

AffinityTSA online Booking with Bookwhen

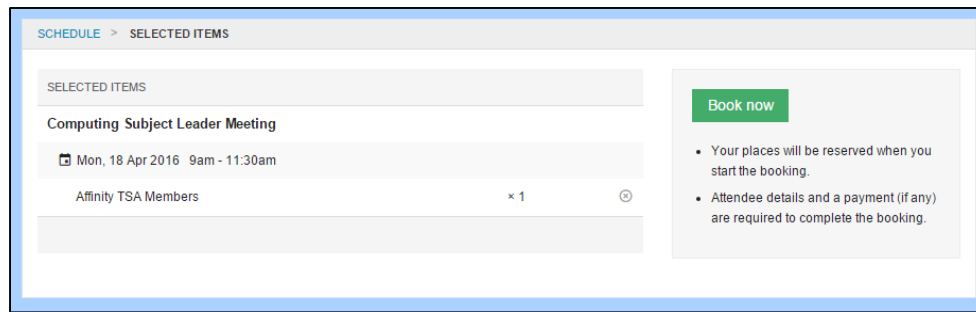
1. Log onto <https://bookwhen.com/affinitytsa>
2. In schedule you will find the list of courses available.
3. Click the course you are interested in. You will see the course description on the right hand side of the page

The screenshot shows the 'SCHEDULE' page on the Bookwhen website. On the left, there is a calendar view for April and June 2016. The course 'Computing Subject Leader Meeting' is highlighted for Monday, 18 April, from 9am to 11:30am. On the right, the course details are displayed, including the date, time, location (Parkland Primary School), and 14 available spaces. There is a 'View Details' button. Below the details, there are sections for 'DOCUMENTS' (Parkland Parking And Directions) and 'TICKETS / BOOKING TYPES' (Affinity TSA Members). A 'Select' button is visible in the bottom right corner of the details panel.

4. To book a place on the course, click the select button in the bottom right hand corner, click the number of places required. Please note there could be a maximum number of places available.

This screenshot shows the same 'SCHEDULE' page as the previous one, but with the booking process initiated. In the 'TICKETS / BOOKING TYPES' section, the 'Affinity TSA Members' option is selected, and a quantity of '1' is entered in the input field. A 'Proceed' button is now visible at the bottom right of the details panel.

5. Click proceed and go to book now.



SCHEDULE > SELECTED ITEMS

SELECTED ITEMS

Computing Subject Leader Meeting

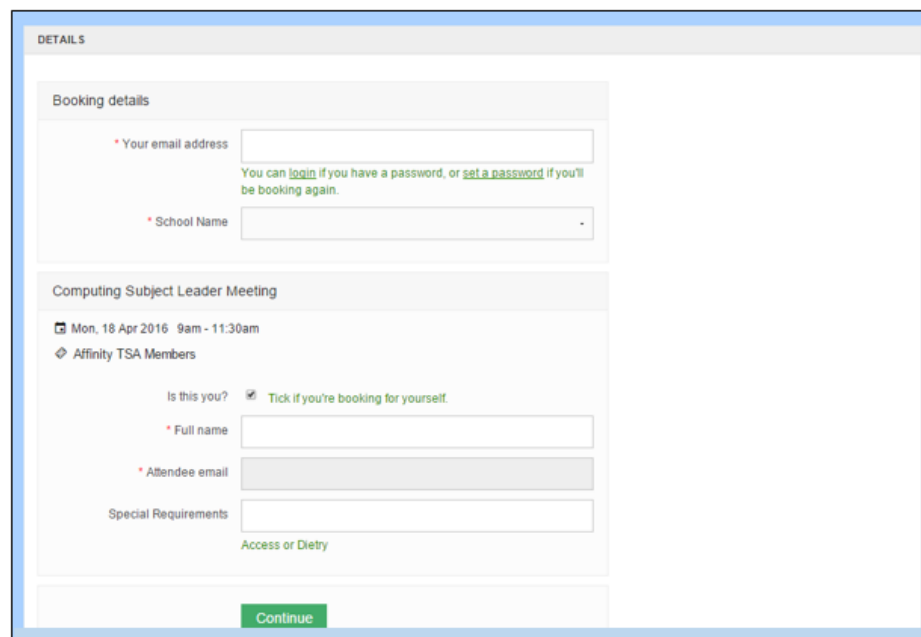
Mon, 18 Apr 2016 9am - 11:30am

Affinity TSA Members x 1

Book now

- Your places will be reserved when you start the booking.
- Attendee details and a payment (if any) are required to complete the booking.

6. New users will be asked for their email address and a password so they can login in future.



DETAILS

Booking details

* Your email address

You can [login](#) if you have a password, or [set a password](#) if you'll be booking again.

* School Name

Computing Subject Leader Meeting

Mon, 18 Apr 2016 9am - 11:30am

◆ Affinity TSA Members

Is this you? Tick if you're booking for yourself.

* Full name

* Attendee email

Special Requirements

Access or Dietary

Continue

7. Use the dropdown list for your school name
8. If you are making the booking for yourself click the box 'is this for you'. There will be no need to fill in the detail box. If you are making the booking on behalf of a member of staff you will have to complete the name/email address for that person.
9. You will then go to the payment information page if applicable-click pay later.
10. When the booking is complete, a booking reference will pop up.

SCHEDULE > COMPLETE

Booking Complete

Booking reference: **VXEHX**

You can access your booking using the link in the confirmation email.

Thank you for your booking.

BOOKING DETAILS

Booked by: arichards@kibprimary.leicsvle.com

Computing Subject Leader Meeting

📅 Mon, 18 Apr 2016 9am - 11:30am

👤 Affinity TSA Members

👤 Amy Richards <arichards@kibprimary.leicsvle.com>

ADDITIONAL INFORMATION

Computing Subject Leader Meeting

Please note Car Parking is difficult at the school so please use the public car park - Parking details attached

11. You will receive a confirmation by email.