

## BOOKING ON THE WEBSITE

First, it's easy, so don't worry about it. Here are links to 2 videos showing you how to login and how to book and what follows are simple instructions if you don't want to watch the videos.

How to login:

<https://www.loom.com/share/b820479d869f4f02a2cfb8fbfac38a43>

How to book an event:

<https://www.loom.com/share/cabc7b6f58c0459299d440eb57137ee4>

The password is **Regency1874£** (exactly like that please)

Secondly, I'll go in the club from 10.30 to 11.45 today, Wednesday, and after lunch (say from 2.30-4) to help anyone who is stuck, and Jane Moyle will be there to help as well.

Right, here goes.

Go the website by typing [www.thenewclub.co.uk](http://www.thenewclub.co.uk) You don't have to do that, though. If you are reading this on your phone, you can just press on that link I have just created ([www.thenewclub.co.uk](http://www.thenewclub.co.uk)) and it will take you straight there. If you are reading it on a laptop or desktop computer, press **CTRL and left click** your mouse at the same time on the link, and it will take you straight there.

Once you are in the website, have a look through it and I hope you like it. How you look through it on your phone is that on the top right of the video which has come up you will see a circle with 3 lines inside it. Press on that and a menu will open up. If you are on an ipad or laptop, you will see a list of options along the top – News and Events, Memberships etc.

This is the public face of the website. Anyone can look at this. There is, however, a private area for members where you can look at all the photos of old events, book whatever you want to come to, read the

latest copy of the NCT (once it is out) and see what future events you have booked for.

To book, you need to be in the **Members Area**. You will see that near the bottom of the list on the menu on your phone, or on the top right on your ipad or laptop. Press it on your phone or ipad, or however you normally move around your device, or **CTRL click** on a mouse on your laptop.

The first time you go in you will have to log in. Enter your email address, and the password is **Regency1874£** You will see a small box under the password box which you can press and it will remember you so you don't need to login again. Depending on your device, a box may come up asking if you want this recorded so you can use it across all your devices.

Once you are in the **Members Area**, below you will see a series of boxes marked **Club Contacts, My Events, Future Events** etc, and you will also be able to see your personal information under **View Account Details**.

Go to **Future Events** and click on it. You will see a series of future events, starting with the Comfort Food supper. If you know you want to come to something, you can go straight to **Get Places**. It will say Free above the event. It's lying. What it means is that you are paying in the usual way and not on the website. I will be adding events to it week by week, but you can book the remaining events in February and the major events in March and April at the moment.

A write up will come up on the event, and a box marked **Places**. If you want, say, to book for two members, **click on the + symbol** by members till it gets to 2. It will then come up with a box for your name and email address, and that of the person for whom you are also getting a place. You can put their email in that box, or if you're a couple, just your own. Then you can press **Save and View Cart** or **Checkout Now**. If you are going to book other events, you can **Save and View Cart**, or if just this event, **Checkout Now**. If you press Checkout Now, a box will come up with your billing address etc

(which you will need to add only the first time, and it just means your home address) and it will show you what you have ordered. If you are happy, press **Place Order**, or if you want to change the order press **Return to Basket**, and redo it.

If you go the end of the event you are booking, there is a button to take you to other events, or you can press **Members Area** on the menu to take you into the Members Area generally.

Once you have pressed Place Order it will tell you it has done so, and then you can press any of the buttons to go somewhere else. It will now appear in the **My Events** section, so you know what you have booked, and the system will send you an email reminder nearer the time. You can go to another event and book that if you want to, or just look round the website, or leave it altogether.

If you want to cancel, go to **My Events**, and you will see a **Cancel** box against any events you have booked. You can cancel free till the club closes on the Saturday before the event. After that you will be expected to pay in the usual way unless there is a medical emergency.

Do have a look at the website generally. We are really rather proud of it, and Jane and I have spent many months on it, so we very much hope you like it.

Please be patient for a few days. Let me know of any problems. Any teething troubles will be sorted out soonest!

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