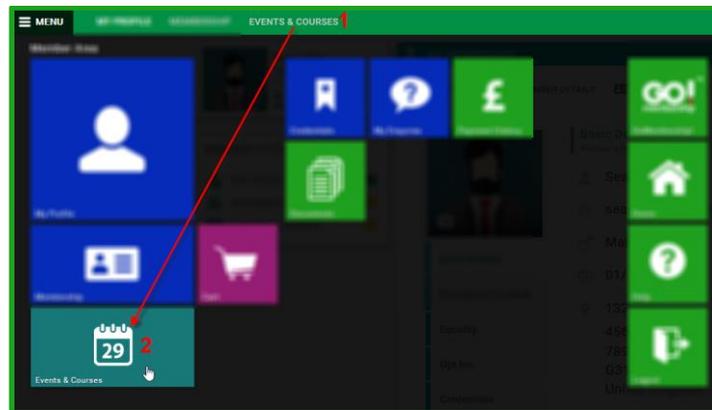


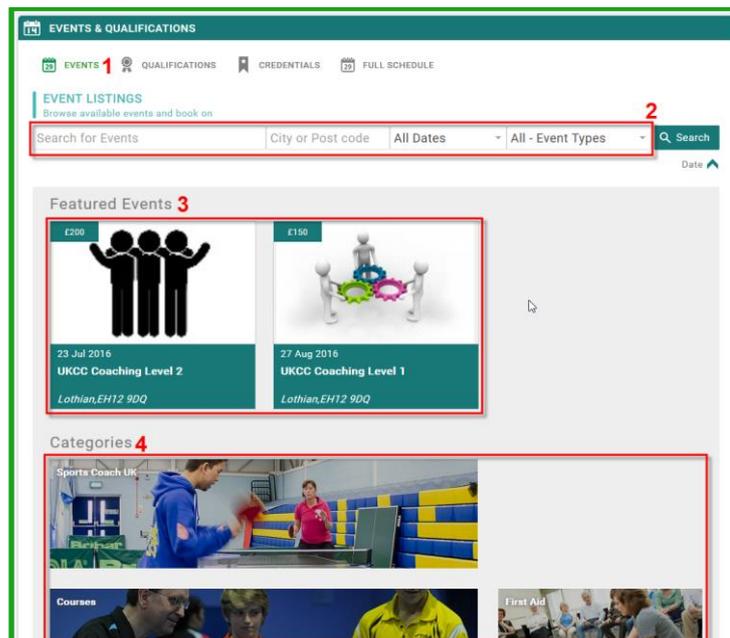
Q: How do I view/book an event or course?

How to book an Event:

1. Sign in from the login-in screen using your username/password (these will be case sensitive!)
2. Once logged in to the system, from the homepage navigate to the 'Events & Courses' tile as shown or when on any other page use the 'Events and Courses' tab that sits at top of page:



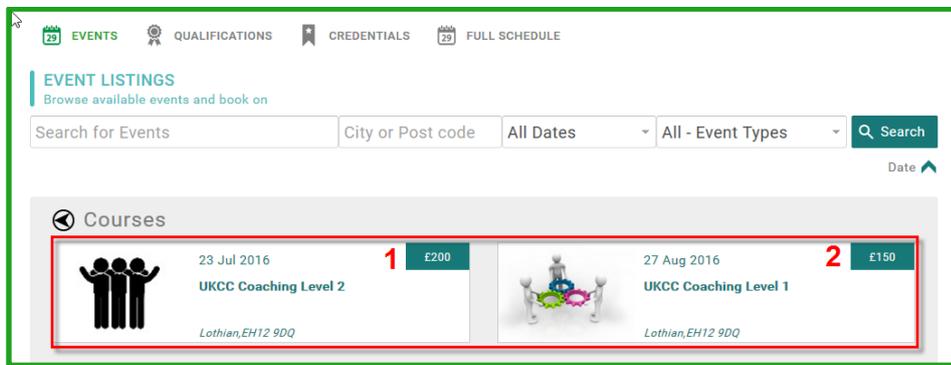
3. **3.1 Events:** From either of the above routes you will be directed to the 'Events and Qualifications' page. Once on this page you will be able to access and search for all open events & courses.



3.2 Search: The 'Search' box above allows you to use a number of options to narrow down live event search results including (Keyword, City/Postcode and Dates).

3.3 Featured Events: These are simply live events that the governing body has also displayed at the top of the section to give additional visibility.

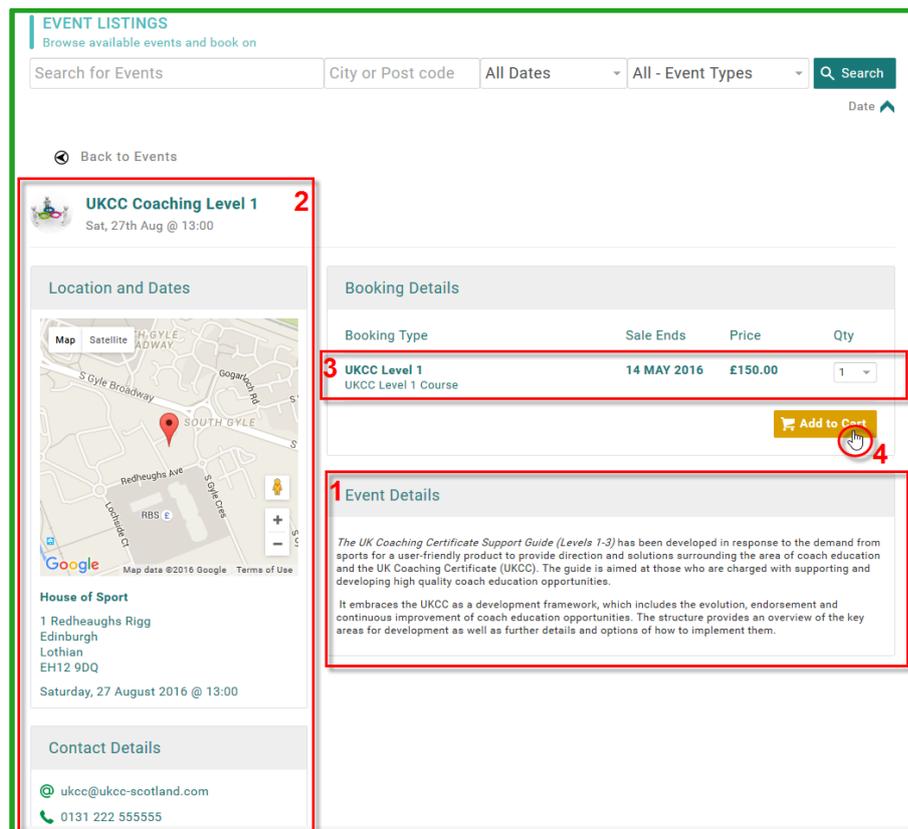
3.4 Categories: Clicking on a category tile will direct you to a pre-filtered view of all events, specific to that category type selected.



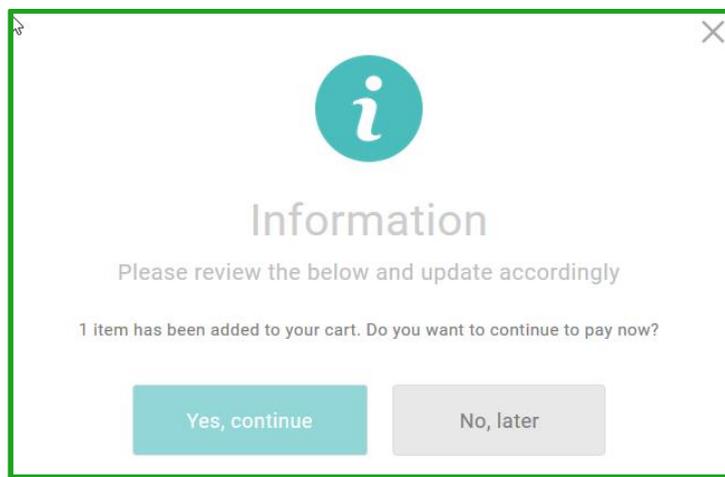
- After a search or clicking on a category tile a number of live event tiles will be listed, click on the one you wish you wish to book onto.



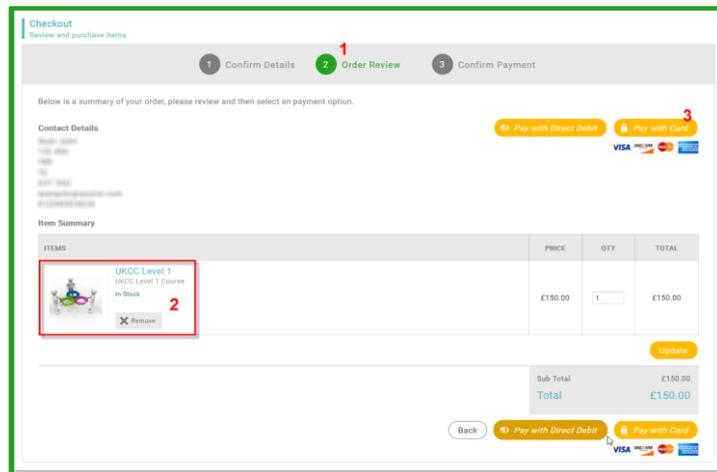
- Once you have selected the course you wish to book you will be directed to the 'Event Listings' page. Here you can review the appropriate event detail (Location, Details, Contact Information, Booking Details and Cost). Once you are satisfied with the details and you wish to commit to payment press the 'Add to Cart' button.



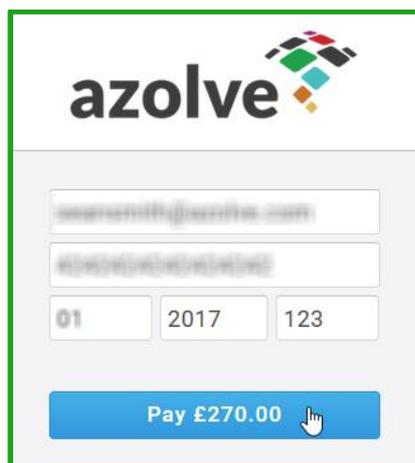
- On action 'Add to Cart' you can decide to continue to browse or go direct to cart:



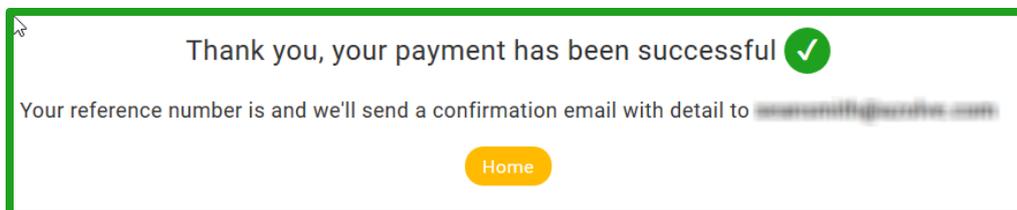
7. Once in cart 'Order Review' page, you can either save the item and pay later, remove it from the shopping cart or proceed to checkout:



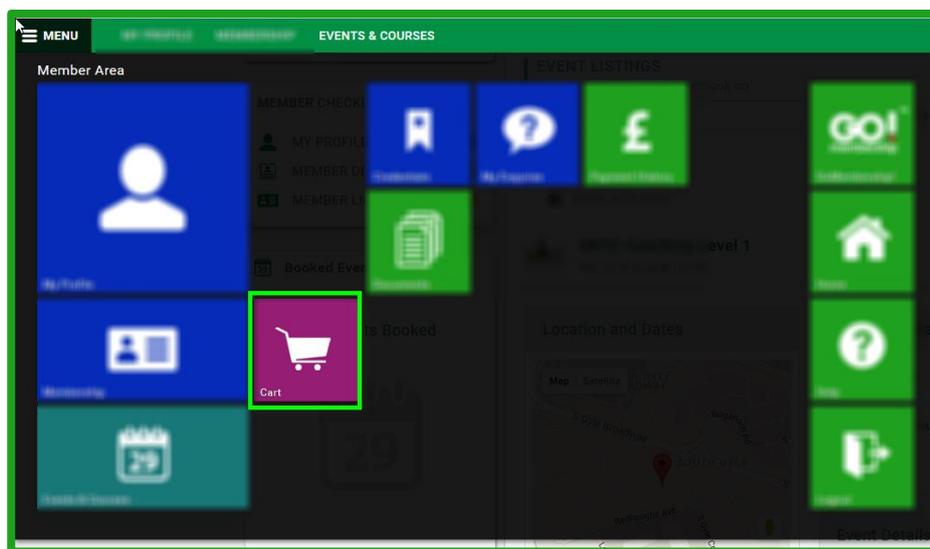
8. On action 'Pay with Card' you will be shown the below window to enter your card details via secure payment. Enter your card details as required and then hit the blue 'Pay' button.



9. On successful completion of the payment the following message will appear, should an error message be returned then please check the card is valid and that all details (Card and Billing information) are up to date:



- Once you have added an item to your 'Cart' or saved it for later, it will remain there even if you navigate away from the payment page or logout. There is no need to go back through the booking process if you have already saved an item, simply access the Cart from the tile on the home screen and pick up from where you left off.



- To view all your booked events and courses simply navigate back to the 'Courses' tile on the homepage and access the 'Booked Events' tile, the most recent upcoming events will be listed first but to view all events past/future you can hit the 'Full Schedule' button.

