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.

Wed 13/Oct/2010	Dep 8,00pm	Health Walk - Chineham Shopping East Car Park	East Car Park at Chineham Shopping Centre RG24 8BE	🔍	☑
Wed 15/Sep/2010	Dep 8,00pm	Health Walk - Chineham Shopping East Car Park	East Car Park at Chineham Shopping Centre RG24 8BE	🔍	☑
Tue 14/Sep/2010		CLUBNIGHT @ THE WAY INN	Chapel Hill, Basingstoke	🔍	☑
Tue 23/Feb/2010		Clubnight @ The Way Inn (DISTRIBUTION)	Chapel Hill, Basingstoke	🔍	☑
Wed 08/Apr/2009	10:00	Fundraising even for an Alzheimer's charity	Can't remember	🔍	
Wed 08/Apr/2009	8.30 pm	Clubnight - Portsmouth Arms	Hatch Warren, Basingstoke	🔍	

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.

Event Details			
Event Title:	**HEALTH WALK - CHINEHAM SHOPPING EAST CAR PARK**		
When:	Wed 15 Sep 2010	Where:	East Car Park at Chineham Shopping Centre RG24 8BE
Time:	Dep 8,00pm	Fee:	
Contact:	Bob Clifford 07811 289586 (alo@bnhivc.org)		

Add Your Details To This Booking

Title: * (Mr/Ms/Mrs/Dr): [_____]

First Name: * [_____]

Surname: * [_____]

Email: [_____]   Home ⦿   Work ○

Phone Number: * [_____]   Home ⦿   Work ○   Mobile ○

Address: * [_____] * Address 1
[_____] Address 2
[_____] District
[_____] City/Town
[_____] County
[_____] * Postcode
[_____] Country

Gender: *   ○ Male   ○ Female

Booking name and details will be added to this Group

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

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.

Event Details	
Event Title:	**CLUBNIGHT @ THE WAY INN (DISTRIBUTION)**
When:	Tue 23 Feb 2010 Where: Chapel Hill, Basingstoke
Time:	Fee:
Contact:	Committee (chairman@bnhivc.org)

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

Booking Details	
Booking Date:	**15/Feb/2012**
Places:	1 *
Status:	**Request places**
Booking Notes:	

Booking Notes may include the names of people and any dietary or transport needs etc

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

						Displaying 1-2 of 2	
Booking Date ▽	Places	Booking For	Status	Cancelled	Notes	View	Edit
02 Sep 2009	1	Hartmann, Bob	Confirmed				
15 Feb 2012	1	Ambitious, Barry	Requested			🔍	e

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On this display your entry can be edited by yourself.