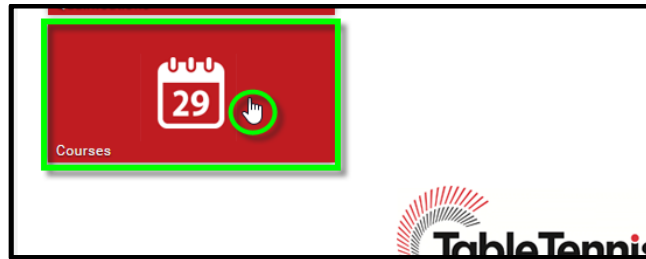


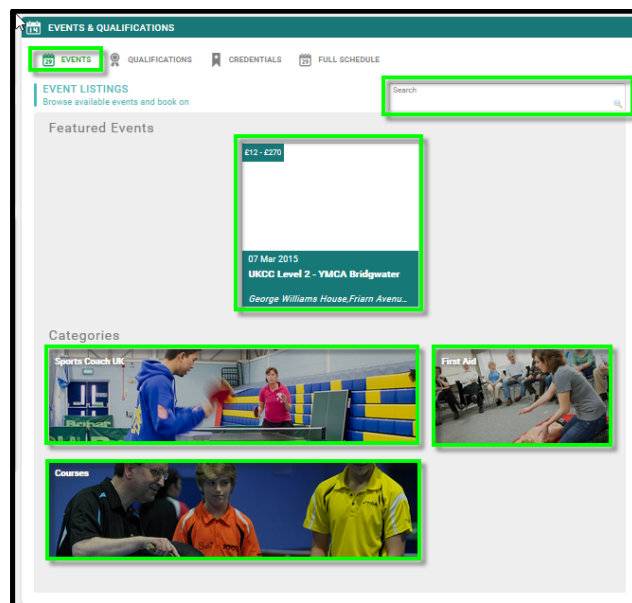
Q: How do I book onto an event or course?

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 'Courses' tile



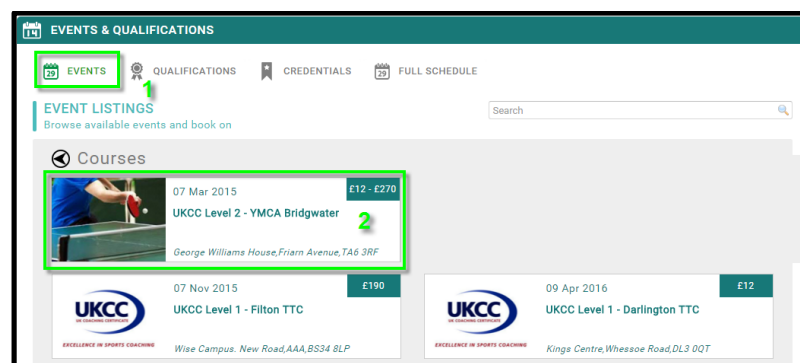
3. From the courses tile you will be directed to the 'Events and Qualifications' page. Once on this page you will be able to access and search for all open events & courses.



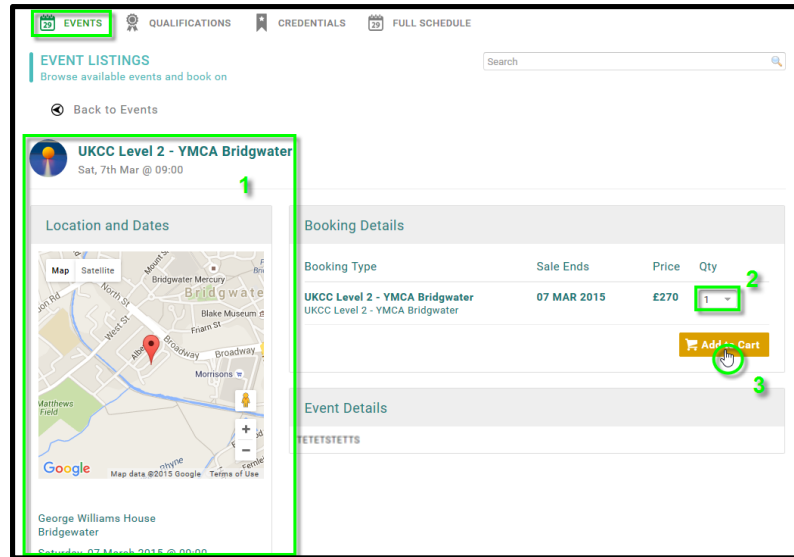
Search: The 'Search' box above allows you to use a keyword search to narrow down live events, this will pick up words from the event title and description.

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

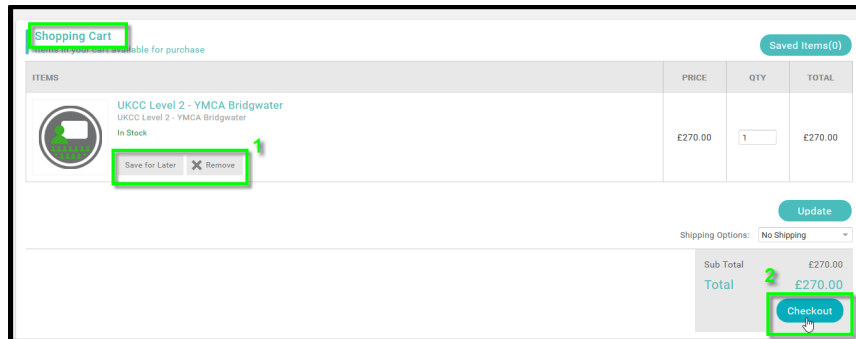
4. After a search or clicking on a category tile a number of live event tiles will be listed, click on the one you wish you wish to book onto.



5. 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.



6. On action 'Add to Cart' you will be directed to the shopping cart where you can either save the item and pay later, remove it from the shopping cart or proceed to checkout:

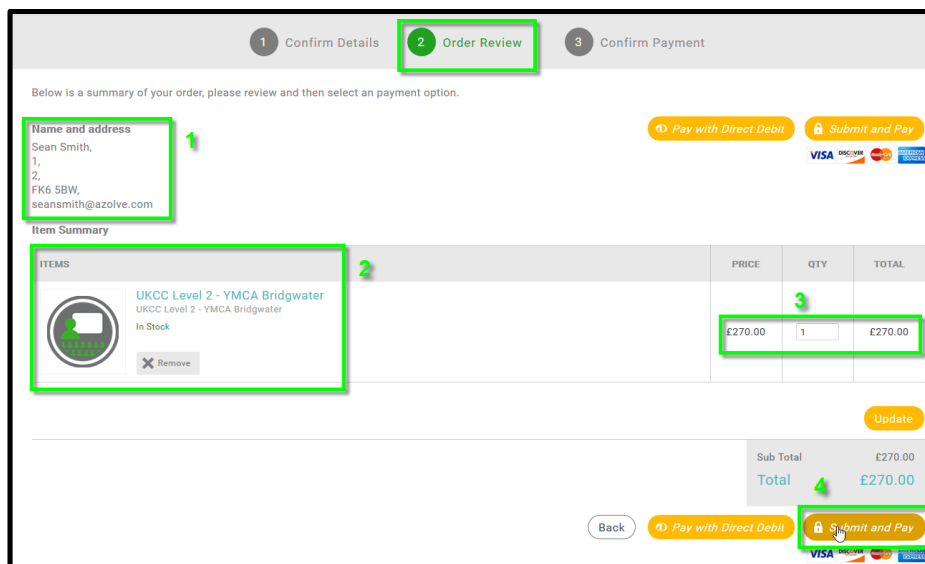


7. On action 'Checkout' you will be able directed to the 'Confirm Details' screen, the details listed here should be the billing address of the card you will use to pay. If different from the defaulted address then edit as appropriate.

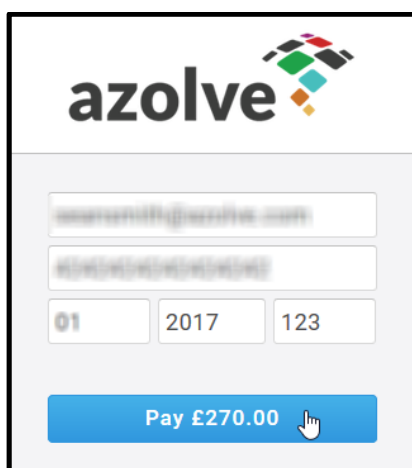
The screenshot shows the 'Confirm Details' screen with the following elements highlighted:

- 1**: The 'Address' field, which is currently empty.
- 2**: The 'Next' button.

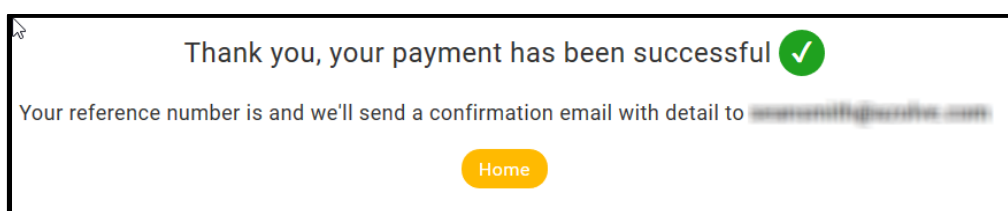
8. On action 'Next' you will be directed to the 'Order Review' page, from here you can make one final check of all Event booking details before committing to the payment screen.



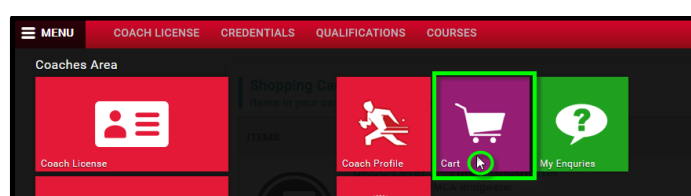
9. On action 'Submit and Pay' a secure payment window will appear on screen. Enter your card details as required and then hit the blue 'Pay' button.



10. 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:



11. 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.



12. 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.

The screenshot displays a user interface for 'EVENTS & QUALIFICATIONS' for Sean Smith, a Licensed Coach. The interface includes a navigation menu with 'EVENTS', 'QUALIFICATIONS', 'CREDENTIALS', and 'FULL SCHEDULE'. The main content area is titled 'Your Event Schedule' and shows a list of upcoming events. A green box highlights the 'Upcoming' tab and the event list. A red arrow points from the 'Full Schedule' button in the 'Booked Events' sidebar to the 'Upcoming' tab. The event list shows two events for 07 Mar 2016 and two events for 09 Apr 2016.

Booked Events 1

07 Mar 2016

- UKCC Level 2 - YMCA Bridgwater
Monday, 07 Mar @ 09:00
George Williams House, Bridgwater
- UKCC Level 2 - YMCA Bridgwater
Monday, 07 Mar @ 09:00
George Williams House, Bridgwater

09 Apr 2016

- UKCC Level 1 - Darlington TTC
Saturday, 09 Apr
Kings Centre, Darlington
- UKCC Level 1 - Darlington TTC
Saturday, 09 Apr
Kings Centre, Darlington

Full Schedule

EVENTS & QUALIFICATIONS

EVENTS QUALIFICATIONS CREDENTIALS FULL SCHEDULE

Your Event Schedule

Below is a list of all upcoming events you are booked onto

Past Upcoming 3

07 Mar 2016

- UKCC Level 2 - YMCA Bridgwater
Monday, 07 Mar @ 09:00
George Williams House, Bridgwater
- UKCC Level 2 - YMCA Bridgwater
Monday, 07 Mar @ 09:00
George Williams House, Bridgwater

09 Apr 2016

- UKCC Level 1 - Darlington TTC
Saturday, 09 Apr
Kings Centre, Darlington
- UKCC Level 1 - Darlington TTC
Saturday, 09 Apr
Kings Centre, Darlington

UKCC Level 1 - Darlington TTC
Saturday, 09 Apr
Kings Centre, Darlington