User Guide

Event Booking



Public Bookings

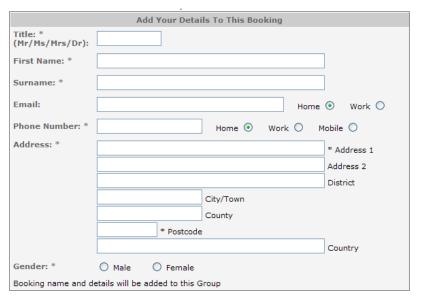
Initially you will have perhaps come via a search engine link or the Events Diary.

On the Events Diary link on the events page, on this display you will see a list of events that have a public view and some that have a tick which indicates you can book one these events.



When you click on the tick the tick a details page is displayed, if you are a member of the group it reminds you to login if you are not a member of the group completed the details and continue.





If you are a member of the group login and click the tick again.

User Guide

Event Booking



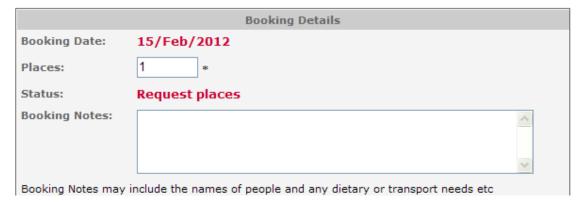
Where public and non-member bookings are allowed, the event booking process is integrated with the membership system. This enables the group management to define the fee category and user permissions that will be given to all new booking contacts (membership records) when they are added to the group records through the event booking system.

Logged In Members

Logged in members will see a different display, there is obviously no need to enter their details again, simply enter the number of places they require and any notes on the booking for such things as menu choices names of guests or special dietary requirements. Also if you have access needs this is where you can enter them.



| Name the booking is for | |
|-------------------------|---|
| Booking is for: | Mr Barry Ambitious |
| Email: | bob@objectiveinternet.com |
| Phone: | |
| Address: | Ambitious Alley UNITED KINGDOM ET5 9FV |



Once you have completed the booking the confirmation is displayed along with a list of the attendees.



On this display your entry can be edited by yourself.