) > FOIL Talk - Charlotte Flower

Wednesday 8th April, 7.30pm – The
Chocolatier Charlotte Flower

Events

Merchandise

Subscriptions and
Sponsorship

...e followed by a talk by

This will take you to the main Shop on the site, which has three categories of Shop items: Events, Merchandise and Subscriptions and Sponsorship. You will land on the Events page. All events are listed here in date order. There will be both FOIL events and other events organised by the library.

Events

Default sorting Showing all 10 results



The image shows a grid of eight event listings. Each listing consists of a small image, a title, a price range, and a button. The titles are: 'FOIL - Attendance at the FOIL Annual General Meeting - 2020', 'FOIL - Attendance at the Meeting on 8th April', 'FOIL - Attendance at the Meeting on 22nd April', 'FOIL - Attendance at the Meeting on 13th May', 'FOIL - Attendance at the Meeting on 10th June', 'FOIL - Attendance at the Meeting on 22nd July', 'FOIL - Attendance at the Meeting on 12th August', and 'FOIL - Attendance at the Meeting on 9th September'. The buttons are 'Add to basket' for the first event and 'Select options' for the others.

Click on 'Select options' underneath the image for the event. This will bring up a page with the same information about the event inviting you to select any number of tickets for either members or visitors. If you wish to book for both members and visitors click 'Add to basket' for the member tickets, change the ticket type to Visitor and 'Add to basket' again.

[Home](#) > [Shop](#) > [Events](#) > FOIL - Attendance at the Meeting on 8th April



The image shows the event page for 'FOIL - Attendance at the Meeting on 8th April'. It features a large image of a woman in a white apron holding chocolate. The title is 'FOIL - Attendance at the Meeting on 8th April' and the price is '£5.00 - £10.00'. A description states: 'Charlotte Flower will describe how and why she made a lifestyle change from being a forester to making chocolates - and will bring samples to taste.' There is a 'Ticket Type' dropdown menu set to 'Member' with a 'Clear' button. The price is shown as '£5.00'. There is a quantity selector set to '1' and an 'Add to basket' button. At the bottom, it shows 'SKU: N/A' and 'Category: [Events](#)'.

Each time you click 'Add to basket' a green stripe will appear inviting you to 'View basket'. When you have added as many tickets as you require click on this link to go to the basket. There you are shown all the items you have ordered. If you clicked too many or too few you may adjust the quantities here before proceeding.

[Home](#) > [Cart](#)

Product	Price	Quantity	Subtotal
 FOIL - Attendance at the Meeting on 8th April - Visitor	£10.00	2	£20.00
 FOIL - Attendance at the Meeting on 8th April - Member	£5.00	1	£5.00

Coupon code

Basket totals

Subtotal	£25.00
Total	£25.00

Once you are happy with the contents of the basket click on 'Proceed to checkout'.

First name * <input type="text" value="Michael"/>	Last name * <input type="text" value="Mouse"/>
Country * <input type="text" value="United Kingdom (UK)"/>	
Street address * <input type="text" value="The Barn"/>	
<input type="text" value="Muirton"/>	
Town / City * <input type="text" value="Auchterarder"/>	
Country (optional) <input type="text"/>	
Postcode * <input type="text" value="PH3 1XX"/>	
Phone * <input type="text" value="01764 989999"/>	
Email address * <input type="text" value="mmouse@gmail.com"/>	
Additional information Order notes (optional) <input type="text" value="Notes about your order, e.g. special notes for delivery."/>	

Product	Subtotal
FOIL - Attendance at the Meeting on 8th April - Visitor * 2	£20.00
FOIL - Attendance at the Meeting on 8th April - Member * 1	£5.00
Subtotal	£25.00
Total	£25.00

Credit Card

Pay securely with your credit card TEST MODE ENABLED. In test mode, you can use the card number 4242424242424242 with any CVC and a valid expiration date or check the [Testing Stripe documentation](#) for more card numbers.

Card Number *

Entry Date * Card Code (CVC) *

Save payment information to my account for future purchases.

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

Place order

On the new site booking and payment are linked. On the left side of the screen you are required to enter the billing address of the card being used for payment. This will be remembered by the system to save you having to enter this each time you book. On the right side of the screen you enter your card details. If you wish the system to store these you can check the box to permit this; it is not mandatory.

Once you are happy that everything is entered correctly click on 'Place order'. This will register you for the event and also collect payment from your card. If the event has a zero price, such as attendance at the AGM, you will not be invited to enter payment details; just click on 'Place order'. You will be shown a confirmation screen giving details of the order that has been placed.

Order received

Thank you for your order!

ORDER NUMBER:	1776
DATE:	March 4, 2020
EMAIL:	mmouse@gmail.com
TOTAL:	£25.00
PAYMENT METHOD:	Credit Card

Order details

Product	Total
FOIL - Attendance at the Meeting on 8th April - Visitor * 2	£20.00
FOIL - Attendance at the Meeting on 8th April - Member * 1	£5.00
Subtotal:	£25.00
Payment method:	Credit Card
Total:	£25.00

Billing address

Michael Mouse
 The Barn
 Muirton
 Auchterarder
 PH3 1XX
 01764 989999
 mmouse@gmail.com

The confirmation is your 'e-ticket' as physical tickets are not issued.