How to book events

Version: FINAL v1

Purpose

To explain how to book events on the new website.

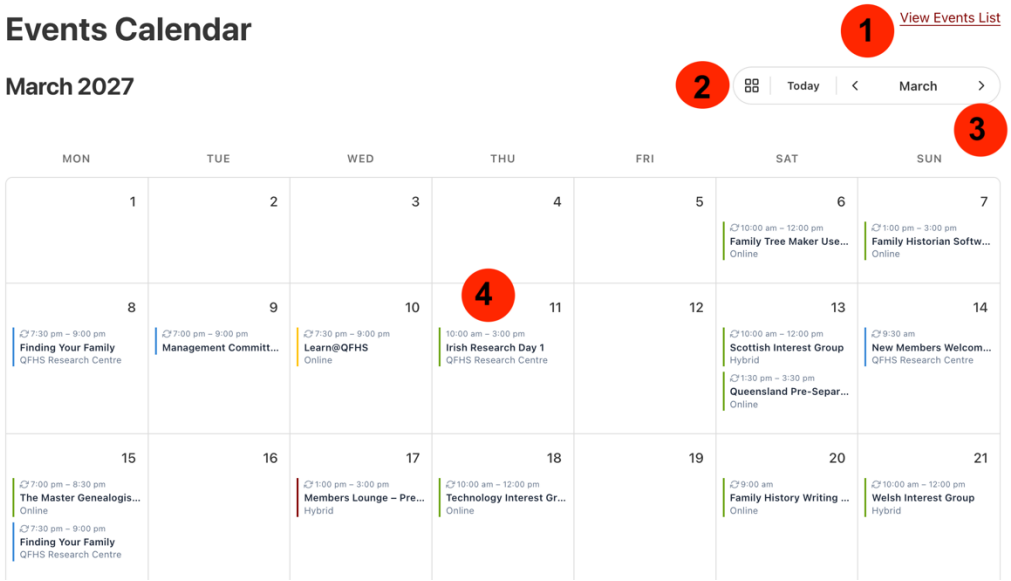
Calendar and Events List

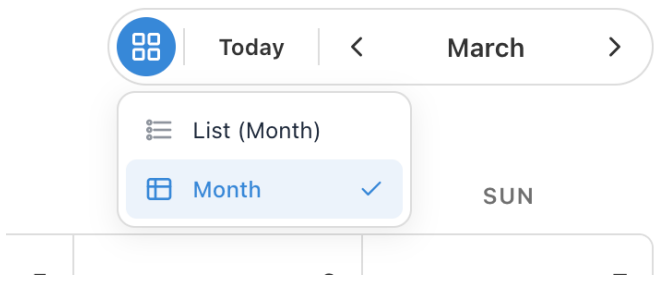
The site header contains an OUR EVENTS button. Clicking this takes you to our Events Calendar. You can also see events by using the menu *Events* > *Events Calendar* or *Events* > *Events List*.

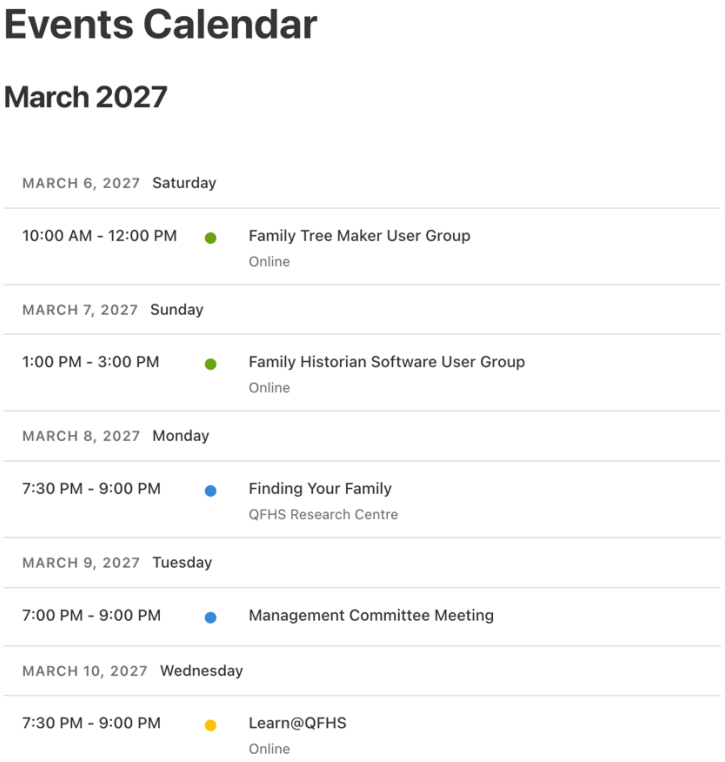


On the calendar you can

1. Use the quick link to go to the Events List
2. Click the four squares to see the list (month) view
3. Use the arrow key to scroll through the months
4. Click on an event to see booking details



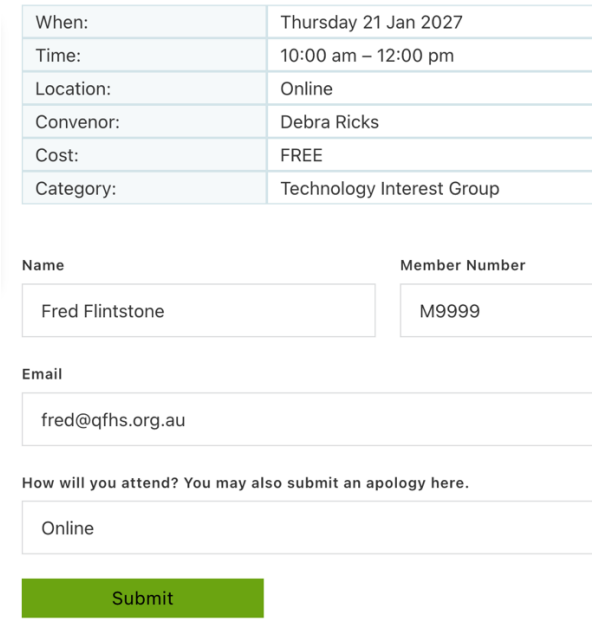


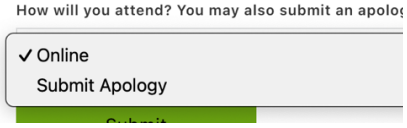


From here you would select the event you wish to attend. Select how you want to attend.

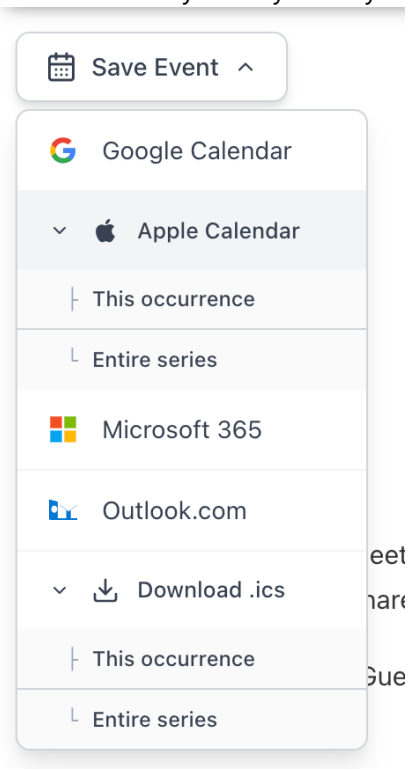
Our events can be held online or in person or hybrid.

For free events, use the form to complete your details and submit it. There is also an option to submit an apology so the Event Coordinator knows you will not be attending.





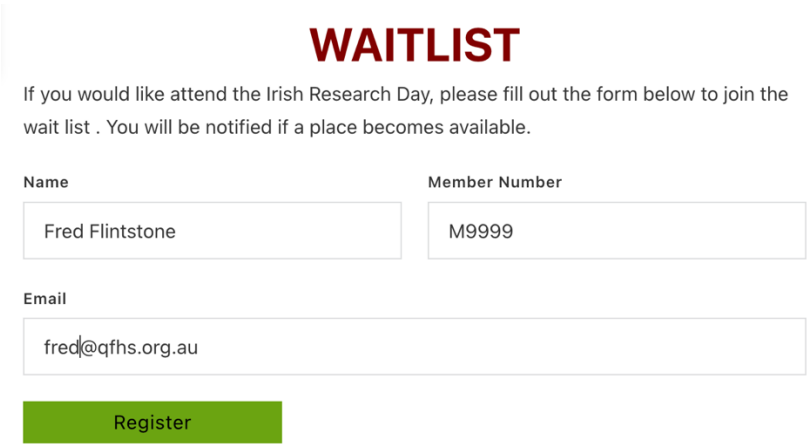
It is possible to save the event, either the single event or the series, to your calendar. This button can be found on a single event page under the event image. This does not confirm a booking. It simply gives you the ability to adds the event into your online calendar.



Events may not yet be bookable, in which case a message will be displayed "This event is not yet available to book.". Check back closer to the meeting date to book the event.

Once you submit the booking form you will receive an email with the event details, including the Zoom link where applicable.

Events may have a waitlist if they are booked out. To add your name to the waitlist, fillout the form. The Event Coordinator will contact you if a place becomes available.



For some events (including paid events), a booking button will be displayed. Clicking this will redirect you to Eventbrite to complete your booking.

