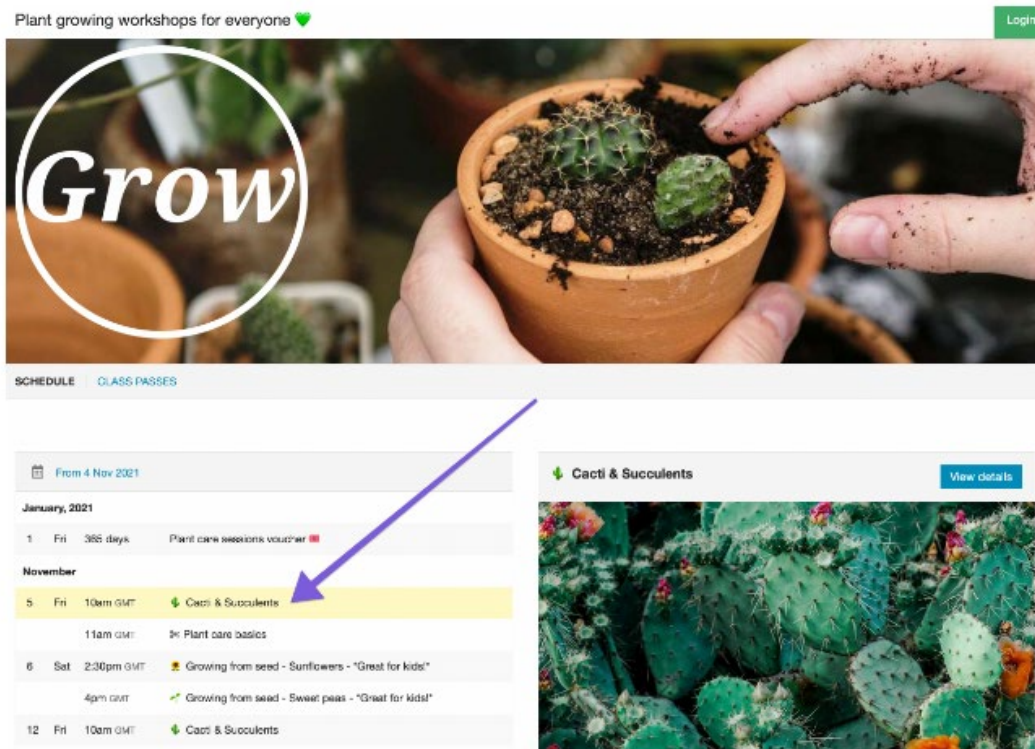


Selecting your tickets

Navigate to the booking page <https://bookwhen.com/dancevisions> and select the event you wish to book from the schedule:



Plant growing workshops for everyone ♥ Login

Grow

SCHEDULE CLASS PASSES

From 4 Nov 2021


January, 2021

1	Fri	365 days	Plant care sessions voucher
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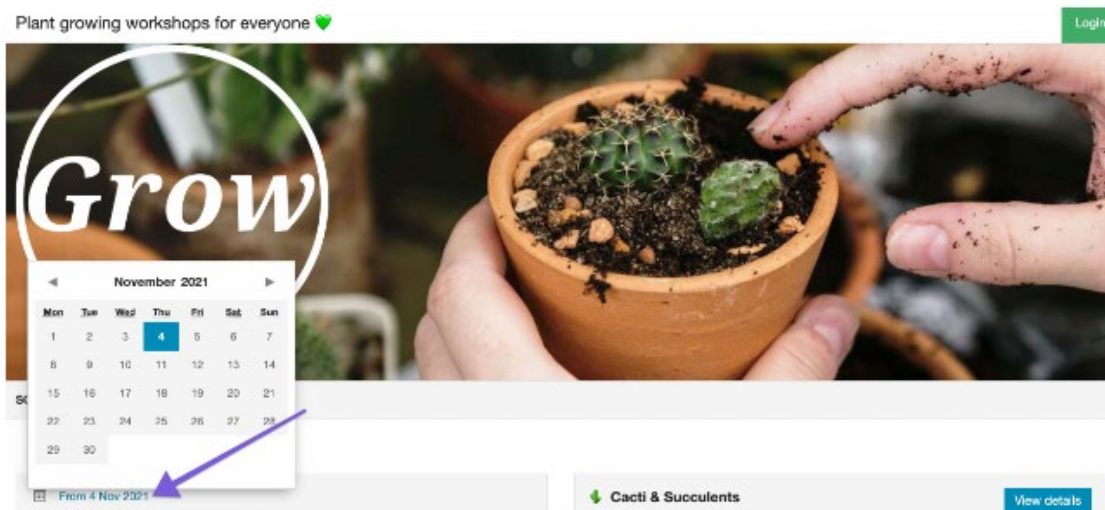
November

5	Fri	10am GMT	Cacti & Succulents
		11am GMT	Plant care basics
6	Sat	2:30pm GMT	Growing from seed - Sunflowers - "Great for kids!"
		4pm GMT	Growing from seed - Sweet peas - "Great for kids!"
12	Fri	10am GMT	Cacti & Succulents

Cacti & Succulents View details



You may need to adjust the date filter at the top of the section if the event you wish to attend is in the future:



Plant growing workshops for everyone ♥ Login

Grow

November 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

From 4 Nov 2021

Cacti & Succulents View details

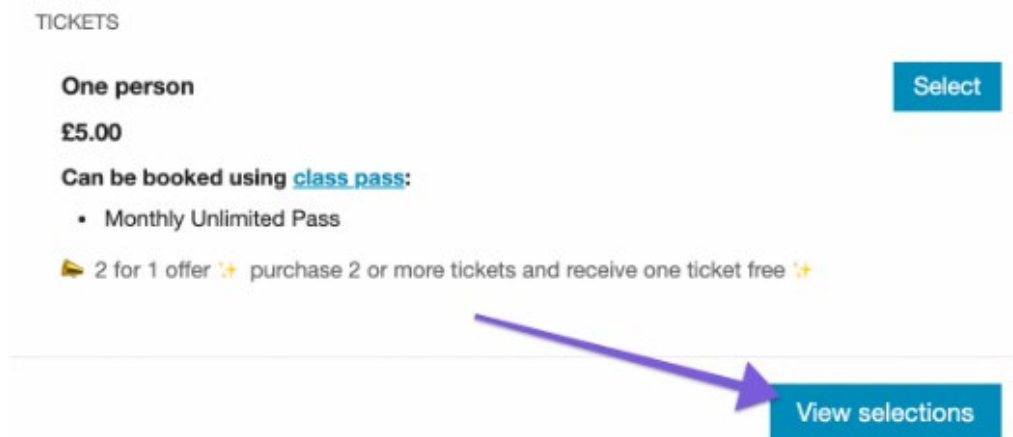
Select your ticket(s) by choosing **Select** and using the + and - symbols to add more or fewer tickets:



👉 If you'd like to book additional tickets for different events, please repeat the process by locating them on the schedule and adding them to your basket.

Managing your basket

When you are ready to checkout, select **View selections** to open your basket:



Return to the schedule

You can navigate back to the schedule to add more tickets by selecting **Select more**:

SELECTED ITEMS

Cacti & Succulents

Fri, 5 Nov '21 10am – 12pm GMT

Standard Entry x 1 £10.00

Plant care basics

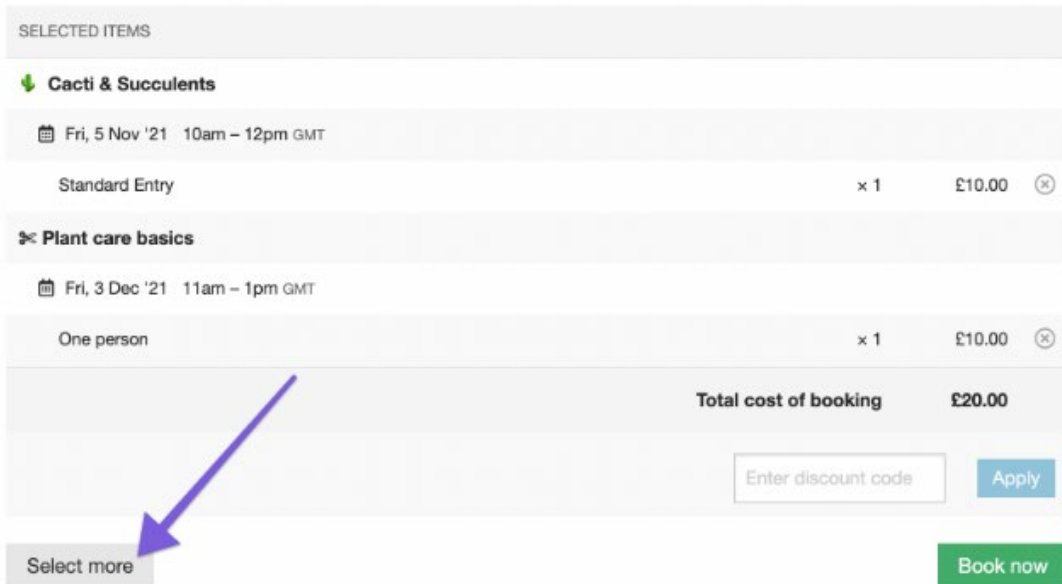
Fri, 3 Dec '21 11am – 1pm GMT

One person x 1 £10.00

Total cost of booking £20.00

Enter discount code

Select more



Removing a ticket

You can remove any unwanted tickets by selecting the grey x button:

SELECTED ITEMS

Cacti & Succulents

Fri, 5 Nov '21 10am – 12pm GMT

Standard Entry x 1 £10.00

Plant care basics

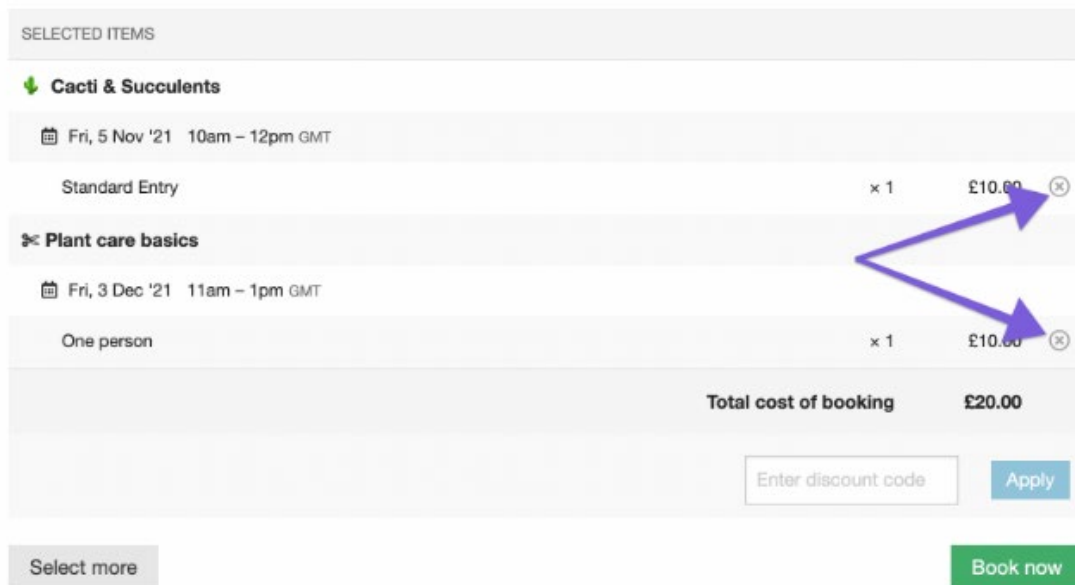
Fri, 3 Dec '21 11am – 1pm GMT

One person x 1 £10.00

Total cost of booking £20.00

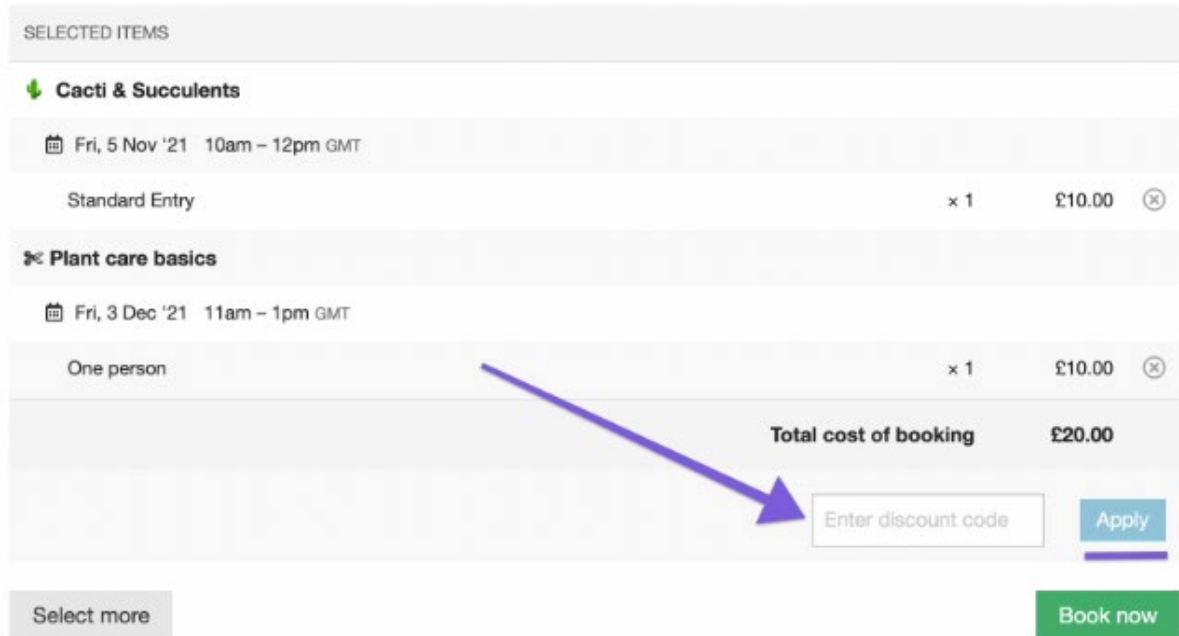
Enter discount code

Select more



Adding discount code

If you have a discount code, you can enter it in **Enter discount** code box, then select **Apply** before selecting **Book now**:



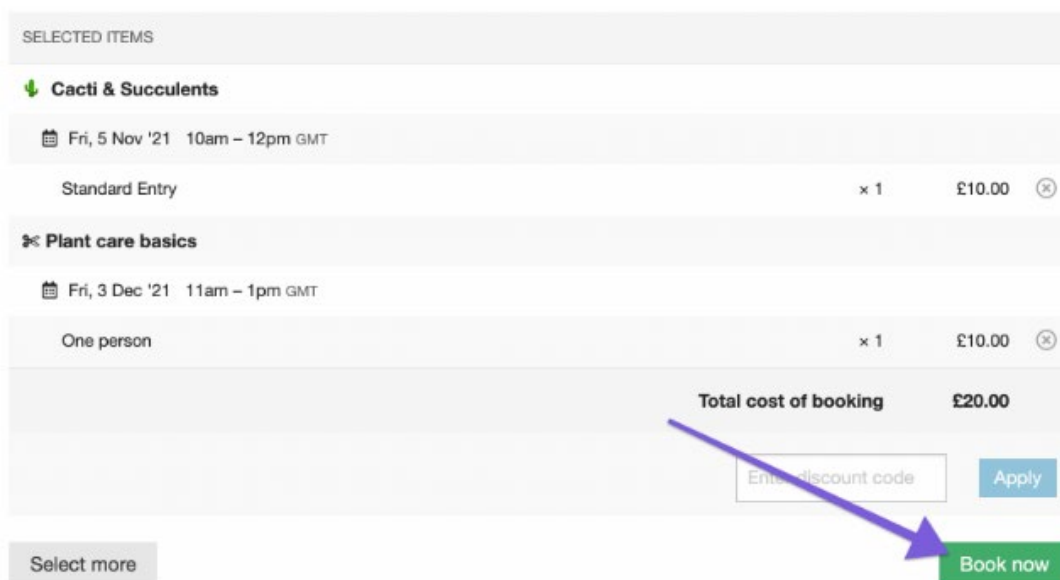
The screenshot shows a booking interface with the following elements:

- SELECTED ITEMS** header.
- Cacti & Succulents** section:
 - Calendar icon, Fri, 5 Nov '21 10am – 12pm GMT
 - Standard Entry x 1 £10.00 (with a close icon)
- Plant care basics** section:
 - Calendar icon, Fri, 3 Dec '21 11am – 1pm GMT
 - One person x 1 £10.00 (with a close icon)
- Total cost of booking** £20.00
- Input field: Enter discount code
- Apply button
- Select more button
- Book now button

A blue arrow points from the 'Total cost of booking' area to the 'Enter discount code' input field.

Completing a booking

When you are ready to complete the booking, please select **Book now**:



The screenshot shows the same booking interface as above, but with a blue arrow pointing from the 'Total cost of booking' area to the 'Book now' button.

Bookwhen requires one 'booker' email address per booking. This email address is used for your booking confirmation and event reminder emails:

Booker details

Your email address

Enter your own email if booking on behalf of others.

[Continue](#)

💡 Please note: Bookwhen will not contact you for anything that isn't directly related to the event you have booked.

Next, you will be asked to complete any booking fields relevant to your booking and required by your Event Organiser.

This may include attendee information such as **Attendee email, Attendee names**, consent fields, etc. and select **Continue**:

Attendee details

1ST ATTENDEE [Change attendee](#)


* Full name

Attendee email

[Add another attendee](#)

Booking details

I have read and agree to the Terms & Conditions

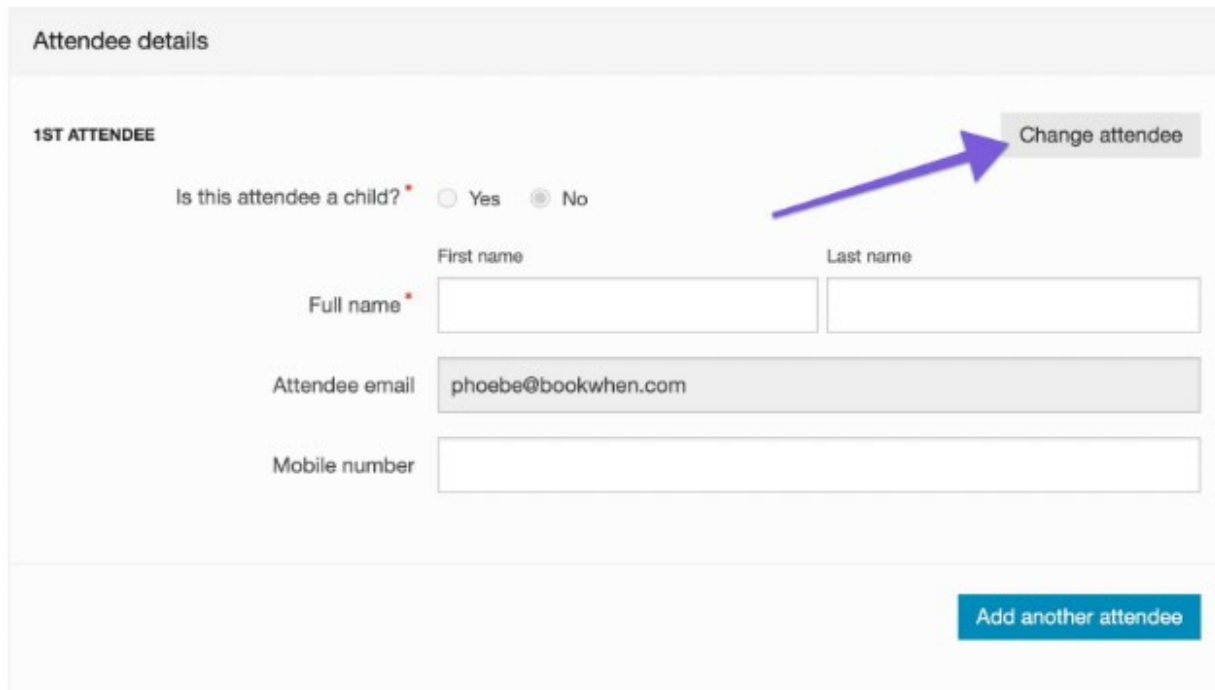
 **Untitled**
Untitled.pdf (7.11 KB)

Would you like to receive updates about our latest offers and events?

[Continue](#)

Amending attendee information

You can change the pre-populated Attendee email section by selecting the **Change attendee** button when making a booking:



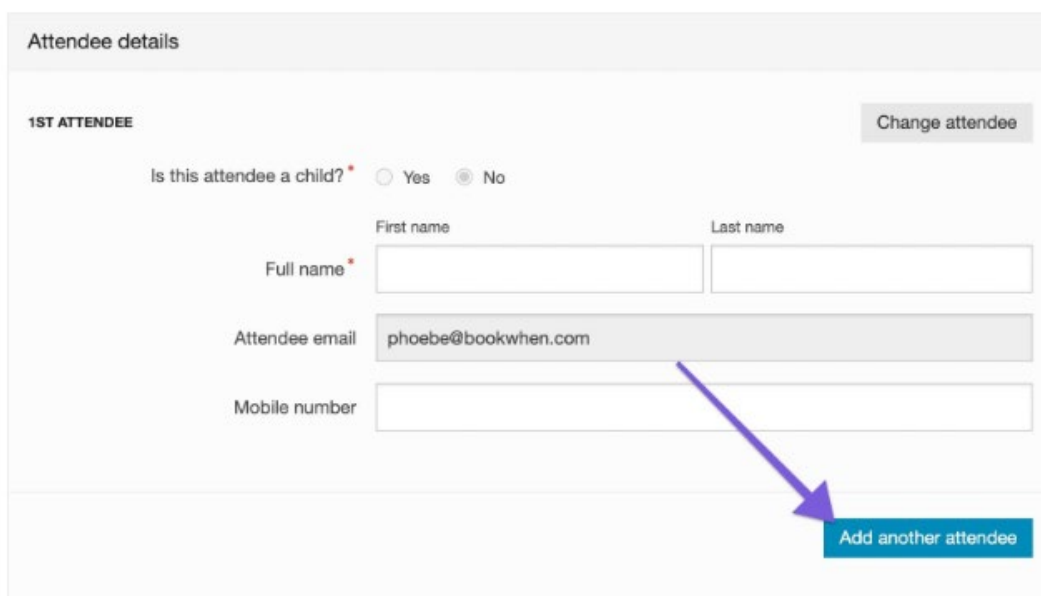
The screenshot shows the 'Attendee details' form for the '1ST ATTENDEE'. It includes a 'Change attendee' button in the top right corner, which is highlighted with a purple arrow. The form contains the following fields:

- Is this attendee a child? * Yes No
- Full name *
 - First name
 - Last name
- Attendee email: phoebe@bookwhen.com
- Mobile number

At the bottom right of the form is a blue button labeled 'Add another attendee'.

Adding additional attendee information

To add another attendee, select **Add another attendee** at the bottom of the 1st Attendee box:



The screenshot shows the 'Attendee details' form for the '1ST ATTENDEE'. It includes a 'Change attendee' button in the top right corner. The form contains the following fields:

- Is this attendee a child? * Yes No
- Full name *
 - First name
 - Last name
- Attendee email: phoebe@bookwhen.com
- Mobile number

At the bottom right of the form is a blue button labeled 'Add another attendee', which is highlighted with a purple arrow.

If there is a cost associated with your event, you may have the option to pay online (via credit or debit card), offline (another method) or given a choice between the two (depending on your Event settings).

Online payment

The system may present you with various options to complete the online payment.

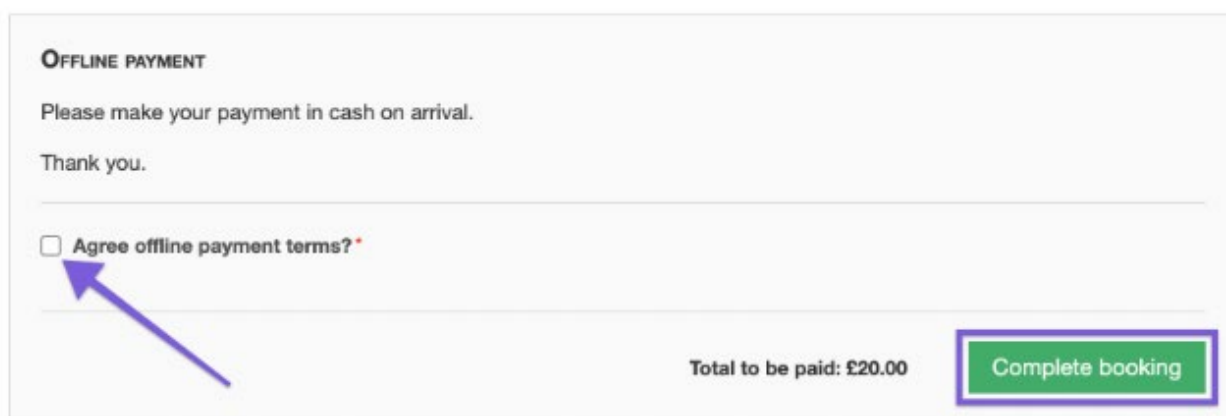
If your Event Organiser has integrated their account with PayPal, you will be prompted to either sign into your PayPal account or checkout as a guest.

💡 Please note: Bookwhen has removed the option to save your details for future use. You now have the option to save your details in a Wallet or Browser.

Offline payment

Before completing the booking, you must select the **Agree offline payment terms** tickbox to acknowledge that you agree to pay later (usually by transfer or as directed in the instructions given).

Once selected, you can then choose **Complete booking**:



The screenshot shows a form titled "OFFLINE PAYMENT". Below the title, it says "Please make your payment in cash on arrival." and "Thank you." There is a checkbox labeled "Agree offline payment terms?" with a red asterisk. A blue arrow points to this checkbox. At the bottom right, it says "Total to be paid: £20.00" and a green button labeled "Complete booking" is highlighted with a blue border.

💡 Please note: This option is only available if your Event Organiser has enabled an offline payment option.

Creating a password

You may wish to create a password by selecting Set a password to save time the next time you book.

Your booking confirmation has been sent to: **phoebe@bookwhen.com**
[Set a password](#) to make future booking easier and manage your bookings.

Booking on a mobile device

Booking on your mobile phone is the same process as booking on your desktop, with the layout scaled to fit your screen.

Double-bookings

Double-bookings are verified against the 'attendee email', meaning that lead 'bookers' can make multiple purchases using different attendee emails.

For example, you can add the same email under 'Booking details' for multiple bookings of the same date/time/event:

BOOKER > DETAILS > PAYMENT > COMPLETE

Booker details

Your email address

Enter your own email if booking on behalf of others.

Continue

The attendee email must differ per booking. Otherwise, the system will flag it as a 'double-booking' as it 'assumes' that the same attendee is attending twice.

You can change the attendee email details by selecting **Change attendee** on the right-hand side:

Attendee details

1ST ATTENDEE

Change attendee

Is this attendee a child? * Yes No

Full name *

Attendee email

Mobile number

Do you agree to the cancellation policy? * Yes No

[Cancellation & Refund policy]

💡 Please note:

Bookwhen will never ask you for an 'account name', 'sector', or 'timezone' to complete a booking. If asked, you have strayed onto the Bookwhen software page (for **Event Organisers**) and should navigate to the booking link.